The 693rd Meeting
of
The Board of Trustees
November 18, 2014

Oakton
Community College
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 21, 2014
   - 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

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

AGENDA

Call to Order and Roll Call

Pledge of Allegiance

V Approval of Minutes of October 21, 2014

Statement by the President

Report: Achieving the Dream

Comments by the Chairman

Public Participation
NEW BUSINESS

CONSENT AGENDA

11/14-1
  a. Approval of Adoption of Consent Agenda
  b. Approval of Consent Agenda Items 11/14-2 through 11/14-8

11/14-2 Ratification of Payment of Bills for October 2014

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

11/14-4 Compliance with Open Meetings Act, Closed Session Minutes

11/14-5 Authorization for Destruction of Verbatim Recordings of Closed Session Meetings

11/14-6 Ratification of the Actions of Alliance for Lifelong Learning Executive Board

11/14-7 Supplemental Authorization to Pay Professional Personnel – Fall 2014

11/14-8 Approval of Clinical Practice Agreements

OTHER AGENDA ITEMS


R 11/14-10 Authorization to Approve November Purchases
  a. Grant Funded Mechatronic Equipment
  b. Video/Audio Capture System
  c. Trash Disposal and Recycle Services
  d. Architectural Services – West End Remodeling and Locker Rooms Repair and Renovation
  e. Lab Stools for the Science and Health Careers Center
  f. Field Study Course - Germany

11/14-11 Preview and Initial Discussion of December 2014 Purchases

V 11/14-12 Acceptance of a Grant

V 11/14-13 First Read of Policy Revisions

ADJOURNMENT
Minutes of the Oakton Community College Board Meeting
October 21, 2014

The 692nd meeting of the Board of Trustees of Community College District 535 was held on Tuesday, October 21, 2014 at the Oakton Community College Des Plaines campus.

Call to Order and Roll Call
Chairman Bill Stafford called the meeting to order at 6:50 p.m. in room 1502; Secretary Ann Tennes called the roll:

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

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

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

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

At 7:30 p.m. Ms. Tennes made a motion to adjourn the session, seconded by Ms. Harada. A voice vote was called, and the meeting was adjourned.

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

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

Approval of Minutes
Mr. Stafford asked for a motion for the approval of the minutes of the September 16, 2014 meetings. Ms. Tennes made the motion which was seconded by Ms. Bashiri-Remetio. A voice vote was called and the minutes were unanimously approved.

President Lee welcomed everyone, and asked introductions of those present:

Kathleen DeCourcey, College Advancement, and Classified Staff Union President, presented Philip Cronin, Media Services; Eileen Cukierski, President’s Office; Princess Escudero, Student Life; Robin Nash, Alternative Education; Krissie Harris, Student Life; and Jesse Wallace, Media Services.

Katherine Schuster, Professor of Education, and Full-time Faculty Union President, presented Amy Blumenthal, Professor, English; Joe Cirone, Professor, Mechanical Design; Madhuri Deshmukh, Professor, English; Jennifer Strehler, Professor, Mathematics; and Sherrill Weaver, Professor, Library Services.

Barbara Dayton, Lecturer of Sociology, and Adjunct Faculty President, introduced: Eileen Berman, Lecturer, Music; Cheryl Brown, Lecturer, Computers and Business; Eralda Kanacevic, Lecturer, Accounting; and Samir Patel, Lecturer, Computers.

Student Trustee Daniel Alferes introduced students Elizabeth Adcox, Jonathan Behzad, Clementina Ejiofor, and Jason Nwosu.

Administrators present included: Michael Anthony, Assistant Vice President, Access, Equity, and Diversity; Ann Marie Barry, Director, Student Life; Michael Carr, Assistant Vice President, Academic Affairs; Leana Cuellar, Assistant Director, Student Success; Karen Epps, Director, Budget and Accounting Services; Adam Hayashi, Dean, Science and Health Careers; Mark Kiel, Director, Counseling and Health Services; Linda Korbel, Dean, Languages, Humanities and the Arts; Roxann Marshburn, Director, Grants and Alternative Funding; Leah Swanquist, Director, Facilities; Cheryl Warmann, Director, Enrollment Services; and Brad Wooten, Dean Social Sciences and Business.

Guests: Fred Lantz, Michael Lundeen, and Jerome Wouters.

Statement by the President
President Lee offered condolences to Craig Ahrndt, Human Resources, on the passing of his brother-in-law; Syed Alvi, on the passing of his father; to the family of Jake Jerger, a retired faculty member who taught percussion and directed the Oakton Jazz Percussion Ensemble, to Janet Coates, retired Information Technology staff, on the loss of her mother; and again to the family, friends and colleagues of former Mathematics chair Julie Hassett, for whom a memorial service was held on September 27. Dr. Lee thanked all for the many expressions of sympathy she received on the passing of her brother. Congratulations were given to Director of Human Resources, Mum Martens and her husband Peter, on the birth their son Cooper Bun Khun Martens; Roxann Marshburn, Director of Grants, and her husband, Joe Bakshis, on the birth of their second grandson, August Evander Bakshis; and Pat Cunniffē, Manager, Business and Analysis, on the birth of his son Matthew.

Thanks were extended to Marvin Bornschlegl and the students of Oakton’s chapter of Habitat for Humanity, for their work during World Habitat Week. The chapter received a certificate of recognition for their dedication and volunteerism during the community paint-a-thon. Congratulations were given to the Men’s soccer team as they are Skyway Conference champions for the seventh time in the past twelve years. At this time, Trustee Wadhwa, on behalf of the Board, offered condolences to President Lee on the death of her brother. Director of Student Life, Ann Marie Barry, announced that LifeSource, a non-profit corporation distributing a half-million blood
products annually to approximately sixty area hospitals, recently honored Oakton Community College as being in the top twenty of all donor groups. The Office of Student Life through the leadership of Princess Escudero and Krsissie Harris, have coordinated blood drives at both campuses, and it is through their efforts that the College has earned this honor. LifeSource recognized both Ms. Harris and Ms. Escudero for their years of support and specifically their contributions this year. Dr. Michael Anthony, Assistant Vice President of Access, Equity and Diversity, introduced Jerome Wouters, an instructor and coordinator/manager at the Sport College, ROC Midden Nederland in Amersfoort, the Netherlands, who has been visiting Oakton for the past two weeks. Mr. Wouters thanked everyone at the College for being so welcoming towards him. Dr. Anthony, who is Mr. Wouters exchange partner, will be going to the Netherlands in May 2015 for two weeks to complete this professional exchange.

President Lee 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, 2014. Mr. Lantz relayed that he met with the Board’s Finance Committee on October 9, 2014, and discussed in detail the results of that audit process. Mr. Lantz commended the College for preparing and publishing on a voluntary basis, such a complete Comprehensive Annual Financial Report (CAFR); for receiving the Government Finance Officers Association certificate of achievement; as well as a clean unmodified opinion on the external financial statements from the external auditors. Per Mr. Lantz, those are all wonderful accomplishments for the institution. The CAFR goes above and beyond the minimum requirements of generally accepted accounting principles. This document provides full accountability back to the students, the constituency, and 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 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 remarked that once again, Oakton is one of only three community colleges in the state of Illinois to receive a triple A bond rating from the debt markets.

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. To receive a clean unmodified opinion with no findings or questions is really quite an accomplishment for the institution, and most importantly for the Student Financial Assistance department. Mr. Lantz commended Financial Aid as it is obvious they work very hard on behalf of the students and the College. In summary, Mr. Lantz congratulated the College for being in such a good financial position during these challenging economic times. Mr. Nowak thanked Karen Epps, Director of Budget and Accounting Services for running the audit; and Cheryl Warmann, Director of Enrollment Services, as well, for all the work she and her staff does every day on behalf of the students and the College.

Chairman Stafford relayed that the Finance Committee had a very good meeting with the Mr. Lantz and the auditors on October 9. The College’s operating revenues exceeded the expenditures and stayed within budget. Mr. Stafford also gave kudos to the Financial Aid department, for the hard and at times difficult work in processing students and their financial paperwork, and to do so at a level of such excellence. Finally, Mr. Stafford commended Mr. Nowak and Ms. Epps on the great job in putting together the CAFR, which is above and beyond the call of duty. It is a national standard and is the epitome of transparency in terms of financial reporting.

Before the evening’s report on College Studies was presented, President Lee spoke about the College Studies program being a component of the Student Success initiative. She mentioned that in November, the Achieving the Dream coaches will return and will be sharing our Dashboard data with the Board. President Lee gave a special shout out to the Student Success team and subgroup, who are sharing the progress that is being made on projects to promote student success at Oakton with regular updates on the Student Success channel on the College’s website.
At this time, Joanne Smith, Vice President of Student Affairs, introduced Leana Cuellar, Assistant Director of Student Success, to talk about the College Studies Program. Dr. Smith said the College Success courses are part of our Student Success plan. This year Ms. Cuellar and her team redesigned the program which involved collaboration from all across the College. Ms. Cuellar thanked the Board for allowing her time to share some of the redesign of the College Studies area with them. The purpose of the College Studies programming is to enhance the academic and social integration of students. Why was there a need to redesign the program at this time? Faculty had concerns with the previous course content and materials. There seemed to be a general lack of understanding of the course. The redesign was done as a partnership which incorporated the results of student focus groups, faculty interviews, class visits, and a syllabus revision. The newly redesigned Colleges Studies program includes a professional development series. This series contains training components that are required for faculty to teach College Studies courses. College Studies classes really are an effective intervention for working with students. Students who enroll in a Student Success course in the first semester are more likely to earn college level credits, and are more likely to persist to the second year. Ms. Cuellar stressed that we want to be able to make sure that we are supporting our students by helping them achieve their individual, academic, and personal goals, which also include graduation or transfer.

