

**The 825th Meeting
of
The Board of Trustees
October 13, 2026**



Mission, Vision, and Values Statements

Mission

Oakton is the community's college. By providing access to quality education throughout a lifetime, we empower and transform our students in the diverse communities we serve.

Vision

Dedicated to teaching and learning, Oakton is a student-centered college known for academic rigor and high standards. Through exemplary teaching that relies on innovation and collaboration with our community partners, our students learn to think critically, solve problems, and to be ethical global citizens who shape the world. We are committed to diversity, cultural competence, and achieving the equity in student outcomes.

Values

A focus on Oakton students is at the core of each of these values.

- We exercise **responsibility** through accountability to each other, our community, and the environment.
- We embrace the **diversity** of the Oakton community and honor it as one of our college's primary strengths.
- We advance **equity** by acknowledging the effects of systemic social injustices and intentionally designing the Oakton experience to foster success for all students.
- We uphold **integrity** through a commitment to trust, transparency, and honesty by all members of the Oakton community.
- We cultivate **compassion** within a caring community that appreciates that personal fulfillment and well-being are central to our mission.
- We foster **collaboration** within the college and the larger community and recognize our interdependence and ability to achieve more together.

Ratified by the Board of Trustees on March 21, 2017 and reaffirmed on September 15, 2026.

Land Acknowledgment for Oakton

Oakton is the community's college. We recognize that our community embodies a network of historical connections and contemporary relationships with Native peoples, families, students, and alumni. We continue to live and work on the traditional homelands stolen from many different Native peoples, including but not limited to the Bodéwadomi (Potawatomi), Ojibwe (Chippewa), Odawaa (Ottawa), Kiikaapoi (Kickapoo), Mamaceqtaw (Menominee), Myaamiaki (Miami), Thakiwaki (Sac and Fox) and Hoocągra (Ho-Chunk) nations. Others have settled and cared for this land from time immemorial. The land of our Des Plaines campus nurtured a large Potawatomi settlement along the Des Plaines River. This was a site of trade, travel, and gathering for many Native people. With the lush forests and vibrant river, these communities flourished in this beautiful land of biodiversity and reciprocity. These lands are still home to many Native people of many nations.

Adopted by the Board of Trustees on December 13, 2022.

Anti-Racism Statement

Oakton is an anti-racist, inclusive, transparent institution; invested in and accountable to the communities we serve. We are committed to transforming all curricula, policies, structures and practices to dismantle and eliminate racism and other forms of oppression so all members of our community thrive. Through reflection, empowerment, and accountability to anti-racist people of color, we model the socially just and equitable transformation that we want to see in the world.

Adopted by the Board of Trustees on February 15, 2022.

Neurodiversity Statement

Oakton College is committed to recognizing the neurodiversity of our community and developing equitable policies and procedures to enhance the Oakton experience for all students, employees, and community members.

Adopted by the Board of Trustees on August 15, 2023.



**1600 East Golf Road
Des Plaines, Illinois 60016**

**Closed Session
5 p.m. – Room 1502**

Agenda

1. Call to Order and Roll Call
2. Consideration of a motion to close the meeting to the public for the purpose of the following:
 - Review closed session minutes of September 15, 2026
 - Consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees; collective negotiation matters; and pending litigation
3. Consideration of a motion for adjournment
4. Adjournment

**Open Session
6 p.m. – Room 1506**

Individuals who wish to address the Board of Trustees during the Public Participation portion of the meeting should send an email to bsparks@oakton.edu including their name, town/affiliation, and the item they wish to address to the Board, no later than 6 p.m. on October 13, 2026.

The meeting will be broadcast on Oakton TV: <https://play.champds.com/oaktoncollegeil/live/5>

Agenda

Call to Order and Roll Call

Approval of Minutes of the September 15, 2026 Regular Meeting of the Board of Trustees, and the September 15, 2026 Joint Board Meeting

Statement by the President

Educational Foundation Liaison Report

HLC Accreditation Liaison Report

ACCT/ICCTA Liaison Report

Student Spotlight

Comments by the Chair

Trustee Comments

Public Participation

Report: Community Relations

New BusinessConsent Agenda

- | | | |
|---|----------|---|
| V | 10/26-1 | Recommendation for Seating of Student Member of the Board of Trustees |
| V | | Adjournment <i>Sine Die</i> |
| R | | Call to Order and Roll Call with New Student Member |
| V | 10/26-2a | Approval of Adoption of Consent Agenda |
| R | 10/26-2b | Approval of Consent Agenda Items 10/26-3 through 10/26-6 |
| | 10/26-3 | Ratification of Payment of Bills for August 2026 |
| | 10/26-4 | Acceptance of Treasurer's Report for August 2026 |
| | 10/26-5 | Supplemental Authorization to Pay Professional Personnel – Fall 2026 |
| | 10/26-6 | Approval of Clinical Practice Agreements |

Other Items

- | | | |
|---|----------|---|
| R | 10/26-7 | Approval of Estimate Levy for 2026 and Announcement Thereof |
| R | 10/26-8 | Authorization to Approve August Purchases |
| | | a. Daktronics Scoreboards |
| | | b. Ricoh Printer Lease – Five-Year Contract |
| | | c. TouchNet Student Account Advisor Implementation Services |
| | | d. TargetX Recruitment and Retention, Salesforce, and FormAssembly – Three-Year Contract Renewal |
| | | e. Microsoft A3 Subscription Services and Windows Server Subscription Licenses – One-year Renewal |
| | | f. Consulting Services for Continuing Education and Workforce Development |
| | 10/26-9 | Preview and Initial Discussion of Upcoming Purchases |
| V | 10/26-10 | Acceptance of Faculty Retirement |
| R | 10/26-11 | Approval of Revised 2027-2028 Academic Calendar |
| R | 10/26-12 | Approval of Policy Revisions |
| V | 10/26-13 | First Read of Policy |

Adjournment



**Minutes of the September 15, 2026 Regular Meeting of the
Board of Trustees of Community College District 535**

The 824th meeting of the Board of Trustees of Community College District 535 was conducted on September 15, 2026 at the Des Plaines campus of Oakton College, 1600 East Golf Road, Des Plaines, Illinois.

Closed Session – Call to Order and Roll Call

Chair Bashiri-Remetio called the meeting to order at 5:24 p.m. in room 1502. Trustee Yanow called the roll:

Trustee Theresa Bashiri-Remetio	Chair	Present
Trustee William Stafford	Vice Chair	Present
Trustee Wendy Yanow	Secretary	Present
Trustee Martha Burns		Present
Trustee Micah Eimer		Present
Trustee Benjamin Salzberg		Present
Trustee Marie Lynn Toussaint		Present

Chair Bashiri-Remetio asked for a motion to go into closed session under the exceptions to the Illinois Open Meetings Act, with the purpose of reviewing closed session minutes of August 18, 2026; and consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees; collective negotiation matters; security procedures; and pending litigation.

Trustee Salzberg made the motion, seconded by Trustee Stafford. Trustee Yanow called the roll:

Trustee Bashiri-Remetio	Aye
Trustee Burns	Aye
Trustee Eimer	Aye
Trustee Salzberg	Aye
Trustee Stafford	Aye
Trustee Toussaint	Aye
Trustee Yanow	Aye

Also present in room 1502 were Dr. Joianne Smith, President; Johanna Fine, Chief Human Resources Officer; Dr. Bernard Little, Vice President for Student Affairs; Dr. Ileo Lott, Vice President for Academic Affairs; and Michele Roberts, Vice President for Administrative Affairs.

Chair Bashiri-Remetio asked for a motion to adjourn the closed session. Trustee Eimer made the motion which was seconded by Trustee Yanow. A voice vote was called and the closed session was adjourned at 6:02 p.m.

Open Session – Call to Order and Roll Call

Chair Bashiri-Remetio called the regular meeting of the Board of Trustees to order at 6:10 p.m. in room 1506.

Trustee Yanow called the roll:

Trustee Theresa Bashiri-Remetio	Chair	Present
Trustee William Stafford	Vice Chair	Present
Trustee Wendy Yanow	Secretary	Present
Trustee Martha Burns		Present
Trustee Micah Eimer		Present
Trustee Benjamin Salzberg		Present
Trustee Marie Lynn Toussaint		Present

Also present in room 1506: Dr. Joianne Smith, President; Dr. Kelly Iwanaga Becker, Associate Vice President for Institutional Effectiveness; Johanna Fine, Chief Human Resources Officer; Dr. Bernard Little, Vice President for

Student Affairs; Dr. Ileo Lott, Vice President for Academic Affairs; Michele Roberts, Vice President for Administrative Affairs; and Katherine Sawyer, Chief Advancement Officer.

Attendance

Administrators: May Alimboyoguen, Dean of Health Careers; Marc Battista, Associate Vice President for Academic Affairs; Dr. Matthew Boutilier, Director of Online Curriculum and Instruction; Sebastian Contreras Jr., Associate Vice President for Student Affairs; Dr. Leana Cuellar, Dean of Access, Equity and Diversity; Dr. Rick Daniels, Senior Director of Culture and Engagement; Kathleen Dunne Balducci, Assistant Vice President for Operations; Thomas Hicks Jr., Director of Student Success and Academic Interventions; Dr. Mary Hope Griffin, Dean of Liberal Arts; Dr. Matt Huber, Dean of Enrollment Management; Jacob Jeremiah, Dean of Library; Dr. Andrea Lehmacher, Chief Marketing Officer; Dr. Alauna McGee, Assistant Vice President for Student Affairs and College Transitions; Dr. Kanchana Mendes, Dean of Curriculum, Instruction and Assessment; Jessi Moon, Foundation Associate Executive Director; Janet Nester Olszewski, Director of Grant Development and Strategy; Nathan Norman, Senior Director of Workforce and Career Development; Christine Paciero, Director of Oakton Athletics; Dr. James Rabchuk, Dean of STEM; Nini Tella, Director of Advising, Transitions and Strategic Initiatives; John Wade, Chief Information Officer; Dan Weber, Registrar/Director of Registrar Services; Aaron Wernick, Chief of Police and Emergency Management; Ella Whitehead, Director of Admission and Equity Outreach; and Andy Williams, Controller.

