



TO: All Oakton Employees  
FROM: D. Arnie Oudenhoven, Associate Vice President  
Human Resources  
DATE: October 9, 2006  
RE: State Officials and Employees Ethics Act

Pursuant to the State Officials and Employees Ethics Act (PA 93-0617), the State of Illinois has mandated that all employees of Illinois community colleges complete an annual ethics training program. The State Office of the Executive Inspector General (OEIG) has specified an online training medium to fulfill this statutory requirement. Attached to this informational memorandum is the official OEIG notice distributed to all Oakton employees.

If you received a payroll check from Oakton Community College on September 22, 2006, you will need to complete this mandatory online training between October 18, 2006 and November 16, 2006.

Please review the following information pertaining to the ethics training program. Additional information is available at the following websites:

- State of Illinois Ethics Training and Compliance Center  
<http://www.etcc.il.gov>
- General Information and Frequently Asked Questions (on Oakton's Human Resources website)  
<http://www.oakton.edu/resource/hr/ethics.htm>

### **Training Format**

The general training is an interactive, self-administered training module accessed by computer through the Internet. This training method has been approved and is required by the State of Illinois. It will take approximately one hour to complete the training.

### **Ethics Training Participants**

All Administrators, full- and part-time Faculty and Classified Staff (regular, temporary and grant), Alliance Instructors, Student Employees, Tutors, and Coaches must complete the training. Employees hired after September 22, 2006 will be contacted to take the training at a future date. If you are employed at another state agency or community college and have successfully completed the training, you are still required to sign-in to the online training program. The system will acknowledge your prior completion. If it does not, please contact Viki Cvitkovic, Training Administrator, at [vikic@oakton.edu](mailto:vikic@oakton.edu) or (847) 635-1677.

### **Ethics Training Schedule**

- Online training takes place between October 18, 2006 and November 16, 2006.
- The Internet site is available 24 hours a day, seven days a week, during this period (with the exception of program maintenance on Sunday morning (occasionally until 2:00 p.m.).
- Technical assistance will be available from the IT Help Desk between 8:00 a.m. and 6:00 p.m., Monday through Friday at [helpdesk@oakton.edu](mailto:helpdesk@oakton.edu) or (847) 635-1965.
- All employees must complete the online training by **November 16, 2006 by 5:00pm.**

### **Ethics Training Internet Access**

Employees may log on to the State of Illinois Ethics Training and Compliance Center site at [www.etcc.il.gov](http://www.etcc.il.gov) from their computer at work (or a computer work station made available by their department) during normally scheduled work hours to complete the training. As necessary, employees should coordinate training time frames with their supervisor in order to balance departmental operations and schedules. Supervisors are responsible for assuring that their employees fulfill this training requirement. Employees may complete the training any time between October 18, 2006 and November 16, 2006. The site can be accessed from any computer that has Internet capability.

Employees without normal access to computers should confer with their supervisor about work station availability. Departments lacking computer access will be directed to designated computer labs for open lab sessions to complete the training. Contact the IT Help Desk at [helpdesk@oakton.edu](mailto:helpdesk@oakton.edu) or (847) 635-1965 for information on lab resources.

Student workers should be given time and work station access to complete the training during their normal work schedule. Student workers can also access the training at any campus student computer lab.

Employees may complete the training from a home or other computer, but will not be compensated for doing so. Please be aware that security settings (i.e. “cookies”) or the Internet browser you use at home may affect your ability to complete the training.

### **User Identification for Ethics Training**

Each employee will log on to the State of Illinois Ethics Training and Compliance Center site at [www.etcc.il.gov](http://www.etcc.il.gov) using the following formula - name and the month/day of birth - as your User ID:

Example: John Smith born June 5<sup>th</sup> 1970

User ID: johnsmith0605 (first name, last name, month and day of birth; year of birth NOT included)

The User ID example in the attached OEIG notice is: John L. Smith born June 5<sup>th</sup> 1970; User ID: johnlsmith0605.

**For most Oakton employees a middle initial will NOT be part of your User ID formula due to our payroll system. Be sure that the name you use is exactly the same as the name printed on your payroll advice or paycheck. If your middle name or initial appears on your paycheck or payroll advice, then the first letter of your middle initial will be in your User ID.**

**When asked to enter a password, all employees must initially log on with this password: illinois6**

After entering the site, **you will be prompted to create a new password with six characters that includes at least one number.** Select a password that is easy to remember. You may be required to use this password in future ethics training.

### **Ethics Training Content**

The training program presents information for you to read along with review questions to help you understand the material. You can go back and review material as necessary to answer the review questions. At the end of the informational material, scenarios, and review questions, you will be required to answer ten questions about the material presented. You may not go back to the informational material while answering the questions and you cannot go back to questions already answered. At the end of the ten question review, you will see if you answered the questions correctly. If you do not pass the review on the first attempt, you may repeat the training until you pass. If you are interrupted during the training, select the “Bookmark” function to mark your place. You can then log out and return to the site to complete the training (you will need to remember your password). When you have successfully completed the training, you will be able to print off a certificate of completion. You should print this certificate. All employees who complete the training program will be recorded in a state database. The College will receive daily reports identifying employees who have completed the training.

### **Ethics Training Assistance**

Open labs will be offered for employees who need: access a computer; assistance in using a computer; or guidance in completing the training. IT staff will be available to provide technical assistance logging into a computer and/or into the OEIG online training course. Supervisors: If there are a substantial group of employees that you would like to arrange a specific date and time to host an open lab, please contact Viki Cvitkovic, Ethics Training Administrator, at [vikic@oakton.edu](mailto:vikic@oakton.edu) or (847) 635-1677. The open labs are as follows:

#### Des Plaines Campus

Tuesday, October 24, 2:00-4:00pm, 1836  
Wednesday, October 25, 10:00am-12:00pm, 1861  
Thursday, October 26, 1:00pm-3:00pm, 1837  
Monday, October 30, 2:00-4:00pm, 1836

#### Skokie Campus

Tuesday, October 24, 1:00-3:00pm, P233  
Wednesday, October 25, 10:00am-12:00pm, P233

- For assistance with understanding what comprises ethical behavior, contact Oakton Ethics Officer: Arnie Oudenhoven at [aoudenho@oakton.edu](mailto:aoudenho@oakton.edu) or (847) 635-1675.
- For assistance with language and literacy issues, visual and learning disabilities and all other training questions, contact Oakton Training Administrator: Viki Cvitkovic at [vikic@oakton.edu](mailto:vikic@oakton.edu) or (847) 635-1677.
- For assistance with technical questions such a problems logging in to the training program, User ID, or password, contact the IT Help Desk at [helpdesk@oakton.edu](mailto:helpdesk@oakton.edu) or (847) 635-1965.

**We appreciate the cooperation of all employees in completing this mandatory state training and urge everyone to do so during the first ten days of our training window period of October 18, 2006 through November 16, 2006.**