Ms. Cuellar said that the redesign process also included a tweaking of the College 101 College Success course, which is a one credit course, whose purpose is to develop the skills to succeed in college and life, including goal setting, critical thinking, and time management. Also, there was the creation of another course, College 108: The College Experience, which is a three credit course designed to develop the competencies that are necessary to be a successful college student. This course provides information on study skills like time management, and note taking, as well as how to tackle critical thinking assignments. College Studies is integrating students into the academic and social fabric of the College by developing essential skills needed to be successful; building connections of relationships with their peers, instructors, and with the curriculum and resources of the College itself. Throughout the presentation, Ms. Cuellar showed video clips of students, faculty, and staff who have either gone through the training or taken the course, and their reflections on the College Studies program.

Public Participation – none

New Business

10/14-1a Approval of Adoption of Consent Agenda
Ms. Tennes offered:
“Be it resolved that the Board of Trustees of Community College District 535 approves adoption of the Consent Agenda.”

Dr. DiLeonardi seconded the motion; a voice vote was called and the motion passed unanimously.

10/14-1b Approval of Consent Agenda Items 10/14-2 through 10/14-8
Ms. Harada offered:
“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 10/14-2 through 10/14-8 as listed in the Consent Agenda.”

10/14-2 Ratification of Payment of Bills for September 2014
"Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of $6,366,628.41 for all check amounts as listed and for all purposes as appearing on a report dated September 2014.”

10/14-3 Acceptance of Treasurer’s Report for September 2014
“Be it resolved that the Board of Trustees of Community College District 535 receives for filing as a part of the College’s official records, the report of the Treasurer for the month of September 2014.
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 for 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 2013 levy revenues collected in 2014 as approved and the December 2014 levy revenues collected in 2015 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 as stipulated and hereby approves the expenditures in the amount not to exceed $163,576.43 for all funds listed in item a.”

a. Salary payments in the amount of $163,576.43 for part-time teaching services for the Alliance for Lifelong Learning Fall 2014.

b. Salary rescinds in the amount of $4,296.54 for part-time teaching services for the Alliance for Lifelong Learning Fall 2014.

Supplemental Authorization to Pay Professional Personnel – Fall 2014
1. "Be it resolved that the Board of Trustees of Community College District 535 approves the adjustments of part-time faculty 2014 fall semester salaries in the amount of $625,714.82, resulting in a revised total of $4,274,252.68."
2. "Be it further resolved that the Board of Trustees of Community College District 535 approves the adjustments of overload faculty 2014 fall semester salaries in the amount of $50,371.80, resulting in a revised total of $318,666.00."

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

For the Health Information Technology Program
Presence Villa Scalabrin Nursing and Rehabilitation Center – Northlake
Strobel Billing and Consulting Inc. – Mt. Prospect

For the Physical Therapist Assistant Program
Avanti Wellness and Rehab – Niles

For the Substance Abuse Counseling Program
Leyden Family Services and Mental Health Center, Leyden Aftercare Program,
The SHARE Program – Franklin Park.”

Ms. Tennes seconded the motion and called the roll:

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

The motion carried; Student Trustee Alferes favored the resolution.

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 2014 Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2014.”

Ms. Harada seconded the motion; a voice vote was called and the motion passed unanimously.

**10/14-10 Approval of Estimate of Levy for 2014 and Announcement Thereof**

Ms. Tennes offered:

“Be it resolved that the Board of Trustees of Community College District 535 estimate the amount of the tax levy needed for 2014 to be collected in calendar year 2015 as follows: The sum of $39,349,800 to be levied as a tax for educational purposes; and the sum of $7,900,000 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 9, 2014 Board of Trustees meeting, will have on its agenda the adoption of a resolution setting forth its tax levy for 2014. The above estimated amounts for the 2014 tax levy may be changed by the Board in adopting the final 2014 levy, subject to statutory notice and publication requirements.”

Mr. Alferes seconded the motion. Mr. Frank asked if this resolution would be considered a first read or an announcement of the levy. Bob Nowak, Vice President of Business and Finance, replied that it is a requirement that we project the levy in advance of the actual adoption. Chairman Stafford relayed that at the December Board meeting there will be a resolution that will set forth the levy that was recommended at this meeting. This is legal due process to get the Board ready to pass the actual levy that provides for the property tax dollars. This is also done for transparency as well.

Ms. Tennes called the roll:

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<tbody>
<tr>
<td>Ms. Harada</td>
<td>Aye</td>
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<tr>
<td>Mr. Wadhwa</td>
<td>Aye</td>
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<tr>
<td>Dr. DiLeonardi</td>
<td>Aye</td>
</tr>
<tr>
<td>Mr. Stafford</td>
<td>Aye</td>
</tr>
<tr>
<td>Ms. Tennes</td>
<td>Aye</td>
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<tr>
<td>Ms. Bashiri-Remetio</td>
<td>Aye</td>
</tr>
<tr>
<td>Mr. Frank</td>
<td>Nay</td>
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The motion carried; Student Trustee Alferes favored the resolution.

**10/14-11 Authorization to Approve October Purchases**

Ms. Bashiri-Remetio offered:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the approval of the attached resolutions, as stipulated in the following agenda items, for the purchase of the following:
Mr. Wadhwa seconded the motion. Trustees Wadhwa and Harada asked for further details regarding the purchase of the automatic transfer switch. Mr. Nowak replied that the purpose of the transfer switch is to provide and maintain an uninterrupted electrical supply in the event of power outages and interruptions. Mr. Frank disclosed that he is a shareholder of Commonwealth Edison, Intel, and Microsoft.

Ms. Tennes called the roll:

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

The motion carried; Student Trustee Alferes favored the resolution.

10/14-12 Preview and Information Regarding November 2014 Purchases
The following purchases will be presented for approval at the November 2014 Board of Trustees meeting: Grant Funded Mechatronic Equipment; Public Safety Vehicle; Video/Audio Capture System; Cisco Maintenance Contracts; Waste Management Service Agreement; Service Management Software System; Travel Services for Summer 2015 Study Abroad Program in India; Field Study Courses; and Architectural Services – West End Remodeling and Locker Rooms Repair and Renovation.

10/14-13 Acceptance of Grants
Mr. Alferes offered:
"Be it resolved that the Board of Trustees of Community College District 535 accept the attached resolutions, 10/14-13a through 10/14-13d, for the following grants:
a. U.S. Department of Education Fulbright-Hays Group Projects Aboard Grant in the amount of $94,595;
b. NASA Minority Innovation Challenges Institute Minority Serving Institutions Grant in the amount of $4,000;
c. Illinois Community College Dual Credit Enhancement Grant in the amount of $4,545;
d. Gateways to Opportunity Family Child Care Credential Grant in the amount of $6,950;
for a Grand Total of $110,090."

Ms. Bashiri-Remetio seconded the motion; a voice vote was called and the motion passed unanimously.
Acceptance of Nomination for Director, Oakton Community College Educational Foundation

Mr. Wadhwa offered:
“Be it resolved that the Board of Trustees of Community College District 535 affirms the nomination of the following individual as a Director of the Oakton Community College Educational Foundation Board:

Puamuh Ghogomu, Senior Legal Counsel, the Walgreen Company (Walgreens), 108 Wilmot Road, Deerfield, Illinois 60015.”

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

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

The motion carried; Student Trustee Alferes favored the resolution.

Adjournment

Mr. Stafford announced that the next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535, will be Tuesday, November 18, 2014 beginning at 7:30 p.m. at the College’s Des Plaines campus located at 1600 E. Golf Road, Des Plaines, Illinois, in room 1506.

There being no further business before the Board, Mr. Stafford asked for a motion to adjourn the meeting. Ms. Tennes made the motion, which was seconded by Ms. Bashiri-Remetio. A voice vote was called and the meeting was adjourned at 9:00 p.m.

William Stafford, Chairman

Ann E. Tennes, Secretary

A video recording of the October 21, 2014 meeting was made and may be viewed by calling the Library and Instructional Media Services office at (847) 635-1640.
Approval of Adoption of Consent Agenda

“Be it resolved that the Board of Trustees of Community College District 535 approves adoption of the Consent Agenda.”
Approval of Consent Agenda Items 11/14-2 through 11/14-8

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 11/14-2 through 11/14-8 as listed in the Consent Agenda.

11/14-2 Ratification of Payment of Bills for October 2014
11/14-3 Acceptance of Treasurer's Report for October 2014
11/14-4 Compliance with Open Meetings Act, Closed Session Minutes
11/14-5 Authorization for Destruction of Verbatim Recordings of Closed Session Meetings
11/14-6 Ratification of Actions of Alliance for Lifelong Learning Executive Board
11/14-7 Supplemental Authorization to Pay Professional Personnel – Fall 2014
11/14-8 Approval of Clinical Practice Agreements
Ratification of Payment of Bills for October 2014

The check register detailing the regular monthly bills for October, 2014 was sent out on November 14, 2014. The totals by fund are on page 2.

_____________________________________________
Board Chairman

_____________________________________________
Board Secretary

RJN:vb

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

That the Board adopt the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of $6,901,776.65 or all check amounts as listed and for all purposes as appearing on a report dated October 2014."
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 1-105 numbered, 104752-104767, 104769-104795, 104797-104818, 104820-104839, 104841-104854, 104856-104876, 104879-104952, 104954-105007, 105009, 105011-105025, 105027-105061, 105063-105103, 105105-105145, 105147, 105150-105177, 105179-105344, 105346-105354, 105356, 105359-105387, 105389-105418, 105420-105421, 105423-105441, 105443-105446, 105448-105449, 105451-105466, 105468-105511, 105513-105574, 105576-105626 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

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<th>RECAPITULATION</th>
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<td>TOTAL PER REPORT</td>
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STUDENT GOVERNMENT AFFIDAVIT
OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535

Certification of Treasurer

I hereby certify that materials and/or services represented by checks on pages 1-105 numbered 104768, 104796, 104819, 104840, 104855, 104878, 104953, 105008, 105010, 105026, 105062, 105104, 105146, 105148, 105149, 105178, 105345, 105355, 105357, 105358, 105388, 105419, 105422, 105442, 105447, 105450, 105467, 105512 and 105575 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 $23,987.06 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 October 2014.