Union Leaders: John Donoghue, Classified Staff Association; Philip Prale, Adjunct Faculty Association; and Patrick O'Donnell, Full-Time Faculty Association.

Faculty: James Coates, Air Conditioning, Heating and Refrigeration Technology; Kursheed Ichhaporia, Biology; Mary Johannesen Schmidt, Psychology; Michael Mauritzen, English; and Joana Soupos, Medical Laboratory Technology

Staff: Erin Doerr, Marketing and Communications; Leslie Dzik, Institutional Research; Maurae Gilbert McCants, SBDC; Andy Jelagin, Information Technology; Ewa Lyczewska, Marketing and Communications; Gabrielle O'Connor, Student Life and Campus Inclusion; Kushal Patel, Information Technology; and Beatriz Sparks, Office of the President.

Students: Mulla Juma and Min Kim.

Guests: Dayani Pieri and Cindy Veremis.

Approval of Minutes

Chair Bashiri-Remetio made a motion for the approval of the minutes of the August 18, 2026 Regular Meeting of the Board of Trustees, which was seconded by Trustee Stafford. A voice vote was called and the minutes were unanimously approved.

Statement by the President

Condolences

- To assistant baseball coach, Dan Dellaria on the passing of his father (Charles) on Aug. 19.
- Jenica Doma, Senior Department Assistant in STEM on the loss of her partner, Michael Underwood, an Oakton Alum who passed away following a car accident. Mike was an active student leader when he was at Oakton.
- Terrance Stevenson, Coordinator of the EWA on the loss of his mother-in-law last week.

Congratulations & Recognitions

- To Mel Battistoni, Counselor in the Wellness Center and her partner Nicole on the birth of their daughter, Luca last week.
- Student Mulla Juma has been named a 2026 Chime Workforce Scholar, joining 200 students nationwide recognized for their academic achievement and pursuit of career-focused education. Funded by the Chime Scholars Foundation and administered by the Phi Theta Kappa Foundation, the Chime Workforce Scholarship supports students pursuing career and technical education at two-year colleges.

- To our 2026 Distinguished Alumni who were recognized last week: ThuyVu Do, Kimberly Jones, Gina Roxas and Lynette Sugatan.
- To the 3rd cohort of Northwestern-Oakton Prison Education Program students who celebrated their completion of their Associate degrees at a commencement ceremony at Sheridan Correctional Facility on Friday Sept. 11.

Happenings

- Latine Heritage Month
 - *Unidos Somo Más* kick-off event tomorrow (Sept. 16) at 2 p.m. in the CCID at the Skokie Campus. There will be food, a raffle and games for all to enjoy!
 - On Sept. 22 at noon, Reyna Grande, author of *The Distance Between Us: A Memoir*, will be joining us to share more about her book and her story with the Oakton community. The event will take place in the Des Plaines Student Center.
 - On Sept. 29, come enjoy some sweet treats and cheer on the Men's Soccer team as they face Moraine Valley Community College. The game will start at 3:30 p.m.
- Oakton Open House on Saturday, Sept. 19—a one-stop opportunity to explore programs, meet with the Admission team, learn about paying for college and apply. Discover how Oakton College can help you achieve your goals. Tour campus, learn about resources, and connect with current Oakton students, faculty and staff.
- Access, Equity and Diversity Team will host an Open House on Sept. 28 at noon in the Des Plaines Student Center. It is an opportunity to learn about all the Office of Access, Equity and Diversity has to offer: AAPI Student Development Program, ¡ANDALE!, Athletics, B.L.A.C.K. Student Success Program, Student Life and Campus Inclusion, TRIO Support Services, and Undocumented Student Support Group.

Educational Foundation Liaison Report

Two and a half months into the new fiscal year, the Foundation has raised nearly \$350,000 to date, reaching 24% of their goal.

Notable contributions received since our last Board meeting include:

- A \$125,000 pledge from Board Chair Jeff Coney and his wife Liz to support a fundraising initiative related to Health Careers Excellence.
- A \$50,000 grant from the Footlik Foundation to support the Workforce Skills Development Scholarship and our Health Careers Excellence Fund.
- A \$8,200 gift from the Automotive Transportation Supervisors Association of Chicago to start a scholarship to benefit students with financial need in Oakton's automotive program.
- A \$7,000 gift from Dr. Tom TenHoeve, Oakton's 2nd president to grow the endowment of the scholarship in his name.

The Foundation held its quarterly meeting on September 2 and the annual Joint Board Meeting between Trustees and Foundation Directors earlier this evening. The Board's next quarterly meeting is scheduled for December 2.

Pathways to Opportunity Liaison Report

The Pathways to Opportunity Taskforce met on August 21 and reviewed progress on health care pathways. The Northwestern Medicine medical assistant apprenticeship has 5 participants this academic year. Following discussions with our healthcare partners, we are also exploring expansion of our imaging program to include CT – identified as a critical vacancy gap. Recognizing the critical need for nurses, we are also exploring an ADN to BSN nursing pathway. The taskforce continues to explore new models of expanding clinical sites that will allow us to increase the cohort size for some of our programs.

The taskforce also discussed manufacturing pathways – with a focus on the FORGE grant which is a consortium of 8 of the institutions who are part of the Northern Illinois Workforce Coalition. Program goals include providing OSHA 10 certification and pathways for forklift training and introductory manufacturing. We are also collaborating with the Trade Collective and the Technology & Manufacturing Association (TMA) to renew existing articulation agreements.

Finally, the team discussed early outreach including a 'Pathways to Opportunity' tour where 50 students in grades 3 through 5 were engaged in early career exploration at the Des Plaines campus.

The taskforce will meet again on Oct. 16.

HLC Accreditation Liaison Report

The Criteria Teams continue to be hard at work to collect evidence to support our Assurance Argument. Many thanks to the members of those working groups who are leading this work. Last week, the Criterion 1 team led activities to help our college community reflect on how they contribute to the mission of the College. Look for more events to come including opportunities to contribute to the evidence and Assurance Argument on Learning Day - October 21.

ICCTA/ACCT Liaison Report

Trustees Burns, Stafford and Toussaint will attend an ICCTA meeting in Springfield on Sept. 17-19.

Student Spotlight

Min Kim, an accounting student at Oakton College, is leveraging the community college environment and leadership roles in Phi Theta Kappa (PTK) to prepare for a career as a CPA and owner of an accounting firm. She serves as the Vice President of PTK, and shared that through her time at Oakton she has gained networking opportunities, personal growth, and a supportive community of student leaders. Min built and maintains a strong connection with Gabby O'Connor, her PTK advisor.

Min's plan is to obtain an Associate of Arts degree, transfer to a four-year college, and earn a Master's degree in Business Administration. She indicated that Oakton could improve the connection between students and academic advisors by implementing continuous workshops to help students create effective academic plans.

Chair and Trustee Comments

Chair Bashiri-Remetio invited the Oakton community to join the Para Sa Kultura (Filipino Night Market), scheduled for Friday, October 16, from 5 to 9 p.m.

Trustee Stafford shared that he attended the prison program commencement ceremony held at the medium-security Sheridan Correctional Facility. He was joined by President Smith, Dr. Lott, Dr. Little, and faculty. The prison graduation honored 16 graduates who were deeply respectful and appreciative for the support they received from Oakton.

Public Participation – None

Board Report: Vision 2030: Building Just & Thriving Communities

Dr. Kelly Iwanaga Becker, Associate Vice President for Institutional Effectiveness

Dr. Leana Cuellar, Dean of Access, Equity and Diversity

Nini Tella, Director of Advising, Transitions and Strategic Initiatives

Maurae Gilbert McCants, SBDC Grant Program Director

The presenters an overview of Oakton's Strategic Plan which centers on justice and equity as its core foundation while pursuing three major strategic priorities.

Strategic Priorities & Key Initiatives

- **Strengthen Students' Oakton Experience:** Focuses on reducing barriers and creating clear educational pathways, particularly for adult students. Initiatives like *Destination: Oakton New Student Orientation* served 762 degree-seeking students across 20 programs and 8 areas of interest.
- **Enhance Workforce Readiness & Community Engagement:** Promotes social mobility and local economic development through the Small Business Development Center (SBDC). The SBDC served 557 clients over 36 months, with over 54% being minority-owned businesses. Programs include *Empowering the Trades (AI for Small Business Success)* and the *Evanston Kickstarter Cohort*.

- **Advance Racial Equity:** Focuses on dismantling systemic racism via specialized equity programs including ¡ÁNDALE!, AAPI Student Development, B.L.A.C.K. Student Success, TRIO, and resources for undocumented and DACA students.
- **Optimize Operational Foundation:** Modernizes technology and efficiency through projects such as TeamDynamix (enterprise service management system), Procurement Credit Card Workflow improvements, and Payroll SIG Business Process Analysis.