[Signature]
Student Government Association
Acceptance of Treasurer’s Report for October 2014

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

RJN: vb

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

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 receives for filing as a part of the College’s official records, the report of the Treasurer for the month of October 2014.”
OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535
TREASURER’S REPORT

October 2014

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

Page 4. Financial Position Statement

Cash and investments
The net cash and investments decreased by $3.9 million from the previous month. The monthly collections include $1.2 million in state funding, $422 thousand in auxiliary revenues from the bookstore, ITFS lease, Early Childhood Centers and rental income, and $260 thousand in property and personal property replacement taxes.

Of the $1.2 million in state funding referred to above, $873 thousand represents the July and August 2014 installments of the Base Operating Grant, and $352 thousand represents various state grants. In October, Oakton drew down $3.1 million of Pell and other financial aid monies. Of those monies, $2.2 million was disbursed directly to students after the Pell aid was applied to outstanding tuition and fee balances.

The October 2014 cash disbursements included $1 million for Master Plan Projects, and $6.1 million for operating expenses.

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

Revenues
At the end of October, revenues were $30.7 million or 100% of the pro-rata budget, compared to the $29.1 million, or 99% for the previous year. Property taxes (recorded on an accrual basis) were $15.1 million or 102% of the pro-rata budget. Tuition and fees totaled $14.1 million year to date, or 100% 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 $245 thousand, or 50% of the budget.

Expenditures
The current year’s total actual operating expenditures of $20.3 million are attributed to expected operating costs. The operating expenditures are above prior year’s actual expenditures of $20.2 million for the same period. Current year’s operating expenditures are in line with the budget with a reported 88% of the pro-rata budget spent.
<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>ASSETS</td>
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<td></td>
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<td></td>
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<tr>
<td>Cash</td>
<td>$4,167</td>
<td>$592</td>
<td>$207</td>
<td>$3,597</td>
<td>$2,052</td>
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<td>$10,904</td>
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<tr>
<td>Taxes Receivable</td>
<td>1,078</td>
<td>245</td>
<td>-</td>
<td>102</td>
<td>-</td>
<td>-</td>
<td>1,428</td>
<td>-</td>
<td>1,764</td>
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<td>Student Tuition Receivable</td>
<td>1,605</td>
<td>5</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,746</td>
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<td>Government Funds Receivable</td>
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<td>-</td>
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<td>-</td>
<td>-</td>
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</tr>
<tr>
<td>Accrued Interest</td>
<td>179</td>
<td>26</td>
<td>22</td>
<td>-</td>
<td>-</td>
<td>26</td>
<td>255</td>
<td>-</td>
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<tr>
<td>Other Receivables</td>
<td>318</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>102</td>
<td>-</td>
<td>-</td>
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<td>Investments</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Short-term</td>
<td>67,017</td>
<td>9,834</td>
<td>5,246</td>
<td>-</td>
<td>-</td>
<td>9,251</td>
<td>-</td>
<td>539</td>
<td>91,887</td>
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<tr>
<td>Long-term</td>
<td>17,977</td>
<td>3,099</td>
<td>2,301</td>
<td>-</td>
<td>-</td>
<td>3,089</td>
<td>-</td>
<td>204</td>
<td>26,670</td>
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<tr>
<td>Due from (to) Other Funds</td>
<td>(14,500)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>14,500</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Inventories - Prepods</td>
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<td>-</td>
<td>162</td>
<td>-</td>
<td>-</td>
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<td>Total Current Assets</td>
<td>77,936</td>
<td>13,801</td>
<td>7,938</td>
<td>3,699</td>
<td>-</td>
<td>30,709</td>
<td>-</td>
<td>1,057</td>
<td>135,140</td>
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<tr>
<td>Net Investment in Plant</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>105,886</td>
<td>-</td>
<td>105,886</td>
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</tr>
<tr>
<td>TOTAL ASSETS</td>
<td>$77,936</td>
<td>$13,801</td>
<td>$7,938</td>
<td>$3,699</td>
<td>-</td>
<td>$30,709</td>
<td>$105,886</td>
<td>$1,057</td>
<td>$241,026</td>
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<table>
<thead>
<tr>
<th>LIABILITIES AND NET POSITION</th>
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<tr>
<td>Payables</td>
<td>$310</td>
<td>$-</td>
<td>$-</td>
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<td>$-</td>
<td>$-</td>
<td>$44</td>
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<td>80</td>
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<td>-</td>
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<td>-</td>
<td>-</td>
<td>619</td>
<td>-</td>
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<td>10,280</td>
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<td>Bond Payable</td>
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<td>-</td>
<td>-</td>
<td>41,577</td>
<td>-</td>
<td>676</td>
<td>-</td>
<td>-</td>
<td>41,577</td>
</tr>
<tr>
<td>Total Liabilities</td>
<td>7,809</td>
<td>216</td>
<td>1,947</td>
<td>322</td>
<td>41,577</td>
<td>-</td>
<td>676</td>
<td>-</td>
<td>52,633</td>
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<td>Deferred Inflows of Resources</td>
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<td>1,295</td>
<td>-</td>
<td>527</td>
<td>41,663</td>
<td>676</td>
<td>-</td>
<td>-</td>
<td>7,296</td>
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<tr>
<td>Total Liabilities and Deferred inflows of Resources</td>
<td>13,876</td>
<td>1,511</td>
<td>1,947</td>
<td>849</td>
<td>41,663</td>
<td>676</td>
<td>-</td>
<td>-</td>
<td>60,529</td>
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<tr>
<td>Net Position</td>
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<tr>
<td>Unrestricted</td>
<td>64,060</td>
<td>12,290</td>
<td>5,991</td>
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<td>-</td>
<td>14,037</td>
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<td>96,378</td>
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<td>Restricted</td>
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<td>-</td>
<td>15,906</td>
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<td>-</td>
<td>17,026</td>
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<td>-</td>
<td>2,850</td>
<td>(41,663)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(38,813)</td>
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<td>Plant</td>
<td>-</td>
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<td>-</td>
<td>-</td>
<td>105,886</td>
<td>-</td>
<td>-</td>
<td>105,886</td>
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<tr>
<td>Total Net Position</td>
<td>64,060</td>
<td>12,290</td>
<td>5,991</td>
<td>2,850</td>
<td>(41,663)</td>
<td>30,033</td>
<td>105,886</td>
<td>1,040</td>
<td>180,487</td>
</tr>
<tr>
<td>TOTAL LIABILITIES &amp; NET POSITION</td>
<td>$77,936</td>
<td>$13,801</td>
<td>$7,938</td>
<td>$3,699</td>
<td>-</td>
<td>$30,709</td>
<td>$105,886</td>
<td>$1,057</td>
<td>$241,026</td>
</tr>
</tbody>
</table>
## OAKTON COMMUNITY COLLEGE
### EDUCATION AND OPERATIONS AND MAINTENANCE FUNDS
### SUMMARY OF REVENUES AND EXPENDITURES
### FOUR MONTHS ENDED OCTOBER 31, 2014

<table>
<thead>
<tr>
<th>REVENUES (cash and accrual basis)</th>
<th>Operating Budget (000)</th>
<th>Prorated Budget (000)</th>
<th>Actual (000)</th>
<th>As a % of Prorated Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Taxes (accrual basis)</td>
<td>$44,606</td>
<td>$14,869</td>
<td>$15,105</td>
<td>102%</td>
</tr>
<tr>
<td>Replacement Tax</td>
<td>1,070</td>
<td>357</td>
<td>364</td>
<td>102%</td>
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<tr>
<td>Chargebacks</td>
<td>75</td>
<td>25</td>
<td>32</td>
<td>128%</td>
</tr>
<tr>
<td>State Revenue</td>
<td>3,577</td>
<td>1,226</td>
<td>948</td>
<td>77%</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>22,210</td>
<td>14,147</td>
<td>14,118</td>
<td>100%</td>
</tr>
<tr>
<td>Other</td>
<td>508</td>
<td>169</td>
<td>119</td>
<td>70%</td>
</tr>
<tr>
<td>TOTAL REVENUES</td>
<td>72,146</td>
<td>30,792</td>
<td>30,686</td>
<td>100%</td>
</tr>
</tbody>
</table>

| EXPENDITURES (accrual basis)                           |                        |                       |              |                          |                          |
|--------------------------------------------------------|------------------------|-----------------------|--------------|--------------------------|
| Instructional                                          | 34,847                 | 11,616                | 11,436       | 98%                      | 101%                     |
| Academic Support                                       | 10,198                 | 3,399                 | 2,707        | 80%                      | 80%                      |
| Student Services                                       | 6,904                  | 2,301                 | 2,061        | 90%                      | 88%                      |
| Public Services                                        | 536                    | 179                   | 153          | 86%                      | 82%                      |
| Operations and Maintenance                             | 8,767                  | 2,922                 | 2,173        | 74%                      | 75%                      |
| General Administration                                 | 5,030                  | 1,677                 | 1,498        | 89%                      | 92%                      |
| General Institutional                                  | 1,822                  | 607                   | 233          | 28%                      | 10%                      |
| Contingency                                            | 1,090                  | 363                   |              | 0%                       | 0%                       |
| Chargebacks                                            | 135                    | 45                    | 12           | 27%                      | 30%                      |
| TOTAL EXPENDITURES                                     | 69,329                 | 23,110                | 20,273       | 88%                      | 89%                      |

Revenues over (under) expenditures                      | 2,817                  | 7,682                 | 10,413       |                          |                          |

Net Fund transfers                                      |                        |                       |              |                          |                          |
| To Operation & Maintenance (Rest.) Fund                | (4,850)                | (1,617)               | (1,617)      |                          |                          |
| To Auxiliary Fund and ALLiance                         | (946)                  | (315)                 | (315)        |                          |                          |
| To Restricted Fund                                     | (100)                  | (33)                  | (33)         |                          |                          |
| From Working Cash Fund                                 | 29                     | 10                    | 10           |                          |                          |
| To Liability, Protection & Settlement Fund             | (510)                  | (170)                 | (170)        |                          |                          |
| To Social Security/Medicare Fund                       | (940)                  | (313)                 | (313)        |                          |                          |
| Total Transfers                                         | (7,317)                | (2,439)               | (2,439)      |                          |                          |

Net Revenue over (under) expenditures                   | $ (4,500)              | $5,243                | $7,974       |                          |                          |
## Operations and Maintenance

**Fund (Restricted)**

<table>
<thead>
<tr>
<th>REVENUES</th>
<th>Budget (000)</th>
<th>Actual (000)</th>
<th>Actual as a % of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Fee</td>
<td>$394</td>
<td>$227</td>
<td>58%</td>
</tr>
<tr>
<td>Interest and Investments Gain/Loss</td>
<td>45</td>
<td>16</td>
<td>36%</td>
</tr>
<tr>
<td>Other Revenue</td>
<td></td>
<td></td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total revenues</strong></td>
<td>$439</td>
<td>$243</td>
<td>55%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPENDITURES</th>
<th>Budget (000)</th>
<th>Actual (000)</th>
<th>Actual as a % of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science &amp; Health Careers Building</td>
<td>9,445</td>
<td>2,288</td>
<td>24%</td>
</tr>
<tr>
<td>HVAC Upgrades</td>
<td>695</td>
<td>36</td>
<td>3%</td>
</tr>
<tr>
<td>Enrollment Center (DP)</td>
<td>2,670</td>
<td>913</td>
<td>34%</td>
</tr>
<tr>
<td>Construction Administration</td>
<td>139</td>
<td>36</td>
<td>26%</td>
</tr>
<tr>
<td>Lavatory Remodeling</td>
<td>1,141</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Parking Lot Improvements</td>
<td>1,450</td>
<td>821</td>
<td>57%</td>
</tr>
<tr>
<td>MP-Building Automation Sys</td>
<td>1,000</td>
<td>86</td>
<td>9%</td>
</tr>
<tr>
<td>Site and Construction</td>
<td>531</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>West End Remodeling</td>
<td>1,250</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Other Projects</td>
<td>923</td>
<td>16</td>
<td>2%</td>
</tr>
<tr>
<td><strong>Total expenditures</strong></td>
<td>19,244</td>
<td>4,196</td>
<td>22%</td>
</tr>
<tr>
<td>State capital contribution</td>
<td>1,241</td>
<td></td>
<td>0%</td>
</tr>
<tr>
<td>Transfer in</td>
<td>4,830</td>
<td>1,617</td>
<td>35%</td>
</tr>
<tr>
<td><strong>Net</strong></td>
<td>($12,714)</td>
<td>($2,336)</td>
<td>18%</td>
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</table>

## Auxiliary Enterprise Fund

(excluding Alliance)

<table>
<thead>
<tr>
<th>REVENUES</th>
<th>Budget (000)</th>
<th>Actual (000)</th>
<th>Actual as a % of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookstore Sales</td>
<td>$3,097</td>
<td>$1,176</td>
<td>38%</td>
</tr>
<tr>
<td>Instructional Technology</td>
<td>5,653</td>
<td>1,748</td>
<td>31%</td>
</tr>
<tr>
<td>ITFS Lease</td>
<td>433</td>
<td>179</td>
<td>41%</td>
</tr>
<tr>
<td>Business Inst/Career Training</td>
<td>298</td>
<td>27</td>
<td>9%</td>
</tr>
<tr>
<td>Copy Center</td>
<td>312</td>
<td>47</td>
<td>15%</td>
</tr>
<tr>
<td>Telecommunications</td>
<td>455</td>
<td>151</td>
<td>33%</td>
</tr>
<tr>
<td>Travel</td>
<td>60</td>
<td>42</td>
<td>70%</td>
</tr>
<tr>
<td>Athletics</td>
<td>19</td>
<td>63</td>
<td>332%</td>
</tr>
<tr>
<td>Child Care</td>
<td>511</td>
<td>225</td>
<td>44%</td>
</tr>
<tr>
<td>PAC Operations</td>
<td>16</td>
<td>1</td>
<td>6%</td>
</tr>
<tr>
<td>Other</td>
<td>269</td>
<td>300</td>
<td>112%</td>
</tr>
<tr>
<td>Interest and Investments Gain/Loss</td>
<td>75</td>
<td>11</td>
<td>15%</td>
</tr>
<tr>
<td><strong>Total revenues</strong></td>
<td>11,198</td>
<td>3,970</td>
<td>35%</td>
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</table>

<table>
<thead>
<tr>
<th>EXPENDITURES</th>
<th>Budget (000)</th>
<th>Actual (000)</th>
<th>Actual as a % of Budget</th>
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</thead>
<tbody>
<tr>
<td>Bookstore Operating Expenses</td>
<td>3,286</td>
<td>1,153</td>
<td>35%</td>
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<tr>
<td>Instructional Technology</td>
<td>6,870</td>
<td>2,556</td>
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<tr>
<td>ITFS Lease</td>
<td>150</td>
<td>23</td>
<td>15%</td>
</tr>
<tr>
<td>Business Inst/Career Training</td>
<td>384</td>
<td>48</td>
<td>15%</td>
</tr>
<tr>
<td>Copy Center</td>
<td>458</td>
<td>112</td>
<td>24%</td>
</tr>
<tr>
<td>Telecommunications</td>
<td>321</td>
<td>97</td>
<td>30%</td>
</tr>
<tr>
<td>Travel</td>
<td>60</td>
<td>18</td>
<td>30%</td>
</tr>
<tr>
<td>Athletics</td>
<td>2,368</td>
<td>405</td>
<td>17%</td>
</tr>
<tr>
<td>Child Care</td>
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<td>28%</td>
</tr>
<tr>
<td>PAC Operations</td>
<td>105</td>
<td>20</td>
<td>19%</td>
</tr>
<tr>
<td>Contingency</td>
<td>755</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Other</td>
<td>409</td>
<td>76</td>
<td>19%</td>
</tr>
<tr>
<td><strong>Total expenditures</strong></td>
<td>15,978</td>
<td>4,725</td>
<td>30%</td>
</tr>
<tr>
<td><strong>Net</strong></td>
<td>($4,138)</td>
<td>($551)</td>
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# Alliance for Lifelong Learning

## Summary of Revenues and Expenditures

Four Months Ended October 31, 2014

<table>
<thead>
<tr>
<th>REVENUES</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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</thead>
<tbody>
<tr>
<td>State Revenue</td>
<td>$ 426 ($142)</td>
<td>$ 103</td>
<td></td>
<td>24%</td>
<td>12%</td>
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<tr>
<td>Tuition and Fees</td>
<td>860 (287)</td>
<td>427</td>
<td></td>
<td>50%</td>
<td>49%</td>
</tr>
<tr>
<td>Sale of Materials</td>
<td>58 (19)</td>
<td>32</td>
<td></td>
<td>55%</td>
<td>56%</td>
</tr>
<tr>
<td>Institutional Support</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oakton Contribution</td>
<td>304 (101)</td>
<td>101</td>
<td></td>
<td>33%</td>
<td>33%</td>
</tr>
<tr>
<td>Evening High School</td>
<td>100 (33)</td>
<td>-</td>
<td></td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Interest</td>
<td>11 (4)</td>
<td>4</td>
<td></td>
<td>36%</td>
<td>38%</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>75 (25)</td>
<td>26</td>
<td></td>
<td>35%</td>
<td>15%</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>1,834 (611)</td>
<td>693</td>
<td></td>
<td>38%</td>
<td>32%</td>
</tr>
</tbody>
</table>

## Expenditures

| Administrative Support                        | 680 (227)              | 23                   |              | 3%                  | 12%       |
| Instructional Programs                        |                        |                      |              |                     |           |
| Allied Health                                 | 652 (217)              | 211                  |              | 32%                 | 31%       |
| Job-related                                   | 262 (87)               | 85                   |              | 32%                 | 25%       |
| Home Related                                  | 21 (7)                 | 7                    |              | 33%                 | 22%       |
| Personal                                      | 109 (36)               | 33                   |              | 30%                 | 31%       |
| Physical Fitness                              | 16 (5)                 | 4                    |              | 25%                 | 27%       |
| Community Service                             | 47 (16)                | 5                    |              | 11%                 | 22%       |
| NIPSTA                                        | 42 (14)                | 12                   |              | 29%                 | 32%       |
| High School Programs                          | 319 (106)              | 84                   |              | 26%                 | 27%       |
| GED Programs                                  | 18 (6)                 | 7                    |              | 39%                 | 2%        |
| * Kids/Youth Program                          | 15 (5)                 | 3                    |              | 20%                 |           |
| ESL Programs                                  | 656 (219)              | 222                  |              | 34%                 | 71%       |
| Total Programs                                | 2,157 (719)            | 673                  |              | 31%                 | 28%       |
| Total Expenditures                            | 2,837 (946)            | 696                  |              | 25%                 | 24%       |