Key Performance Metrics

Metric	Historical Performance	Current Status / Highlights
Fall-to-Fall Persistence	49.7% (Fall 19-20) to 51.5% (Fall 24-25)	Reached 53.4% for Fall 25 - Fall 26. Significant persistence gains seen in Black students (36.6% to 53.8%) and AAPI students (58.6% to 59.5%).
Credentials Awarded	2,061 (AY 22-23) to 2,141 (AY 24-25)	Increased to 2,323 in AY 25-26, representing an +8.5% year-over-year growth .

Next Steps for 2026–2027

Planned actions include integrating TargetX, D2L, and financial data; executing the Academic and Facilities Master Plans; implementing Coursedog; creating parent and family onboarding; and establishing a Justice-Impacted Working Group.

NEW BUSINESS

9/26-1a Approval of Consent Agenda

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

Trustee Yanow seconded the motion. A voice vote was called and the motion passed unanimously.

9/26-1b Approval of Consent Agenda Items 9/26-2 through 9/26-5

Trustee Stafford offered: “Be it resolved that the Board of Trustees of Community College District 535 approves the following items 9/26-2 through 9/26-5 as listed in the Consent Agenda.”

9/26-2 Ratification of Payment of Bills for July 2026

“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 \$13,687,713.55 for all check amounts as listed and for all purposes as appearing on a report dated July 2026.”

9/26-3 Acceptance of Treasurer’s Report for July 2026

“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 July 2026.”

9/26-4 Ratification of Payment of Professional Personnel – Fall 2026

“Be it resolved that the Board of Trustees of Community College District 535 ratifies the payment of salaries for teaching on a part-time basis during the fall 2026 semester; the total payment amount is \$2,883,323.74.”

"Be it further resolved that the Board of Trustees of Community College District 535 ratifies the payment of salaries for teaching on an overload basis during the fall 2026 semester; the total payment amount is \$651,793.70."

9/26-5 Approval of Clinical Practice Agreements

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

Basic Nursing Assistant (1)
Health Information Technology (1)
Pharmacy Technician (6)
Phlebotomy (1)
Physical Therapy Assistant (1)."

Trustee Salzberg seconded the motion. Trustee Yanow called the roll:

Trustee Bashiri-Remetio	Aye
Trustee Burns	Aye
Trustee Eimer	Aye
Trustee Salzberg	Aye
Trustee Stafford	Aye
Trustee Toussaint	Aye
Trustee Yanow	Aye

The motion carried.

9/26-6 Reaffirmation of Mission, Vision and Values

Trustee Toussaint offered: "Be it resolved that the Board of Trustees of Community College District 535 hereby reaffirms the Mission, Vision, and Values Statement attached hereto."

Trustee Stafford seconded the motion. Trustee Yanow called the roll:

Trustee Bashiri-Remetio	Aye
Trustee Burns	Aye
Trustee Eimer	Aye
Trustee Salzberg	Aye
Trustee Stafford	Aye
Trustee Toussaint	Aye
Trustee Yanow	Aye

The motion carried.

9/26-7 Authorization to Approve September Purchases

Trustee 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:

<u>Item</u>	<u>Description</u>	<u>Category</u>	<u>Vendor / Location</u>	<u>Amount</u>
9/26-7a	Master Plan Design Consulting Services – Five-Year Contract	Consulting	FGM Architects, Inc. Chicago, IL	\$280,000.00
9/26-7b	Upgraded Internet Services	IT	Astound Business Solutions, LLC Princeton, NJ	\$231,000.00

<u>Item</u>	<u>Description</u>	<u>Category</u>	<u>Vendor / Location</u>	<u>Amount</u>
			Illinois Dept of Innovation & Technology (DoIT) Des Plaines, IL	\$117,000.00
9/26-7c	Tenable.sc Vulnerability Scanning Software Subscription – Three-Year Contract	IT	SHI International Corporation Somerset, NJ	\$43,118.36
9/26-7d	Construction Services for Adjacencies Phase 3 Bookstore and Welcome Center	Construction	Osman Construction Corporation Arlington Heights, IL	\$1,390,230.60
9/26-7e	Modular and Custom Retail Displays for Adjacencies Phase 3 Bookstore Project	Furniture	Opto International, Inc Wood Dale, IL	\$111,340.00
9/26-7f	Furniture for the Adjacencies Project – Phase 3	Furniture	Forward Space, LLC Wood Dale, IL	\$125,000.00
9/26-7g	CrowdStrike Falcon Software/Services Subscription – One-year Renewal	IT	JensenIT, Inc Des Plaines, IL	\$172,611.00
9/26-7h	Annual Maintenance and Upgrades for Data Warehouse/ Business Intelligence System – Five-Year Contract	IT	Zogo Technologies, LLC Dallas, TX	\$380,917.19
9/26-7i	Advanced Email Threat Protection Cybersecurity Services – One-year Renewal	IT	SHI International Corporation Somerset, NJ	\$26,745.00
9/26-7j	Additional Support for Salesforce Adoption	IT	CRMified Orlando, FL	\$98,000.00
9/26-7k	HLC Re-Accreditation Efforts and Ongoing Leadership Support	Consulting	26 Pines Group, LLC Highland Park, IL	\$80,000.00
9/26-7l	Ratification for Insurance Plans (ICCRMC) – One-Year Renewal	Insurance	Illinois Community College Risk Management Consortium, c/o Nugent Consulting Group Northbrook, IL	\$1,086,906.83
9/26-7m	Ratification for Additional Zoom Licenses	IT	Zoom Communications, Inc. San Jose, CA	\$182,803.84
GRAND TOTAL:				\$4,325,672.82.”

Trustee Salzberg seconded the motion. Trustee Yanow called the roll:

Trustee Bashiri-Remetio	Aye
Trustee Burns	Aye
Trustee Eimer	Aye
Trustee Salzberg	Aye
Trustee Stafford	Aye
Trustee Toussaint	Aye
Trustee Yanow	Aye

The motion carried.

9/26-8 Preview and Initial Discussion of Upcoming Purchases

The following purchases will be presented for approval at an upcoming Board of Trustees meeting:

- a. TouchNet Student Account Advisor Implementation Services
- b. RICOH Printers
- c. Daktronics Scoreboards

9/26-9 Resolution to Transfer Funds for Restricted O&M Construction Costs

Trustee Stafford offered: "Be it resolved that the Board of Trustees of Community College District 535 hereby approves the following transfers effective for Fiscal Year 2026, a total of \$4.5 million; comprised of \$3.3 million from the Education Fund, \$500,000 from the Operations and Maintenance (O&M) Fund, and \$700,000 from the Restricted Purpose Fund; to the Operations & Maintenance (O&M) Restricted Fund, for the future payment of approved Master Plan construction projects."

Trustee Bashiri-Remetio seconded the motion. Trustee Yanow called the roll:

Trustee Bashiri-Remetio	Aye
Trustee Burns	Aye
Trustee Eimer	Aye
Trustee Salzberg	Aye
Trustee Stafford	Aye
Trustee Toussaint	Aye
Trustee Yanow	Aye

The motion carried.

9/26-10 Authorization to Hire a Full-Time, Tenure-Track Faculty Member

Trustee Toussaint offered: "Be it resolved that the Board of Trustees of Community College District 535 hereby authorizes the employment of Mr. James Coates for the 2026-2027 academic year, beginning January 2027:

Name	Academic Rank and Assignment	Lane-Step	Base Salary
James Coates	Professor, AHR	D-7	\$85,424."

Trustee Yanow seconded the motion and called the roll:

Trustee Bashiri-Remetio	Aye
Trustee Burns	Aye
Trustee Eimer	Aye
Trustee Salzberg	Aye
Trustee Stafford	Aye
Trustee Toussaint	Aye
Trustee Yanow	Aye

The motion carried.

9/26-11 Acceptance of a Faculty Retirement

Trustee Salzberg offered: "Be it resolved that the Board of Trustees of Community College District 535 accepts the retirement of Marian Staats."

Trustee Bashiri-Remetio seconded the motion. A voice vote was called and the motion passed unanimously.

9/26-12 Approval of Policy Revisions

Trustee Eimer offered: "Be it resolved that the Board of Trustees of Community College District 535 approves the proposed revisions to Board Policies 1024, 1026, 1113, 1115, 4307, and policy series 8000, attached hereto."

Trustee Yanow seconded the motion and called the roll:

Trustee Bashiri-Remetio	Aye
Trustee Burns	Aye
Trustee Eimer	Aye
Trustee Salzberg	Aye
Trustee Stafford	Aye
Trustee Toussaint	Aye
Trustee Yanow	Aye

The motion carried.

9/26-13 First Read of Policy

Trustee Stafford offered: "Be it resolved that the Board of Trustees of Community College District 535 hereby accepts for review Board Policy Series 1100, 4400 and 5100, and Policies 4117 and 4217 attached hereto, with action to take place at the next regularly scheduled Board meeting."

Trustee Salzberg seconded the motion. A voice vote was called and the motion passed unanimously.