Revenue over (under) expenditures $ (1,003) $ (334) (3)

Net Position 6/30/14 2,318

Net Position end of period $ 2,318

* No previous year data for comparison on new cost center.
## OAKTON COMMUNITY COLLEGE
### STUDENT ACTIVITIES FUND
#### SUMMARY OF REVENUES AND EXPENDITURES
#### FOUR MONTHS ENDED OCTOBER 31, 2014

<table>
<thead>
<tr>
<th>Program Generated Revenue</th>
<th>Revenue Allocated to Programs</th>
<th>Total Revenue and Allocation</th>
<th>Expenditures</th>
<th>Program Net Favor (Unfavorable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity fees</td>
<td>$333,830</td>
<td>$29,589</td>
<td>$29,589</td>
<td>$(23,811)</td>
</tr>
<tr>
<td>Interest income</td>
<td></td>
<td>298</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub total revenues</td>
<td></td>
<td></td>
<td>334,128</td>
<td></td>
</tr>
</tbody>
</table>

<p>| 369901 Student Government Association | $29,589 | - | $29,589 | $(23,811) | $5,778 |
| 369902 SGA Special Allocations | - | - | - | - | - |
| 369903 SGA Computer Equipment | - | - | - | - | - |
| 369910 Occurrence | 8,055 | - | 8,055 | $(12,047) | $(3,992) |
| 369919 Skokie Student Leaders | - | 56,519 | 56,519 | $(10,547) | 45,972 |
| 369920 SGA College Program Board | - | 57,167 | 57,167 | $(15,412) | 41,755 |
| 369922 Lunabot NASA | - | - | - | - | - |
| 369923 Students Helping Honduras | - | - | - | - | - |
| 369924 Hawaiian Music Club | - | 203 | 203 | - | 9 | 194 |
| 369925 Otafu Society | - | - | - | - | - |
| 369926 Seeds | - | 1,046 | 1,046 | $(11) | 1,035 |
| 369927 Cheer &amp; Dance Team | 470 | 2,059 | 2,529 | - | 2,529 |
| 369928 African Student Club | 270 | 665 | 925 | - | 935 |
| 369929 Electronic Music Club | - | 200 | 200 | - | 200 |
| 369930 Early Childhood Education Club | - | 1,641 | 1,641 | $(19) | 1,622 |
| 369931 Students for Social Justice | 75 | 2,639 | 2,714 | - | 2,714 |
| 369932 Ceramics Club | 125 | - | 125 | $(30) | 95 |
| 369933 UNICEF | 107 | 3,825 | 3,932 | - | 3,932 |
| 369934 Hillel | - | 1,473 | 1,473 | - | 1,473 |
| 369935 Honors Student Organization | - | 1,351 | 1,351 | - | 1,351 |
| 369936 Ultra | - | - | - | - | - |
| 369938 Table Tennis Club | - | - | - | - | - |
| 369939 French Club | - | 618 | 618 | - | 618 |
| 369940 Trading Card Game Club | - | - | - | - | - |
| 369941 Mongolian Club | 75 | 200 | 275 | - | 275 |
| 369942 Astronomy Club | - | - | - | - | - |
| 369943 Japan Club | - | 2,095 | 2,095 | - | 2,095 |
| 369944 South East Asian (SEA) Club | - | - | - | - | - |
| 369945 Physical Therapy | 1,804 | 1,777 | 3,581 | - | 3,581 |
| 369946 Phi Theta Kappa (PTK) | 1,080 | - | 1,080 | $(1,665) | (585) |
| 369947 Oakton Pride | - | - | - | - | - |
| 369948 Campus Crusade For Christ | 150 | - | 150 | - | 150 |
| 369949 Mission Bible Club | - | 249 | 249 | - | 249 |
| 369950 Hispanic Nurses | 150 | 463 | 613 | $(268) | 345 |
| 369952 Student Nurses May 2012 | - | - | - | - | - |
| 369954 Stem Club | 150 | 200 | 350 | - | 350 |
| 369955 Ecology Club | 134 | 2,160 | 2,294 | $(29) | 2,265 |
| 369956 Doctor Clown Club | - | - | - | - | - |
| 369957 Student Nurses Dec. 2014 | 150 | 1,200 | 1,350 | $(2,034) | (684) |
| 369959 Black Student Union | - | - | - | - | - |
| 369960 Muslim Student Association | - | - | - | - | - |
| 369961 Engineering &amp; Physics Club | - | - | - | - | - |
| 369962 Nurses Dec 2013 | - | - | - | - | - |
| 369963 Art Club | - | 243 | 243 | - | 243 |
| 369964 Oakton Helping Others | - | - | - | - | - |
| 369966 Oakton's Economic Club | - | - | - | - | - |
| 369967 Student Nurses May 2015 | 75 | - | 75 | - | 75 |
| 369968 Medical Lab Tech Club | - | - | - | - | - |</p>
<table>
<thead>
<tr>
<th>Program Generated Revenue</th>
<th>Revenue Allocated to Programs</th>
<th>Total Revenue and Allocation</th>
<th>Expenditures</th>
<th>Program Net Favor (Unfavorable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>369969 European Culture Club</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>369970 Fit Club</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369971 Habitat for Humanity</td>
<td>1,898</td>
<td>-</td>
<td>1,898</td>
<td>(2,225)</td>
</tr>
<tr>
<td>369972 PAYO</td>
<td>200</td>
<td>2,109</td>
<td>2,309</td>
<td>-</td>
</tr>
<tr>
<td>369973 Korean Campus Crusade For Christ</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369974 Student Veterans Club</td>
<td>-</td>
<td>526</td>
<td>526</td>
<td>-</td>
</tr>
<tr>
<td>369975 Indo-Pak Club</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369977 Chess Club</td>
<td>-</td>
<td>474</td>
<td>474</td>
<td>-</td>
</tr>
<tr>
<td>369980 Go Club</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369981 Chicago Computer Society</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369982 Graphic Design Club</td>
<td>-</td>
<td>410</td>
<td>410</td>
<td>-</td>
</tr>
<tr>
<td>369983 Korean Student Club</td>
<td>-</td>
<td>350</td>
<td>350</td>
<td>-</td>
</tr>
<tr>
<td>369989 Entrepreneur Club</td>
<td>-</td>
<td>425</td>
<td>425</td>
<td>(36)</td>
</tr>
<tr>
<td>369990 Improv Club</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369991 Poetry Club</td>
<td>-</td>
<td>435</td>
<td>435</td>
<td>-</td>
</tr>
<tr>
<td>369992 Performing Arts Society</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Sub Totals</strong></td>
<td><strong>$ 44,557</strong></td>
<td><strong>$ 142,722</strong></td>
<td><strong>$ 187,279</strong></td>
<td><strong>$ (73,263)</strong></td>
</tr>
</tbody>
</table>

**Fund Summary**

- Total Revenues: $378,685
- Total Expenditures: (73,263)
- Total Transfers to other funds: (313,067)
- Excess revenue over expenditures: (7,645)
- Net Position 6/30/14: $337,446
- Net Position, end of period: $329,900
### GENERAL FUND TRANSFERS/PAYMENTS

<table>
<thead>
<tr>
<th>DATE</th>
<th>AMOUNT</th>
<th>SELF-INSURANCE</th>
<th>REFUNDS/STUDENT-DISBURSEMENTS</th>
<th>ILLINOIS SALES TAX</th>
<th>EMPLOYEE HEALTH INSURANCE CCHC</th>
<th>BOND HOLDER &amp; MISC</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/8/2014</td>
<td>$171,185.24</td>
<td></td>
<td></td>
<td>$171,185.24</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/8/2014</td>
<td>$15,434.56</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/10/2014</td>
<td>$586,546.31</td>
<td>$15,434.56</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/20/2014</td>
<td>$28,343.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$585,546.31</td>
</tr>
<tr>
<td>10/23/2014</td>
<td>$896,613.68</td>
<td>$28,343.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/23/2014</td>
<td>$16,493.07</td>
<td>$896,613.68</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>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$1,713,615.86</strong></td>
<td><strong>$31,927.63</strong></td>
<td><strong>$1,067,798.92</strong></td>
<td><strong>$28,343.00</strong></td>
<td></td>
<td><strong>$585,546.31</strong></td>
</tr>
</tbody>
</table>

### PAYROLL TAXES - TRANSFERS/PAYMENTS

<table>
<thead>
<tr>
<th>DATE</th>
<th>AMOUNT</th>
<th>FEDERAL PAYROLL TAXES</th>
<th>STATE PAYROLL TAXES</th>
<th>SURS</th>
<th>CREDIT UNION AND TAX SHELTERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/10/2014</td>
<td>$298,618.69</td>
<td>$298,619.69</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/10/2014</td>
<td>$92,042.02</td>
<td>$92,042.02</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/10/2014</td>
<td>$178,478.51</td>
<td></td>
<td></td>
<td>$178,478.51</td>
<td></td>
</tr>
<tr>
<td>10/10/2014</td>
<td>$76,697.90</td>
<td></td>
<td></td>
<td></td>
<td>$76,697.90</td>
</tr>
<tr>
<td>10/24/2014</td>
<td>$90,902.57</td>
<td></td>
<td></td>
<td>$90,902.57</td>
<td></td>
</tr>
<tr>
<td>10/24/2014</td>
<td>$175,852.24</td>
<td></td>
<td></td>
<td>$175,852.24</td>
<td></td>
</tr>
<tr>
<td>10/24/2014</td>
<td>$76,922.52</td>
<td></td>
<td></td>
<td></td>
<td>$76,922.52</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$1,284,922.59</strong></td>
<td><strong>$594,026.83</strong></td>
<td><strong>$182,944.59</strong></td>
<td><strong>$354,330.75</strong></td>
<td><strong>$153,620.42</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, review minutes of all closed 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.


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

That the Board adopt the following resolution:

“Whereas, the Board has received the above recommendation from Ann E. Tennes and Robert Nowak, concerning their review of the minutes of closed meetings of the Board or a committee of the Board, and desires to act on those minutes in light of such recommendation.”


“Be it further resolved that the Board of Trustees of Community College District 535, approves the release of closed session minutes of the meetings held on October 1, 2011, September 17, 2013, November 2, 2013, December 10, 2013, February 4, 2014, and September 16, 2014, should be opened 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 Ann E. Tennes has identified audio 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.

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 audio recordings of its closed meetings held on August 16, 2011, September 20, 2011, October 18, 2011, November 15, 2011, and December 13, 2011.”
Ratification of Actions of the Alliance for Lifelong Learning Executive Board

The salary payments and rescinds include the following:

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

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

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

c. Payment for Summer 2014 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>$3,155.33</td>
<td>$1,373.91</td>
</tr>
<tr>
<td>District 202 (Evanston)</td>
<td>0.00</td>
<td>213.69</td>
</tr>
<tr>
<td>Total Payment</td>
<td>$3,155.33</td>
<td>$1,587.60</td>
</tr>
</tbody>
</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 $19,650.05 for all funds listed in items a and c.”
Supplemental Authorization to Pay Professional Personnel - Fall 2014

Comparative figures:

<table>
<thead>
<tr>
<th></th>
<th>Fall 2014 Part-Time</th>
<th>Fall 2013 Part-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ 4,522,589.72</td>
<td>$ 4,343,990.14</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Fall 2014 Overload</th>
<th>Fall 2013 Overload</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ 330,580.00</td>
<td>$ 334,332.70</td>
</tr>
</tbody>
</table>

TPH/vg
11/2014

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

That the following resolution be approved:

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

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

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

- Nursing
  New: **Heartland Home Health Care and Hospice** – This is the College’s standard agreement for a four-year, nine-month period, with changes reviewed and approved by the College administration and faculty.
  Renewal: **Bethany Terrace** – This is the College’s standard agreement for a four-year, seven-month period, with changes reviewed and approved by the College administration and faculty.

- Physical Therapist Assistant
  New: **University of Illinois Hospital and Health Sciences System** – This is the University’s agreement for an initial period of one year, automatically renewable for up to ten years. It has been reviewed and approved by the College administration and faculty.

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

That the Board adopt the following resolution:

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

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

**For the Physical Therapist Assistant Program**
Board of Trustees of the University of Illinois, for and on behalf of its University of Illinois Hospital and Health Sciences System – Chicago.”
Appointment of Members to Career Program Advisory Committees for 2014-2015

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 2014-2015 academic year; it is understood that as advisory committees meet during the year, some changes might be made in membership.

MC:pt
11/13/2014

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 2014-2015.”
Mr. Nicholas J. Achille
Partner
Achille, Benko & Duvall, LLC
5351 N. Milwaukee Avenue
Chicago, IL 60630
nachille@abd-cpas.com

Mr. Arthur Gunn
Partner
ASG, Ltd.
910 Skokie Boulevard, #115
Northbrook, IL 60062
847-498-1597

Jody Padar
Partner
New Vision CPA Group
1800 East Northwest Highway, Suite 2
Arlington Heights, IL 60004
W: 847-463-1967
H: 847-788-0214
jody@newvisioncpagroup.com

Bradley Wooten
Oakton Community College
Dean Social Science & Business
847-635-1912
bwooten@oakton.edu

Ron Rooth
Chief Financial Officer
Emmi Solutions
300 West Adams Street, Suite 1100
Chicago, IL 60606
312.568.4060
rrooth@emmisolutions.com

Starr Robinson
Principal
Starr M. Robinson & Assoc. P.C.
310 Busse Highway, #270
Park Ridge, IL 60068
773-594-1384
starrrobinson@starrcpachicago.com

Robert Wilneff
Partner
Phillip Rootberg & Co.
One South Wacker Drive, Suite 1800
Chicago, IL 60606
312-602-6800
rwilneff@cbiz.com

Jay Cohen
Oakton Community College
Accounting Program Chair
847-376-7107
jcohen@oakton.edu
Robert Axelrod, PE  
President  
Cooling Equipment Service, Inc.  
141 Garlisch Drive  
Elk Grove Village, IL 60007  
847-690-0755, x4

John Blumenshine PE, CPE,  
VP of Facilities  
S&C Electric Company  
6601 N. Ridge Boulevard  
Chicago, IL 60626-3997  
773-338-1957

Edward J. Klosowski, CFM  
Director Facility Services  
Allstate Insurance Company  
3100 Sanders Road  
Northbrook, IL 60062  
847-402-9490

Jack O’Rourke  
Engineering Manager, Midwest  
Able Engineering  
322 N. Elmore  
Park Ridge, IL 60068  
312-560-1940

Jim Coates  
Director of Training  
International Union of Operating Engineers, Local 399  
763 West Jackson  
Chicago, IL 60661  
312-372-9870, x122

Dave Arvans  
Chief Facilities Engineer  
Elgin Hospital  
(preferred mailing address)  
10 Montclair Drive  
Cary, IL 60013  
708-710-2314

Allen Schwartz, PE  
Director of Engineering  
Ferguson Heating and Cooling Supply  
3541 Keenan Lane  
Glenview, IL 60025  
847-282-8700

Larry Penar, CMS  
Manager  
Comfort Keepers Inc.  
429 Tall Grass Circle  
Lake Zurich, IL 60047  
(W) 847-550-9927  
(C) 847-366-2859

Mike Kaplan  
Service Manager  
Kaplan’s Heating  
2577 United Ln  
Elk Grove Village, IL 60007  
847-774-5036

Robert Sompolski  
Dean, Mathematics & Technology  
Oakton Community College  
847-635-1690  
somplski@oakton.edu

John Smith  
Owner Effective Air  
1948 Leigh Ave Ste E  
Glenview, IL 60025  
847-729-7820
AUTOMOTIVE TECHNOLOGY
Advisory Committee
2014-2015

Joseph Foellmer
Oakton Community College
Adjunct Faculty; Machinist
Advanced Engine Rebuilders
505 Harvester Court
Wheeling, IL 60090
847-459-6363

Joel Dufkis
Rolling Meadows High School
2901 Central Road
Rolling Meadows, IL 60008
Joel.dufkis@d211.org

Michael Zarnecki
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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 reviewed with the members of the Trustee Finance, Facilities, and Technology Committee and were previewed at the September 16, 2014 and October 21, 2014 Board of Trustees meetings.

DLS:ws
11/12/2014

President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 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>11/14-10a</td>
<td>1</td>
<td>Grant Funded Mechatronic Equipment</td>
<td>JBH Technologies, Inc.</td>
<td>$35,760.00</td>
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<tr>
<td>11/14-10b</td>
<td>1</td>
<td>Video/Audio Capture System</td>
<td>Laerdal Medical Corporation</td>
<td>$35,871.82</td>
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<td>11/14-10c</td>
<td>1</td>
<td>Trash Disposal and Recycle Services</td>
<td>Waste Management</td>
<td>$177,634.00</td>
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<tr>
<td>11/14-10d</td>
<td>1 &amp; 2</td>
<td>Architectural Services - West End Remodeling and Locker Rooms Repair and Renovation</td>
<td>Legat Architects</td>
<td>$ 825,000.00</td>
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<tr>
<td>11/14-10e</td>
<td>1 &amp; 2</td>
<td>Lab Stools for the Science and Health Careers Center</td>
<td>VWR International</td>
<td>$ 63,584.45</td>
</tr>
<tr>
<td>11/14-10f</td>
<td>1 &amp; 2</td>
<td>Field Study Course-Germany</td>
<td>Seminars International, Inc.</td>
<td>$ 51,450.00</td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$ 1,189,300.27</strong></td>
</tr>
</tbody>
</table>
Authorization to Purchase Grant Funded Mechatronic Equipment

The College was recently awarded an Illinois Network for Advanced Manufacturing (INAM) grant. Over the next several months, the College will be purchasing various pieces of equipment for the INAM lab at the Skokie campus. This new equipment will be used in the ELT224 industrial circuit application course next semester. The allocation for this course is fifteen students per semester. This course is a required course for the Mechatronic program which consists of classes devoted to the electromechanical field of electronics for assembly, installation, maintenance, and repair of production machinery and robotics. At this time, there are only 4 mobile stations in the lab. With the purchase of this additional equipment, students will be able to work in smaller teams to gain better hands on experience.

This sole source purchase includes:

- Four Learning Station benches with two Side (4 Student) Mobile Learning Stations
- Two Single Phase Power Control Panels for 120 volt operation
- One Three Phase Power Control Panel for 240 volt operation
- Two Stepper Motors & Drivers with lab instruction, including one Flexponent Panel Stepper Motor and Drive E090
- Variable Frequency drive with lab instruction, includes one Flexponent Panel Variable Frequency Drive E067

JBH Technologies, Inc., the sole source supplier for this equipment, is a long time supplier to the College. The Administration is confident they will continue to supply the quality and service to meet the needs of the College. The total cost of $35,760 includes the equipment, educational discount, shipping, installation, on-site training, and one year warranty on parts and labor. Delivery is expected in late November.