9/26-14 Notification of Award of Grants

Funding has been made available to Oakton College:

a. FY2027 IBHE Illinois Cooperative Work Study Grant.....	\$50,000.00
b. FY27 Illinois Arts Council General Operating Support (2 grants)	\$15,000.00
c. ICCB Carl D. Perkins CTE FY27 Grant	\$215,834.00
d. ICCB Integrated English Literacy and Civics Education (IELCE) Grant	\$99,177.00
TOTAL:	\$380,011.00

Adjournment

Chair Bashiri-Remetio announced that the next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535, will be held at 6 p.m. on Tuesday, October 13, 2026 at the Des Plaines Campus. Trustee Yanow made a motion to adjourn the meeting, which was seconded by Trustee Salzberg. A voice vote was called and the meeting was adjourned at 7:21 p.m.

Theresa Bashiri-Remetio, Chair

Wendy B. Yanow, Secretary

Minutes recorded by: Beatriz Sparks - 9/2026



**Minutes of the September 15, 2026 Joint Meeting
Oakton College Board of Trustees and the
Educational Foundation Board of Directors**

A joint meeting of the Board of Trustees of Oakton College and the Educational Foundation Board of Directors was held on September 15, 2026 in Room 1506 at 1600 East Golf Road, Des Plaines, Illinois, 60016.

Call to Order and Roll Call

Chair Bashiri-Remetio called the meeting to order at 4:05 p.m. Trustee Yanow called the roll:

Trustee Theresa Bashiri-Remetio	Chair	Present
Trustee William Stafford	Vice Chair	Present
Trustee Wendy Yanow	Secretary	Present
Trustee Martha Burns		Present
Trustee Micah Eimer		<i>Absent for roll call</i>
Trustee Benjamin Salzberg		Present
Trustee Marie Lynn Toussaint		Present

Mr. Scott Hurwitz conducted a roll call of the Foundation Board: Shane Carlin, Carl Costanza, Katie Hunt, Scott Hurwitz, Linda Korbel, Barry Nelson, Dayani Pieri, James Radermacher, August Schaefer, Brian Tanenbaum, Karen Tollenaar Demorest, and Cindy Veremis.

Also present in Room 1506:

Leadership: Dr. Joianne Smith, President; Dr. Kelly Iwanaga Becker, Associate Vice President for Institutional Effectiveness; Johanna Fine, Chief Human Resources Officer; Dr. Bernard Little, Vice President for Student Affairs; Dr. Ileo Lott, Vice President for Academic Affairs; Michele Roberts, Vice President for Administrative Affairs; and Katherine Sawyer, Chief Advancement Officer,

Administrators: Dr. Andrea Lehmacher, Chief Marketing Officer; and Jessi Moon, Foundation Associate Executive Director.

Staff: Megan Brokop, Peter Carlson, Jane Griffin, M. Hummel, Kelsey Kopolnek, Jim Vilson, Beatriz Sparks, and Lindsay Ygiarto.

Educational Foundation Strategic Plan (2026–2029)

Core Goals: Advocate for Impact (elevate Oakton's story), Cultivate Relationships (increase investment), and Lead with Excellence (build trust).

Investment Areas: Student scholarships, holistic support services, experiential opportunities, and programmatic investments.

Campaign Objectives & Priorities

Campaign Focus: Focuses priorities around healthcare workforce shortages, mobilizes donors/partners, and accelerates major gifts.

Program Excellence: Capital and equipment, faculty investment, and supporting new/emerging programs.

Student Success: Direct scholarships, wrap-around support (e.g., transportation, emergency assistance), and help with specific program expenses (books, uniforms, clinical supplies).

Student Demographics & Health Careers Data

Demographics (651 Enrolled): Average age of 31, 75% female, 64% students of color, 60% full-time, and 54% utilizing financial assistance.

Program Distribution: Nursing & BNAT/CNA make up 45% of enrollment, followed by Sterile Processing (6%), Physical Therapy Assistant (5%), Cardiac Sonography (5%), Radiography (5%), and Medical Coding & Billing (5%).

Regional Workforce Demand: Highest projected job growth includes Physical Therapy Assistants (+20%; median \$67k/yr) and Health Information Techs (+13%; median \$66k/yr), while Registered Nurses represent the highest total openings (9,094 openings; median \$97k/yr).

Barriers to Completion & Support Needs

Academic & Life Pressures: Students face intensive full-time course loads, mandatory clinical rotation commutes, costly equipment/licensure fees, caregiving roles, and working full-time due to financial aid limits or past degree completion.

Campaign Status & Key Roles

Seed Commitments: \$750,000 in seed commitments already secured.

Partnership Roles: The Foundation secures resources and manages fundraising; the College provides impact data, student stories, and program excellence; together they align messaging and build community visibility.

College Trustees Updates

- FY27 Budget: Approved a balanced budget in June with no tuition increase. It funds strategic operational infrastructure (data quality reporting, Payroll, and Enrollment process improvements) and institutionalizes health careers staff positions previously funded by the discontinued Illinois PATH grant.
- Facilities & Construction: Entering the final year of the 5-year Facilities Master Plan and approving a consultant for the next plan. Upcoming projects include the Welcome Center and Campus store (starting late this month) and the TenHoeve Center/wing renovation (completing December 2027).
- ACCT Annual Meeting (Oct. 22–26, Chicago): The Des Plaines Campus will host a pre-conference site visit featuring the Lee Center, Cannabis Cultivation Lab, and Learning Commons. President Smith, Trustee Eimer, and Gus Granchalek (Skokie Hospital) will present on healthcare workforce partnerships on Oct. 22.
- Accreditation: Preparing for the Higher Learning Commission's 10-year reaffirmation site visit, with teams currently compiling evidence for the assurance argument.
- Board Elections: Two board seats (Trustees Stafford and Salzberg) are up in the April Consolidated Election. Candidate packets are available in the President's Office, with filing open from Nov. 16–23.

Educational Foundation Updates

- Financial Performance: Reached over \$26M in total assets in FY26, driven by \$1.7M in contributions and a 15% net investment return.
- Board Growth: Expanded to 25 voting members, 4 ex-officio/liaisons, and 1 Director Emeritus.
- Recent Initiatives: Introduced events to deepen donor engagement, including the Workforce Funders Summit, President's Breakfast, and Investors Breakfast.

- Upcoming Fall Events:
 - *Donor Appreciation Brunch*: Saturday, Nov. 7 (10:00 AM–12:00 PM) at the Skokie Doubletree.
 - *Empty Bowls*: Saturday, Dec. 5 (10:30 a.m. –12 p.m.), selling student-made ceramic bowls to benefit the Caring Closet and local district food pantries.

Adjournment

Chair Bashiri-Remetio asked for a motion to adjourn the meeting. Trustee Salzberg made the motion, which was seconded by Trustee Yanow. A voice vote was called and the meeting was adjourned at 5:01 p.m.

Theresa Bashiri-Remetio, Board Chair

Wendy B. Yanow, Board Secretary

Minutes recorded by:
Beatriz Sparks
9/2026

Recommendation for Seating of Student Member of the Board of Trustees

SECTION 1: An election for the Student Member of the Board of Trustees was held September 21 through September 28, 2026. The election was conducted in all respects as provided by law and according to Policy 1005. The election was conducted online, using the Simply Voting software purchased by the Student Government Association. Currently enrolled students were provided a ballot via email, and Simply Voting provided a secure method to permit students to vote from their computer or mobile device; 230 students cast ballots in the election.

The returns of the election have been duly canvassed by the Judges of Election. The student meets all qualifications for Trustees as specified in Policy 1004.

SECTION 2: The Board of Trustees declares that Tenzin Choenyi received 108 votes (58.1%) for the office of Student Member of the Board of Trustees. His opponent Nathan Dynia receiving 78 (41.09%) with 44 (19.1%) abstaining votes cast, thereby declaring Tenzin Choenyi the successful candidate to serve as the Student Trustee with a term commencing on October 13, 2026 and concluding at the Board of Trustees meeting in April 2027.

SECTION 3: This resolution shall be effective from and after its passage as provided by law.

Adopted this 13th Day of October 2026

AYES: _____

NAYS: _____

ABSENT: _____

Board Chair

Board Secretary

JLS:bs
10/2026

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 10/26-3 to 10/26-6

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 10/26-3 through 10/26-6 as listed in the Consent Agenda:

- | | |
|---------|--|
| 10/26-3 | Ratification of Payment of Bills for August 2026 |
| 10/26-4 | Acceptance of Treasurer’s Report for August 2026 |
| 10/26-5 | Supplemental Authorization to Pay Professional Personnel – Fall 2026 |
| 10/26-6 | Approval of Clinical Practice Agreements.” |

Ratification of Payment of Bills for August 2026

The check register detailing the regular monthly bills for August 2026 was sent out October 9, 2026. The totals by fund are on page 2. This includes approval of travel reimbursements for August 2026.

Board Chair

Board Secretary

MR:gp
10/2026

President's Recommendation:

That the Board adopts the following resolution (*if not adopted in the Consent Agenda*):

"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 \$8,733,503.89 for all check amounts as listed and for all purposes as appearing on a report dated August 2026."

OAKTON COLLEGE
COMMUNITY COLLEGE DISTRICT 535

I hereby certify that materials and/or services for the Education Fund; Operation and Maintenance Fund; Operation and Maintenance Fund (Restricted); Bond and Interest Fund; Auxiliary Enterprises Fund; Restricted Purposes Fund; Working Cash Fund; Trust and Agency Fund; Audit Fund; Liability, Protection and Settlement Fund; Social Security/Medicare Fund; Loan fund; including approval of travel reimbursements to August 2026, represented by checks on pages 1-15 numbered !0007544 - !0007562, !0007564 - !0007586, !0007588 - !0007588, !0007590 - !0007630, !0007632 - !0007657, !0007659 - !0007659, !0007661 - !0007666, A0177788 - A0177905, A0177907 - A0177946, A0177948 - A0178048 and A0178050 - A0178172 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.