RWS:ws
11/4/14

President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Grant Funded Mechatronic Equipment from JBH Technologies, Inc., P.O. Box 2218, Glenview, IL 60025 for a total of $35,760 per their price quote dated September 26, 2014.”
AGENDA ITEM 11/14-10b
1 of 1

Authorization to Purchase Video/Audio Capture System

The Science and Health Careers (SHC) Center has a Nursing Simulation Lab that consists of four patient rooms, two control rooms, and three debriefing rooms. These facilities require a simulated video and audio capture system to work with the simulation manikins and capture the students’ activities for learning, review, and assessment. After reviewing the available products, the College has selected Laerdal Simview from Laerdal Medical Corporation, as the best solution that will provide an easy-to-use interface and integrate with the existing and new Laerdal manikins. The College has purchased medical equipment from Laerdal in the past, and the Administration is confident that they will continue to meet the College’s needs. This is a sole source purchase that includes two servers (one for each control room), the software, installation, training, and a two year parts replacement and warranty for a cost of $35,871.82. Delivery will be in early December.

JMW:ws
11/4/14

President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of a Video/Audio Capture System from Laerdal Medical Corporation, 167 Meyers Corners Rd., Wappingers Falls, NY 12590 for a total of $35,871.82 per their quote dated September 11, 2014.”
Authorization to Purchase Trash Disposal and Recycle Services

Waste Management has been the College’s provider for trash disposal and recycle services for the past five years. In 2009, they were awarded the five year contract after submitting the low bid. The bid also allowed the College to extend the contract for an additional three years. That contract expired on June 30, 2014. Since that time, the College has retained Waste Management on a month to month basis while reviewing trash disposal and recycling options for the Science and Health Careers (SHC) Center which will require an additional trash compactor and a recycling dumpster.

Waste Management has submitted pricing for the next three years, on an annual basis, which includes leasing a new trash compactor, trash disposal, and recycling services for the SHC building, as well as maintaining existing services at the Skokie and Des Plaines campuses. The three year agreement, that will be retroactive to July 1, 2014, has no cost increase in year one, and a guarantee for no more than a three percent increase for years two and three. The projected cost for the three year contract is:

- Year one $ 57,470
- Year two $ 59,194 (Maximum 3% increase)
- Year three $ 60,970 (Maximum 3% increase)
- Total $177,634

The Administration is confident the Waste Management will continue to provide a high level of dependability and value that will meet the College’s requirements concerning trash disposal and recycling services.

LRS:ws
11/4/14

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 Trash Disposal and Recycle Services from Waste Management, 780 Kirk Rd., Batavia, IL 60510 for a three year grand total not to exceed $177,634 per their quote effective July 1, 2014.”
Authorization to Purchase Architectural Services - West End Remodeling and Locker Rooms Repair and Renovation

The College has two projects, one Master Plan related and the other budgeted for FY 2014-15, which require architectural services. The Master Plan project relates to the remodeling of the west end of the Des Plaines campus and the other relates to the renovation of the Athletic Department’s men’s and women’s locker rooms.

The recent move of personnel to the new Enrollment Center and the upcoming move of classes and personnel to the new Science and Health Careers (SHC) Center will vacate a large portion of space (approximately 43,000 square feet) in the west end of the Des Plaines campus. The Master Plan anticipated that the open space would be repurposed for a number of projects. First, staff from Finance, Accounting, Business Services, and Human Resources needed to be relocated due to the construction of the new Enrollment Center. These employees have been temporarily relocated to the lower level of the Des Plaines campus adjacent to the Northwest Municipal Conference. Second, the College will add a number of new larger classrooms. Finally, there were a number of projects that were identified by the Vacated Space Working Group with guidance from the Master Plan that will be considered subject to budgetary limitations.

The Athletic Department area in Des Plaines was constructed in 1985 and is in its original condition. The men’s and women’s locker rooms are in need of repair and renovation due to cracking and settlement of their slab floors. The settlement has also created cracking in the tile walls and flooring making some of the shower area unusable. There have been no previous renovations in the locker rooms. Repair to the floor and tile will include demolition of the existing slabs and plumbing fixtures. New slabs will be constructed and renovation work will include reconfiguration of the men’s showers into individual shower stalls, and the following new items; floor finishes, painting, ceilings, lighting, plumbing fixtures, diffusers, and toilet room partitions. This work is included in the FY 2014-15 budget.

The College has contracted with Legat Architects for all Master Plan and other recent remodeling/renovation work. The Administration believes it is in the College’s best interests to award this new contract to Legat also. Legat Architects has submitted proposals for each of these two projects. The proposal for the West End Remodel is in the approximate amount of $750,000, and the proposal for the locker room renovation is in the approximate amount of $75,000. The services to be provided include programming, complete drawings and specifications, project bidding assistance, cost estimation, and assistance during the construction process.

LRS:ws
11/4/14
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 Architectural Services - West End Remodeling and Locker Rooms Repair and Renovation from Legat Architects, 651 W. Washington Avenue, Chicago, IL 60661 for a total not to exceed $825,000.”
Authorization to Purchase Lab Stools for the Science and Health Careers Center

Lab stools are needed for the new Science and Health Careers (SHC) Center. Purchasing, working closely with the Biology and Chemistry departments, reviewed a number of available products. The College has chosen the BioFit Skoop KXT Chair for the Biology and Chemistry labs. The BioFit chair is a one-piece, durable, ergonomic, adjustable, shell chair designed for use in laboratories. The chairs come with a lifetime warranty on the pneumatic mechanisms and a thirteen year warranty for all other parts.

An Invitation to Bid was sent to twelve vendors, (none in district). Six vendors submitted bids ranging from $63,584.45 to $77,583.04. The low bid of $63,584.45 was submitted by VWR International of Irving, TX. VWR has supplied the College with science related equipment and supplies for many years. The Administration is confident that they can continue to meet the College’s needs.

The cost includes delivery, set up, and installation services for 315 lab stools. Delivery and installation of the lab stools will coincide with the opening of the SHC Center.

DLS:ws
11/4/14

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 Lab Stools for the Science and Health Careers Center from VWR International, 3021 Gateway Drive, Suite 280, Irving, TX 75063 for a total of $63,584.45 in accordance with their low bid in response to Invitation to Bid #1023-14-03.”
<table>
<thead>
<tr>
<th>Responding Bidders</th>
<th>TOTAL COST including installation</th>
</tr>
</thead>
<tbody>
<tr>
<td>VWR International, Irving, TX</td>
<td>$63,584.45</td>
</tr>
<tr>
<td>Harry J. Kloeppel Company, Addison, IL</td>
<td>$64,255.50</td>
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<tr>
<td>LeDoux, Orange, CA</td>
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<tr>
<td>Global Industries, Port Washington, NY</td>
<td>$70,555.05</td>
</tr>
<tr>
<td>Larson Equipment, Palatine, IL</td>
<td>$74,290.00</td>
</tr>
<tr>
<td>A. Daigger, Vernon Hills, IL</td>
<td>$77,583.04</td>
</tr>
</tbody>
</table>
Authorization to Purchase Field Study Course - Germany

Each year, Oakton offers students a number of credit courses that provide field experiences, often during the summer or interim periods. Students attend class sessions on campus prior to and after the field experience to fulfill all of the requirements of standard, on-campus courses. In 2015, there are two courses to be presented to the Board involving field study courses whose costs may each total more than $25,000, thereby requiring Board approval. In all cases, the students pay all costs associated with their travel, so these expenditures are pass-through transactions. The Administration is currently seeking approval for only the Germany trip with this agenda item. The Ireland trip will be presented at the December meeting as prices and fees are still being calculated.

Building on the success of a previous field study course to Turkey in spring 2013, the Historical and Policy studies department will be offering a new field study course to Berlin, Germany in spring 2015. The course was developed by and will be led by adjunct professor of political science Jaleh Sherbini Ph.D.

The 10-day immersion in Berlin will provide Oakton students with a cross-cultural, hands-on study of the country and its people. In Berlin, students will learn about the political, cultural, social, and historical aspects of modern Germany by attending lectures, visiting major sites, interacting with college students, dining with local families, and meeting with public officials.

Learning objectives include examining major political, economical, cultural and historical factors that influence German politics, understanding some of the major historical events in Germany (i.e., the Nazi era and the Holocaust) and their impact on Germany politics today, identifying the role of Germany as a political actor in Europe and the international community, and assessing the major differences and similarities between German and American policies, laws, and business.

All arrangements for the trip in the US and Germany have been planned with Seminars International, an organization with over four decades of experience crafting educational, performing arts, and special interest programs on seven continents, with a proven record in providing attention to detail, safety, security, creativity, and value. Utilizing Seminars International for travel services allows the faculty leaders the ability to focus on the educational goals of the travel program. Each trip planned by Seminars International is a customized international program that is sensitive to the needs and interests of the group while focusing on value and affordability.

Based on fifteen students, the cost is $3,430 per student, which includes air fare, accommodations, instructor’s travel fees, and excursions. The price of $3,430 would bring an estimated total for international travel for fifteen students to $51,450. The students will pay all costs associated with the field study course.

DLS:ws 11/4/14
President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Field Study Course – Germany from Seminars International, Inc., 55 E. Monroe Street, Suite 2870, Chicago, IL 60603 for a total of $51,450 per their price quote dated May 8, 2014.”
Preview and Initial Discussion of December 2014 Purchases

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

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

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

The College issued a Request for Proposal (RFP) in October, which was sent to 43 vendors (one in district). Five vendors submitted proposals which are currently being evaluated. The grand total of the purchase of the 63 desktop servers is estimated at $53,500. The purchase is expected to be brought to the Board of Trustees for approval at the December meeting.