Michele C Roberts

Treasurer, Community College District 535

RECAPITULATION Fund	Gross Checks Issued				
	Payroll	Accounts Payable	Sub-Total	Voided Checks	Total
Education	\$ 4,041,583.69	\$ 1,404,311.71	\$ 5,445,895.40	\$ (1,865.42)	\$ 5,444,029.98
Operation and Maintenance	\$ 446,753.53	\$ 568,718.68	\$ 1,015,472.21	\$ -	\$ 1,015,472.21
Operation and Maintenance (Restricted)	\$ -	\$ 1,399,325.92	\$ 1,399,325.92	\$ -	\$ 1,399,325.92
Bond and Interest	\$ -	\$ -	\$ -	\$ -	\$ -
Auxiliary Enterprises	\$ 269,954.35	\$ 294,201.91	\$ 564,156.26	\$ -	\$ 564,156.26
Restricted Purposes	\$ 184,704.90	\$ 95,057.59	\$ 279,762.49	\$ -	\$ 279,762.49
Working Cash	\$ -	\$ -	\$ -	\$ -	\$ -
Trust and Agency	\$ -	\$ 1,821.09	\$ 1,821.09	\$ -	\$ 1,821.09
Audit	\$ -	\$ -	\$ -	\$ -	\$ -
Liability, Protection and Settlement	\$ -	\$ -	\$ -	\$ -	\$ -
Social Security/Medicare	\$ -	\$ -	\$ -	\$ -	\$ -
Loan	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 4,942,996.47	\$ 3,763,436.90	\$ 8,706,433.37	\$ (1,865.42)	\$ 8,704,567.95
STUDENT GOVERNMENT	\$ -	\$ 27,070.52	\$ 27,070.52	\$ -	\$ 27,070.52
TOTAL PER REPORT	\$ 4,942,996.47	\$ 3,790,507.42	\$ 8,733,503.89	\$ (1,865.42)	\$ 8,731,638.47

STUDENT GOVERNMENT AFFIDAVIT
OAKTON COLLEGE
COMMUNITY COLLEGE DISTRICT 535

Certification of Treasurer

I hereby certify that materials and/or services represented by checks on pages 1-15 numbered !0007592, !0007635, !0007663, A0177788, A0177793, A0177800, A0177819, A0177837, A0177940, A0177958, A0178022, A0178050, A0178082 and A0178143 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.

Michèle C Roberts
Treasurer, Community College District 535

Approval of Expenditures

The Student Government of Community College District 535 hereby ratifies expenditures in the amount of \$27,070.52 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 August 2026.

Student Government Association

Acceptance of Treasurer's Report for August 2026

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 or Controller for amplification.

MR:gp
10/2026

President's Recommendation:

That the Board adopts the following resolution *(if not adopted in the Consent Agenda)*:

"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 August 2026."

OAKTON COLLEGE
COMMUNITY COLLEGE DISTRICT 535
TREASURER'S REPORT

August 2026

Michele C Roberts
Vice President for Administrative Affairs/Treasurer
W. Andy Williams
Controller, Budget and Accounting Services

Treasurer's Comments on August 2026 Financial Statements

Page 4. Financial Position Statement

Cash and investments

Monthly collections included \$2.5 million in tuition and fees, \$1.3 million in restricted state and federal grants, \$1.1 million for the credit hour grant, \$900,000 in property taxes, \$895,000 in interest revenue, and \$77,000 in replacement taxes.

Net cash and investments increased \$6.3 million from the previous month, as expected. The 2025 second installment of property taxes was delayed two months with an October 1st due date.

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

Revenues

At the end of August, revenues were \$16.8 million or 39% of the prorated budget, compared to \$15.7 million, or 38% for the previous year. Tuition and fees totaled \$13.2 million year to date, or 94% of the prorated budget. Last year, tuition and fees totaled \$13.0 million or 94% of the prorated budget. Revenues from tuition and fees are recorded as billed.

Expenditures

The current year's total actual operating expenditures were \$17.5 million. The operating expenditures are \$3.9 million (29%) above prior year's actual expenditures of \$13.6 million for the same period. Expenditures are higher primarily because of higher personnel costs. Net transfers total \$695,000 as budgeted.

**OAKTON COLLEGE
FINANCIAL POSITION OF FUNDS AS OF
AUGUST 31, 2026
(IN THOUSANDS)**

	Education	Operations & Maintenance	Operations & Maintenance (Restricted)	Bond And Interest	General Long term Debt	Working Cash Auxiliary Agency Restricted	Investment In Plant	Social Security Medicare Audit Tort	Retiree Health Ins.	Total All Funds
ASSETS										
Cash	\$ 814	\$ 100	\$ 100	\$ 291	\$ -	\$ 312	\$ -	\$ 763	\$ 176	\$ 2,556
Taxes Receivable	30,751	4,322	-	2,173	-	-	-	55	-	37,301
Student Tuition Receivable	6,037	1	-	-	-	1,236	-	-	-	7,274
Government Funds Receivable	-	-	-	-	-	866	-	-	-	866
Lease Receivable	11,634	-	-	-	-	-	-	-	-	11,634
Accrued Interest	484	70	217	-	-	15	-	5	207	998
Other Receivables	76	4	4,500	-	-	133	-	-	-	4,713
Investments										
Short-term	63,049	9,893	41,150	3,880	(519)	5,178	(3,004)	47	38,647	158,321
Long-term	22,906	3,149	4,053	-	-	376	-	128	7,567	38,179
Due from (to) Other Funds	(17,800)	(500)	-	-	-	13,800	-	-	-	(4,500)
Inventories - Prepays	315	4	-	-	(434)	136	(107)	-	-	(86)
Total Current Assets	118,266	17,043	50,020	6,344	(953)	22,052	(3,111)	998	46,597	257,256
Net Investment in Plant	-	-	-	-	-	-	114,544	-	-	114,544
Intangible Assets	-	-	-	-	-	-	3,596	-	-	3,596
Total Assets	<u>\$ 118,266</u>	<u>\$ 17,043</u>	<u>\$ 50,020</u>	<u>\$ 6,344</u>	<u>\$ (953)</u>	<u>\$ 22,052</u>	<u>\$ 115,029</u>	<u>\$ 998</u>	<u>\$ 46,597</u>	<u>\$ 375,396</u>
Deferred Outflows - College Plan	-	-	-	-	-	-	-	-	2,707	2,707
Total Assets and Deferred Outflows of Resources	<u>\$ 118,266</u>	<u>\$ 17,043</u>	<u>\$ 50,020</u>	<u>\$ 6,344</u>	<u>\$ (953)</u>	<u>\$ 22,052</u>	<u>\$ 115,029</u>	<u>\$ 998</u>	<u>\$ 49,304</u>	<u>\$ 378,103</u>
LIABILITIES AND NET POSITION										
Payables	\$ 339	\$ -	\$ -	\$ (1)	\$ -	\$ (74)	\$ -	\$ -	\$ -	\$ 264
Accrued Interest Payable	-	-	-	-	-	-	-	-	-	-
Deferred Tuition Revenue	-	-	-	-	-	6	-	-	-	6
Accruals	2,645	245	-	-	5,341	274	-	-	-	8,505
Bonds Payable	-	-	-	-	53,822	-	-	-	-	53,822
Lease Liability	-	-	-	-	1,600	-	-	-	-	1,600
Subscriptions Liability	-	-	-	-	2,428	-	-	-	-	2,428
OPEB Liability	-	-	-	-	-	-	-	-	14,850	14,850
Total Liabilities	<u>2,984</u>	<u>245</u>	<u>-</u>	<u>(1)</u>	<u>63,191</u>	<u>206</u>	<u>-</u>	<u>-</u>	<u>14,850</u>	<u>81,475</u>
Deferred Inflows of Resources - Property Taxes	30,362	4,227	-	2,078	-	-	-	50	-	36,717
Deferred Inflows - College Plan	-	-	-	-	-	-	-	-	12,452	12,452
Deferred Inflows - Leases	11,634	-	-	-	-	-	-	-	-	11,634
Total Liabilities and Deferred Inflows of Resources	<u>44,980</u>	<u>4,472</u>	<u>-</u>	<u>2,077</u>	<u>63,191</u>	<u>206</u>	<u>-</u>	<u>50</u>	<u>27,302</u>	<u>142,278</u>
Net Position										
Unrestricted	73,285	12,570	50,020	-	-	3,876	-	-	22,002	161,753
Restricted	-	-	-	-	-	17,971	-	947	-	18,918
Debt Service	-	-	-	4,266	(64,144)	-	-	-	-	(59,878)
Plant	-	-	-	-	-	-	115,029	-	-	115,029
Total Net Position	<u>73,285</u>	<u>12,570</u>	<u>50,020</u>	<u>4,266</u>	<u>(64,144)</u>	<u>21,847</u>	<u>115,029</u>	<u>947</u>	<u>22,002</u>	<u>235,822</u>
TOTAL LIABILITIES & NET POSITION	<u>\$ 118,265</u>	<u>\$ 17,042</u>	<u>\$ 50,020</u>	<u>\$ 6,343</u>	<u>\$ (953)</u>	<u>\$ 22,053</u>	<u>\$ 115,029</u>	<u>\$ 997</u>	<u>\$ 49,304</u>	<u>\$ 378,100</u>

**OAKTON COLLEGE
EDUCATION AND OPERATIONS AND MAINTENANCE FUNDS
SUMMARY OF REVENUES AND EXPENDITURES
TWO MONTHS ENDED AUGUST 31, 2026**

	Operating Budget (000)	Prorated Budget (000)	Actual (000)	As a % of Prorated Budget	
				Current	Last Year
REVENUES (cash and accrual basis)					
Property Taxes	\$ 69,423	\$ 26,810	\$ 1,492	6%	2%
Replacement Tax	1,200	200	379	190%	141%
State Revenue	5,181	864	964	112%	110%
Tuition and Fees	20,554	14,156	13,241	94%	94%
Other	4,742	790	680	86%	156%
TOTAL REVENUES	\$ 101,100	\$ 42,821	\$ 16,756	39%	38%
EXPENDITURES (accrual basis)					
Instructional	\$ 35,969	\$ 5,995	\$ 6,565	110%	107%
Academic Support	24,646	4,108	5,738	140%	126%
Student Services	10,677	1,780	1,465	82%	81%
Public Services	1,838	306	311	102%	84%
Operations and Maintenance	10,731	1,789	1,384	77%	63%
General Administration	10,702	1,784	1,666	93%	76%
General Institutional	(514)	(86)	324	(378%)	9400%
Contingency	2,882	480	-	0%	0%
TOTAL EXPENDITURES	\$ 96,931	\$ 16,155	\$ 17,453	108%	89%
Revenues over (under) expenditures	4,169	26,666	(697)		
Net Fund transfers					
To O & M Fund (Restricted)	-	-	-		
To Auxiliary Fund & Adult/Cont Ed/Work	(2,400)	(400)	(400)		
To Restricted Purpose Fund	(100)	(17)	(17)		
To Liability, Protection & Settlement Fund	(947)	(158)	(158)		
To Social Security/Medicare Fund	(1,012)	(169)	(169)		
From Working Cash Fund: Interest	290	48	48		
Total Transfers	\$ (4,169)	\$ (695)	\$ (695)		
Net Revenue over (under) expenditures	\$ -	\$ 25,971	\$ (1,392)		

**OAKTON COLLEGE
REVENUES AND EXPENDITURES
TWO MONTHS ENDED AUGUST 31, 2026**

**AGENDA ITEM 10/26-4
6 of 9**

OPERATIONS AND MAINTENANCE FUND (Restricted)	Budget (000)	Actual (000)	Actual as a % of Budget
REVENUES			
Construction Fee	295	157	53%
Interest and Investments Gain/Loss	25	282	1128%
Total revenues	320	439	137%
EXPENDITURES			
Site and Construction	333	35	11%
Learning Commons RHC	5	-	0%
Boiler Replacement	158	-	0%
DP Critical Adjacencies Phase II	1,091	-	0%
TenHoeve Wing Remodeling	2,094	-	0%
Exterior Lighting Project	901	-	0%
Learning Commons Des Plaines	5	-	0%
Baseball Parking Lot	1,400	133	10%
Skokie Emergency Power Generator	23	-	0%
Soccer Field Irrigation System	60	-	0%
Enrollment Center Elevator Project	350	-	0%
Environmental Branding Project	73	20	27%
Welcome Center DP Bookstore	1,494	-	0%
General Maintenance	2,500	13	1%
Controller's Office Buildout	190	-	0%
Capital Equipment	1,384	141	10%
Hardware Replacement/Master Keying	883	-	0%
Landscape Improvement	89	-	0%
Pedestrian Path	836	-	0%
Camera Replacement	385	2	1%
Washroom Upgrades Phase I	1,286	-	0%
Contingency	750	-	0%
Total expenditures	16,290	344	2%
Transfer in	-	-	0%
Net	\$ (15,970)	\$ 95	(1%)

AUXILIARY ENTERPRISE FUND (excluding Adult, Continuing Ed, Workforce)	Budget (000)	Actual (000)	Actual as a % of Budget	
			Current	Last Year
REVENUES				
Bookstore Sales	\$ 2,020	\$ 1,131	56%	79%
Workforce Development	155	16	10%	0%
Copy Center	113	13	12%	10%
Athletics	42	11	26%	45%
Child Care	440	128	29%	36%
PAC Operations	6	-	0%	0%
Other	34	49	144%	144%
Interest and Investments Gain/Loss	188	10	5%	0%
Total revenues	2,998	1,358	45%	55%
EXPENDITURES				
Bookstore Operating Expenses	\$ 1,982	\$ 156	8%	6%
Workforce Development	150	19	13%	9%
Copy Center	563	73	13%	11%
Athletics	1,417	-	0%	20%
Child Care	643	88	14%	16%
PAC Operations	115	14	12%	12%
Auxiliary Services Administration	457	65	14%	17%
Other	(432)	21	-5%	5%
Total expenditures	4,895	436	9%	12%
Transfers in (out)	1,997	333		
Net	\$ 100	\$ 1,255		

**ADULT, CONTINUING EDUCATION, AND WORKFORCE DEVELOPMENT
SUMMARY OF REVENUES AND EXPENDITURES
TWO MONTHS ENDED AUGUST 31, 2026**

	Operating Budget (000)	Prorata Budget (000)	Actual (000)	Actual As a% Budget	Last Year
<u>REVENUES</u>					
State Revenue	\$ 725	\$ 121	\$ 132	18%	18%
Tuition and Fees	1,647	275	566	34%	14%
Institutional Support					0%
Evening High School	133	22	43	32%	32%
Other Revenues	40	7	5	13%	16%
Total revenues	<u>2,545</u>	<u>424</u>	<u>746</u>	<u>29%</u>	<u>15%</u>
<u>EXPENDITURES</u>					
Administrative Support	\$ 1,802	300	204	11%	12%
Instructional Programs					
Allied Health	33	6	2	6%	10%
Job-related	554	92	60	11%	1%
Personal	30	5	5	17%	3%
Emeritus Programs	74	12	3	4%	5%
High School Programs	111	19	6	5%	6%
Kids/Youth Programs	55	9	29	53%	10%
ESL Programs	135	23	16	12%	14%
Total Programs	<u>992</u>	<u>165</u>	<u>121</u>	<u>12%</u>	<u>2%</u>
Total expenditures	<u>2,794</u>	<u>466</u>	<u>325</u>	<u>12%</u>	<u>6%</u>
Revenue over (under) expenditures	<u>\$ (249)</u>	<u>\$ (41)</u>	<u>\$ 421</u>		
Transfer in	412	69	69		
Net	163	27	490		

**OAKTON COLLEGE
STUDENT ACTIVITIES FUND
SUMMARY OF REVENUES AND EXPENDITURES
TWO MONTHS ENDED AUGUST 31, 2026**

		Program Generated Revenue	Revenue Allocated to Programs	Total Revenue and Allocation	Expenditures	Program Net Fav (Unfav)
	Activity fees	\$ 234,134				
	Interest income	-				
	Sub total revenues	<u>234,134</u>				
369901	Student Government Association	5,530	-	5,530	(43,200)	(37,670)
369919	Campus Activities Board	-	-	-	(21,392)	(21,392)
369922	IEEE	-	-	-	(376)	(376)
369923	Students for Global Health Sustain	1,800	-	1,800	(109)	1,691
369929	Asian American Unity Club	-	-	-	(236)	(236)
369940	Card and Board Game Club	-	-	-	(444)	(444)
369946	Phi Theta Kappa (PTK)	2,660	25,000	27,660	(1,079)	26,581
	Sub Totals	<u>9,990</u>	<u>25,000</u>	<u>34,990</u>	<u>(66,836)</u>	<u>(31,846)</u>

Fund Summary

Total Revenues	\$ 244,124
Total Expenditures	(66,836)
Total Transfers to other funds	-
Excess revenues over expenditures	<u>177,288</u>
Net Position 6/30/26	<u>1,711,499</u>
Net Position, end of period	<u>\$ 1,888,787</u>

OAKTON COLLEGE
AUTOMATIC CLEARING HOUSE (ACH) WIRE TRANSFERS & PAYMENTS
Aug-26

GENERAL FUND TRANSFERS/PAYMENTS

DATE	AMOUNT	REFUNDS/ STUDENT- DISBURSEMENTS	ILLINOIS SALES TAX	EMPLOYEE HEALTH INSURANCE CCHC	CHASE CREDIT CARD	BOND HOLDER & MISC
	\$ -					
8/14/2026	\$ 1,037,007.37			\$ 1,037,007.37		
8/21/2026	\$ 403.00		\$ 403.00			
	\$ -					
TOTAL	\$ 1,037,410.37	\$ -	\$ 403.00	\$ 1,037,007.37	\$ -	\$ -

PAYROLL TAXES - TRANSFERS/PAYMENTS

DATE	AMOUNT	FEDERAL PAYROLL TAXES	STATE PAYROLL TAXES	SURS	CREDIT UNION AND TAX SHELTERS
8/14/2026	\$ 698,859.24	\$ 271,252.17	\$ 92,966.54	\$ 247,277.64	\$ 87,362.89
	\$ -				
8/28/2026	\$ 792,620.70	\$ 307,943.37	\$ 108,450.64	\$ 280,713.94	\$ 95,512.75
	\$ -				
	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 1,491,479.94	\$ 579,195.54	\$ 201,417.18	\$ 527,991.58	\$ 182,875.64

Supplemental Authorization to Pay Professional Personnel – Fall 2026

Comparative figures:

**Fall 2026
Adjunct Faculty
\$3,637,475.10**

**Fall 2025
Adjunct Faculty
\$3,461,259.84**

**Fall 2026
ACEWD
\$325,359.25**

**Fall 2025
ACEWD
\$279,039.25**

**Fall 2026
Overload
\$791,579.50**

**Fall 2025
Overload
\$686,969.51**

IL:jg
10/2026

President's Recommendation:

That the Board adopts the following resolution *(if not adopted in the Consent Agenda)*:

“Be it resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$1,079,509.87 to the total amount of part-time teaching salaries paid during the fall 2026 semester; the revised total payment amount is \$3,962,834.35.”