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

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

The loss ratio is calculated based on the aggregate of claims and fees which are then divided by the budget. A loss ratio of 100% indicates that premiums were sufficient to cover all claims and expenses. A loss ratio in excess of 100% indicates that expenses exceeded premiums. Finally, a loss ratio less than 100% indicates that expenses were less than premiums. The goal of any plan is to have a loss ratio equal to or less than 100%.
During the aforementioned period, Oakton’s loss ratio for the PPO Plan was a very favorable 70.0%. As a result, the College will be able to keep PPO premiums the same for 2015 as they were in 2014. This will be the second consecutive year without a premium increase in the PPO. Based on enrollment, the cost for the PPO Plan for calendar 2015 is projected to be $2,706,203.

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

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

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

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

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

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

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

The National Science Foundation’s Midwest Regional Center for Nanotechnology Education, also known as Nano-Link, has awarded Oakton Community College a sub-award of $16,650 for fiscal year 2015 to continue our nanotechnology program development. Nano-Link provides resources and support to colleges along the Midwest corridor to help grow a skilled nanoscience technician workforce. Funding will enable Oakton to host workshops for college and high school educators, as well as an industry summit, support faculty in defining student competencies and course outcomes, and send faculty and students to professional development conferences. Dr. Robert Sompolski, Dean of Mathematics and Technologies, will administer the grant.

President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 accept a $16,650 sub-award from the Midwest Regional Center for Nanotechnology Education, also known as Nano-Link, under Grant Award Number 1204918 awarded to Nano-Link by the National Science Foundation.”
First Read of Policy Revisions

This resolution presents the 4300, 4400, 5100, 6100 and 8000 series of Board policies for first reading in November with Board action to be taken in December. In anticipation of accreditation review, it is imperative that we demonstrate a timely, comprehensive review of all policies. While there are many policies that do not require changes, there are others that must be revised in order to come into compliance with legal and legislative mandates. All policies will be presented, including those that are reviewed as well as revised.

MBL:ec
11/2014

President’s Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 hereby accepts the proposed review and revisions of the 4300, 4400, 5100, 6100 and 8000 Series, as presented, with action to take place at the next regularly scheduled meeting of the Board of Trustees on December 9, 2014.”
PERSONNEL - ADMINISTRATION

Administrative Staffing

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

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

Administrative Policy Review

All administrative policies will be reviewed at regular intervals, but *ordinarily* not more than 5 – 7 years from the previous review by the Board in cooperation with and input by a committee appointed by the President.

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

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

Moving Allowance

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

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

Appointment

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

Contracts

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

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

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

The form of contract is attached hereto as part of this policy.
PERSONNEL - ADMINISTRATION

Orientation

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

Summer Work Week

The four day summer work week will be in effect each summer from Monday of the last week in May until Friday of the week preceding the beginning of the academic year, as determined by the academic calendar.

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

Ethical Conduct

Gifts to Administrators

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

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

Travel to Inspect Vendors' Goods and Services

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

Use of College Time and/or College Facilities

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

Other Ethical Conduct and Behavior

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

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

Termination

Discharge of Administrators

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

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

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

Outplacement

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

Professional Development Expenses

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

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

Tuition Reimbursement

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

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

Grievances

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

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

Salary Guides - Job Classifications/Reclassification - Salary Grades

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

Compensation

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

Fringe Benefits

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

Health Care Insurance (including family coverage)

Dental Insurance (including family coverage)

Vision Insurance (including family coverage) for administrators enrolled in the College’s self-insurance health plan

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

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

Paid Employee Physical Examinations up to the budgeted amount per year

Paid Holidays, as approved - Cross reference Policy #4328

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

Vacation Days - Cross reference Policy #4327

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

Tuition Reimbursement - Cross reference Policy #4311
Memberships and Subscriptions

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

Reclassification and Reassignment

Reclassification

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

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

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

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

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

Reassignment

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

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

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

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

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

Retirement Contributions

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

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

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

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

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

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

A. General Provisions

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

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

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

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

C. Service Requirements and Compensation

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

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

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

Retirement Benefits for Administrators

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

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

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

Tax Sheltered Annuities

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

Tuition Waiver for Administrators and Members of their Immediate Families

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

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

Leaves

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

Temporary Leaves - Illness

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

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

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

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

Personal leave will be granted at the discretion of the employee's administrative supervisor and may not be used as an extension of a holiday or vacation.
PERSONNEL - ADMINISTRATION

Temporary Leaves - Bereavement

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

Temporary Leaves - Professional Development Purposes

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

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

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

Temporary Leaves - Witness and Jury Duty

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

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

Sabbatical Leaves

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

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

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

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

Any administrator who received a sabbatical leave will:

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

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

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

PERSONNEL - ADMINISTRATION

The following criteria will be used to rate proposals:

A. Benefit to the institution;

B. Benefit to the professional development of the administrator;

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

D. Realistic possibility for completion of stated goals.

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

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

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

Vacation Days

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

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

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

Holidays

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

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

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

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

Personnel – Student Employment

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

Student Employee

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

Student Employee Definition

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

Authorization to Employ

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

Eligibility for Student Employment

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

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

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

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

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

**Multiple Student Employee Assignments**

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

**Limitation in Semesters Employed**

A student will not work as a student employee more than 12 semesters (excluding summer). Any exceptions are subject to review by and approval of the Vice President for Student Affairs and the Vice President for Business and Finance.
Series 5100
Students
Policy Series 5100: Subject, Scope and Purpose

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

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

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

Academic Honors

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

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

Term Honors

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

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

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

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

Commendation - term grade point average of 3.50 - 4.00

Graduation Honors

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

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

See also Policy 6100
Standards of Academic Progress (SOAP)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Student Academic Integrity

Statement of Principles

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

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

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

**The Code of Academic Conduct**

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

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

**Violations and Penalties**

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

See also Policy 6102
STUDENTS

Grade Reporting System

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

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

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

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

Grade Appeals

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

Transcript Appeals (Forgiveness)

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

Forgiveness of Failing Grades

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

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

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

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

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

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

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

Attendance

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

Admission to the College

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

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

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

Student Classification

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

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

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

Financial Aid

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

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

Payment Policy

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

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

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

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

Fees

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

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

**Application Fee**

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

**Registration Fee**

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

**Late Registration Fee**

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

**Course Fees**

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

**Student Activities Fee**

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

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

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

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

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

Tuition

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

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

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

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

Exemptions

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

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

Agreements

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

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

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

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

Refunds

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

Residency

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

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

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

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

Out-of-State Student
A student whose legal residence is outside the boundaries of the state of Illinois will be classified as an out-of-state student. Although students may be allowed to pay in-district tuition rates resulting from an agreement between industry or other educational institutions, their place of residency will remain out-of-state and be so identified for the purpose of state funding.
Appeal of Residency Determination

Once the residency status of a student has been determined, he or she may appeal this decision if the student thinks the determination is incorrect. To appeal the decision of the Director of Registration and Records the student must write the Vice President for Student Affairs. The Vice President will review this petition and render a final decision.

Change of Address

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

Chargebacks

Chargebacks for Oakton District Residents Attending Other Community Colleges

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

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

Withdrawal from Classes

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

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

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

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

Auditing a Class

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

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

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

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

Co-Curricular and Extra-Curricular Programs

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

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

Intercollegiate Athletics

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

Student Records - Confidentiality

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

**Board of Trustees Scholarships**

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

Military Service Policy

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

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

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

Code of Student Conduct

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

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

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

Student Employment

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

Student Employee Definition

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

Authorization to Employ

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

Eligibility for Student Employment

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

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

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

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

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

Multiple Student Employee Assignments

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

Limitation in Semesters Employed

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

Recognition of Student Organizations

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

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

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

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

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

Administration of Student Activities Life Fees

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

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

1. An activity that is illegal;
2. An activity that is in violation of policies of the Board of Trustees of Oakton Community College;
3. Specific partisan political events;
4. Any activity or program which fosters and/or perpetuates an interest in a specific Religion;
5. An activity that is determined by the Director of Student Activities Life, in conjunction with the Vice President for Student Affairs and the Vice President for Business and Finance, that may expose the College to excessive liability for which it is imprudent for the College to take responsibility.
STUDENTS

Course Repetitions

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

Enrollment Restrictions

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

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

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

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

Chronic Communicable Diseases

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

Annual Student Leadership Awards

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

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

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

Academic Honors

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

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

Term Honors -- Fall and Spring Semesters

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

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

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

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

Commendation - term grade point average of 3.50 - 4.00

Graduation Honors

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

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

See also Policy 5100
INSTRUCTION

Standards of Academic Progress (SOAP)

See also Policy 5101
INSTRUCTION

Student Academic Integrity

Statement of Principles

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

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

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

**The Code of Academic Conduct**

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

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

**Violations and Penalties**

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

See also Policy 5102
INSTRUCTION

Grade Reporting System

See also Policy 5103
INSTRUCTION

Forgiveness of Failing Grades

See also Policy 5104
INSTRUCTION

Curriculum--Faculty Participation

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

Curriculum Design--Occupational Program Advisory Committees

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

Class Size

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

Field Trips

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

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

Student Credit for Learning Experiences

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

Policy to Extend College Services

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

1. Courses offered by the Alliance for Lifelong Learning program in local high schools and college facilities.
2. Courses offered by contractual arrangements in colleges, career institutes, and private industrial facilities.
3. Courses offered in leased or donated facilities.
4. Courses offered in out-of-state or overseas facilities.
5. Courses offered in online, hybrid, or other virtual formats.
Series 8000
Community Relations
COMMUNITY RELATIONS

General Statement

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

Communication with the Public

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

Communications from Outside the College

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

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

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

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

Public Participation at Stated Board Meetings

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

Responsibilities of the Board of Trustees

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

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

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

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

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

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

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

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

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

Citizens' Advisory Committees

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

Concerns and Complaints

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

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

Soliciting Funds on the Campuses

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

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

Use of College Facilities

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

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

Use of Library Resources

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

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

Continuing Education/Community Services

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

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

Business and Government Relations/Economic Development

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