“Be it further resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$139,785.80 to the total amount of faculty overload salaries paid during the fall 2026 semester; the revised total payment amount is \$791,579.50.”

Approval of Clinical Practice Agreements

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

Basic Nursing Assistant

Renewal: This is a Renewal Agreement for the Basic Nursing Assistant program. It has been reviewed and approved by the College faculty and administration. This 5-year agreement is effective October 13, 2026 through October 13, 2031

Health Information Technology

Renewal: This is a Renewal Agreement for the Health Information Technology program. It has been reviewed and approved by the College faculty and administration. This 1-year is effective October 13, 2026 through October 13, 2027

IL:ds
10/2026

President's Recommendation

That the Board adopts the following resolution *(if not adopted in the Consent Agenda)*:

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

Basic Nursing Assistant (1)
Health Information Technology (1)."

Approval of Estimate of Levy for 2026 and Announcement Thereof

The Truth in Taxation Law requires that not less than twenty days prior to the adoption of its aggregate levy, the corporate authority of each taxing district shall determine the amounts of money estimated to be necessary to be raised by taxation for that year upon the taxable property in its district.

In order to fund college operating programs, including salaries, supplies, and utilities, it is recommended that the College's levy for 2026 be as follows:

	<u>Recommendation</u> <u>2026 Levy</u>
Education Purposes	\$63,049,471
Operation and Maintenance Purposes	9,000,000
Liability, Protection and Settlement (Includes Liability Insurance, Workers' Compensation, Unemployment Insurance, Property Insurance)	100
Medicare and Social Security Contributions	100
Audit	100,000
Total	\$72,149,671

The Illinois Property Tax Extension Limitation Law (PTELL) caps the annual growth in the total amount of property taxes extended for the college district and other taxing districts which are subject to its provisions.

In general, the PTELL limiting rate as calculated annually for each taxing district allows for a limited inflationary increase in tax extensions on existing property of 5.0% or the inflation rate whichever is lower, plus an additional amount for new property (i.e., new construction) and expiring Tax Increment Financing (TIF) Districts, as applicable. The increase is pegged to the percentage rise in the Consumer Price Index (CPI) for the 12-month period preceding the levy year. For tax year 2026, the percentage increase in the CPI is 2.7%.

PTELL caps the allowable increase at 5.0% plus new property and expiring TIF Districts, as applicable. The \$72,149,671 estimate of levy (excluding debt service) represents a 4.99% increase over the extended 2025 tax levy. The Administration is recommending that the 2026 aggregate tax levy be set at an amount 4.99% higher than the total amount of 2025 property taxes extended for the College. Because the proposed 2026 tax increase will not be more than 5.0% above the prior year tax extension, the College will not be required to publish a Truth in Taxation notice or conduct a public hearing on the proposed 2026 levy. The College's 2026 levy will be collected in calendar year 2027. Preliminary calculations with estimated overall EAV levels indicate that the College's tax rate would be 0.197 as compared to the 2025 rate of 0.188.

The \$100 levies in the Medicare and Social Security Fund and Liability, Protection, and Settlement Fund serve as placeholders and ensure the College will not need a referendum to reinstate these levies in the future if desired. Amounts effectively levied for these funds are included in the Education Fund Levy.

The Audit Fund levy for 2026 will remain level at \$100,000.

As a component of approving the issuance of General Obligation Limited Tax Bonds, Series 2014, 2018, 2020A, 2020B, 2023A, and 2023B the Board adopted a resolution directing the County to levy a direct annual tax to pay the principal and interest on such bonds. For the 2026 tax levy, the amount will be \$4,363,833. Based upon documents filed with Cook County at the time the bonds were issued, it is not necessary for the Board to annually approve the portion of the tax levy applicable to debt service.

Including an estimate of \$1,300,000 for refunds recapture per the Local Government Revenue Recapture Act PA 102-0519, the estimated non-capped levy for 2026 tax year is \$5,663,833.

AW:gp
10/2026

President's Recommendation:

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 estimates the amount of the tax levy needed for 2026 to be collected in calendar year 2027 as follows:

the sum of \$63,049,471 to be levied as a tax for educational purposes; and
the sum of \$9,000,000 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 November 17, 2026, Board of Trustees meeting, will have on its agenda the adoption of a resolution setting forth its tax levy for 2026. The above estimated amounts for the 2026 tax levy may be changed by the Board in adopting the final 2026 levy, subject to statutory notice and publication requirements."

Authorization to Approve October Purchases

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

Items “a - c” were previewed at the September 2026 Board of Trustees meeting. Items “d - f” were previewed at the August 2026 Board of Trustees meeting.

MR:tt
10/2026

President’s Recommendation:

That the Board adopts 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:

<u>Item</u>	<u>Description</u>	<u>Category</u>	<u>Vendor / Location</u>	<u>Amount</u>
10/26-8a	Daktronics Scoreboards	Equipment	Seivert Electric Forest Park, IL 60130	\$80,410.00
10/26-8b	Ricoh Printer Lease – Five-Year Contract	Equipment	Ricoh USA, Inc Exton, PA	\$492,210.58
10/26-8c	TouchNet Student Account Advisor Implementation Services	IT	TouchNet Information Systems, Inc Lenexa, KS	\$32,000.00
10/26-8d	TargetX Recruitment and Retention, Salesforce, and FormAssembly – Three-Year Contract Renewal	IT	Salesforce, Inc San Francisco, CA	\$205,490.22
			FormAssembly, Inc Bloomington, IN	\$28,048.00
			TargetX.com, LLC Conshohocken, PA	\$396,000.00
10/26-8e	Microsoft A3 Subscription Services and Windows Server Subscription Licenses – One-year Renewal	IT	CDW Government, LLC Chicago, IL	\$160,596.26
10/26-8f	Consulting Services for Continuing Education and Workforce Development	Consulting	The Spur Group Ltd Chicago, IL	\$100,000.00
GRAND TOTAL:				\$1,494,755.06.”

IN DISTRICT	\$0.00
CONSORTIUM	\$0.00
BID	\$0.00
BID EXEMPT	\$1,494,755.06
QBS	\$0.00

IL CERTIFIED BEP

MBE	\$0.00
WBE	\$0.00

NON-IL CERTIFIED BEP

MBE	\$0.00
WBE	\$0.00

SPEND CATEGORIES

CONSULTING	\$100,000.00	(6.7%)
INFORMATION TECHNOLOGY	\$822,134.48	(55%)
EQUIPMENT	\$572,620.58	(38.3%)

Authorization to Purchase Daktronics Scoreboards

The scoreboards at the softball field and in the gymnasium are more than 20 years old and are due for replacement. New scoreboards will enhance the student-athlete and spectator experience by providing more comprehensive game information in a modern, easy-to-read format. They will also standardize the format, functionality, and operation of the scoreboards across Oakton's athletic facilities.

Updating the scoreboards also provides an opportunity to strengthen and promote the Oakton Owl brand. Using a consistent visual design across the facilities, similar to the recently installed baseball scoreboard, will create a more cohesive and professional appearance throughout Oakton's athletic venues.

It is in the College's best interest to continue using the same scoreboard brand currently used on campus. Standardizing on one brand will provide consistency in both operation and maintenance across baseball, soccer, softball, and the gymnasium. This is particularly beneficial because many of our game-day employees work across multiple sports and facilities. Having the same control systems and operating procedures allows employees to move between venues without having to learn different equipment or controls.

Using the same brand also provides an important operational advantage in the event of equipment failure. Because each scoreboard will use the same type of control console, a console from another facility can be temporarily used if one fails, allowing games to continue while a replacement is obtained.

With different brands or control systems, this flexibility would not be possible. For example, if the softball control console fails, the scoreboard could become unusable until a replacement console is received, which could take several days or even weeks. Standardizing on the same brand reduces this risk, improves operational reliability, and provides greater continuity across Oakton's athletic facilities.

The cost breakdown is as follows for the scoreboards:

Description	Cost
Scoreboard for gymnasium	\$42,958.00
Scoreboard for Softball Field	\$37,452.00
Total	\$80,410.00

Sievert Electric is an Independent Dealer of Daktronics, Incorporated and has exclusive rights to sell Daktronics sports products to K-12 schools, community colleges, junior colleges, and park and recreation departments. The vendor is also a certified, factory-trained installer and service provider for all Daktronics products that it sells.

This is a bid-exempt purchase according to ILCS-805/3-27.1, Items economically procureable from only one source.

MR:tt
10/2026

President's Recommendation:

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Daktronics Scoreboards from Seivert Electric, 1230 Hannah Avenue, Forest Park, IL 60130, for a grand total not to exceed \$80,410.00."

Authorization to Purchase Ricoh Printer Lease – Five-Year Contract

The College currently leases a standardized fleet of 36 multifunction office printers, and three production machines from Ricoh USA, Inc. Office printer models vary by department to accommodate individual usage requirements. The College has two contracts with Ricoh, one of which expired in September 2026. This five-year contract covers 36 multifunction office printers and one-color production printer for the Print Shop and includes equipment leases, servicing, and print charges.

The Auxiliary Services department is seeking to enter into a new lease for 38 machines. This includes new-model replacements for the 36 multifunction office printers covered by the expiring contract, a new-model replacement for the color production printer, and an additional roll printer/cutter for the print shop. The College reviewed usage data for the 36 office printers to ensure that each department is assigned a model that best meets its operational needs.

The new color production printer will allow the print shop to continue meeting the College's color production requirements while maintaining professional-quality output. The addition of a roll printer/cutter will further expand the print shop's capabilities by enabling it to produce professional-quality indoor and outdoor banners, custom-shaped flyers and cutouts, as well as custom stickers and buttons in-house. All equipment provided under the new lease will be new.

Ricoh has been a long-standing and trusted partner of the College, consistently providing reliable service and support. Across the College's printer fleet, Ricoh has maintained an overall uptime rate of 99.8%, demonstrating a strong record of equipment reliability and service performance.

The cost breakdown for the five-year lease is as follows:

Description	Cost
36 IM series multi-function office printers	\$328,120.00
1 ProC5400 color production machine	\$61,200.00
1 Roland TrueVis VG4-640 roll printer/cutter	\$29,809.20
Printing Charges	\$64,281.38
Services Agreement	\$8,800.00
Total	\$492,210.58

This is a bid-exempt purchase according to ILCS-805/3-27.1, contracts for duplicating machines and supplies.

RO:tt
10/2026

President's Recommendation:

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of a Ricoh Printer Lease— Five—Year Contract from Ricoh USA, Inc., 300 Eagleview Boulevard, Exton, PA 19341, for a grand total not to exceed \$492,210.58."

Authorization to Purchase TouchNet Student Account Advisor Implementation Services

In March 2012, Oakton went live with TouchNet, a comprehensive electronic commerce management system. TouchNet's applications and tools connect Oakton's campus-wide Banner ERP with the networks of payment processors and banks. The Board approved a 5-year renewal of TouchNet's contract in June of 2024. The TouchNet Bill+Payment module provides students, parents, and other authorized users self-service access to online bills and bill payments. It includes web-based bill presentation, secure online payments and deposits, electronic disbursement of student refunds, and tuition payment plan setup and enrollment. TouchNet Cashiering adds integrated, real-time support for both receivable and non-receivable payment transactions.

TouchNet is in the process of sunsetting the TouchNet Cashiering application and replacing it with a new application, TouchNet Student Account Advisor, which gives the Cashier's office staff additional visibility into student payments, payment plans, and account balances. The current Cashiering application is no longer being developed, and TouchNet is requiring all customers to migrate to the new software. While the new software has no licensing cost, TouchNet is charging \$32,000.00 for implementation services. This implementation will be scheduled in late Fall 2026/early Spring 2027 and is expected to take 4-6 weeks.

This is a bid-exempt purchase according to ILCS-805/3-27.1, Purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, and services

JMW:tt
10/2026

President's Recommendation:

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of TouchNet Student Account Advisor Implementation Services from TouchNet Information Systems, Inc., 9801 Renner Boulevard., Ste. 150, Lenexa, KS 66219, for a total of \$32,000.00."

Authorization to Purchase TargetX Recruitment and Retention, Sales Force, and FormAssembly – Three-Year Contract Renewal

Oakton College has used the TargetX Customer Relationship Management tool since September 2018. The product has two modules: TargetX Recruitment and TargetX Retention. TargetX Recruitment is a critical component of the portfolio of products used by the Enrollment Services team to communicate with prospective students, applicants, and newly admitted students. Through this platform, students can apply online, upload supporting documents, and monitor their application status. Enrollment Services also uses this product for specific events such as campus visits and orientation days. Enrollment Services has processed tens of thousands of applications using the TargetX Recruitment module. The TargetX Retention Module is used to communicate effectively with existing students, schedule appointments to meet with students virtually or in person, provide early alerts based on specific metrics, receive feedback from faculty members, and provide updates, among a host of features focused on student retention. The College also contracts with TargetX for Premier Services, which provides additional consulting and professional services.

The TargetX software uses Salesforce as its underlying platform, and electronic forms within TargetX are provided by a separately licensed tool: FormAssembly. The current 5-year contracts with TargetX, Salesforce, and FormAssembly end in late October and early November of 2026.

After negotiating with the three vendors, the Administration recommends purchasing three-year contracts from each vendor.

The cost breakdown for the 3-Year contract is as follows:

Vendor	Annual Cost	Total Cost
Salesforce, Inc 415 Mission St, 3rd Fl San Francisco, CA 94105	\$68,496.74	\$205,490.22
FormAssembly, Inc 885 S College Mall Rd, #399 Bloomington, IN 47401	Year 1 & 2 \$9,196.00	\$28,048.00
	Year 3 \$9,656.00	
TargetX.com, LLC 1001 E Hector St, Suite 110 Conshohocken, PA 19428	\$132,000.00	\$396,000.00
Grand Total		\$629,538.22

This is a bid-exempt purchase according to ILCS-805/3-27.1, Purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, and services

JMW:tt
10/2026

President's Recommendation:

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of TargetX Recruitment and Retention, Salesforce, and FormAssembly – Three-Year Contract Renewal for a total not to exceed \$629,538.22"

Authorization to Purchase Microsoft A3 Subscription Services and Windows Server Subscription Licenses – One-year Renewal

The College relies on Microsoft Windows as its standard desktop operating system, Windows Server as one of the standard server operating systems, and Microsoft Office as its standard productivity package, as well as the Microsoft 365 online tools. In 2025, the College transitioned from an Open Value Subscription Agreement based on FTE to Microsoft 365 A3 licenses based on Educational Qualified Users. These licenses allow for use of both the on-premises application and operating system licenses as well as the cloud-services licenses. Educational Qualified Users are defined as any employee, contractor, or consultant who uses technology for the benefit of the institution on a day-to-day basis.

The Administration seeks approval to purchase the Microsoft A3 Subscription Services and Windows Server Subscription Licenses for a total of \$160,596.26. The purchase will include the following:

Quantity	Description
1,496	Educational Qualified Users licenses * Includes 15,000 free student-use benefit licenses
1,496	Remote Desktop CAL licenses
1,496	Visio Professional licenses
25	Project Professional licenses
396	Windows Data Center Server Core licenses
40	Windows Standard Core Licenses
48	SQL Server Core Licenses
8	SQL Server Enterprise Core Licenses

This is a bid-exempt purchase according to ILCS-805/3-27.1, Purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, and services

JMW:tt
10/2026

President's Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Microsoft A3 Subscription Services and Windows Server Subscription Licenses – One-year Renewal from CDW Government, LLC, 75 Remittance Drive, Suite 1515, Chicago, IL, 60675, for a total of \$160,596.26.”

Authorization to Purchase Consulting Services for Strategy and Operations Development for Workforce and Continuing Education Efforts

Over the last academic year, the Board authorized the purchase of consulting services from Spur Group to provide interim leadership for the Business and Career Technologies academic division, and Dr. Emmanuel Sarris served as the interim dean. The Administration recommends extending consulting services from Spur Group to support the College's goal of strategically and operationally reviewing our current efforts in that area to align with the College's broader aims.

Dr. Sarris is well positioned to lead this effort given his familiarity with Oakton operations and his substantial career as a continuing education administrator. He is an equity-driven and student-focused academic executive with more than 27 years of experience in Continuing, Professional, Online, Career, and Adult Education.

The Administration requests approval to purchase additional consulting services from Spur Group, not to exceed \$100,000.00 from October 15, 2026, to April 30, 2027.

This purchase is exempt from bidding per the 110 Illinois Compiled Statutes 805/3-27.1, Contracts, part (a) contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part.

IL:tt
10/2026

President's Recommendation:

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Consulting Services for Strategy and Operations Development for Workforce and Continuing Education Efforts from The Spur Group Ltd., 4022 N Kenneth Avenue, Chicago, Illinois, 60641, for an amount not to exceed \$100,000.00."

Preview and Initial Discussion of Upcoming Purchases

The following purchases will be presented for approval at an upcoming Board of Trustees meeting:

- a. **Vehicle for Oakton's Police** - The RANGER CREW XP 1000 isn't being requested as an additional recreational vehicle or as a substitute for a conventional marked patrol vehicle. It is a purpose-built campus emergency-response platform designed to give Oakton College Police and Emergency Management access to wooded, undeveloped, and damaged areas that conventional vehicles cannot safely or efficiently reach. Its six-person capacity, substantial cargo and towing capability, four-wheel drive, high ground clearance, winch, and off-road suspension allow one vehicle to support police operations, emergency management, severe-weather response, search operations, medical response, evacuation operations, and facilities emergencies. Replacing the aging squad car with a properly equipped RANGER therefore provides the College with broader emergency-response capability, rather than simply replacing one road vehicle with another.

This purchase will be presented to the Board at the November 2026 Meeting.

- b. **Postage Mailing Machine** - The USPS is updating its mail meter technology. Because of this change, our current Pitney Bowes mail meter will no longer comply with USPS standards beginning on December 12, 2026. USPS IMI (Intelligent Mail Indicia) compliance is a mandatory postal standard that replaces older Information Based Indicia (IBI) postage meters with secure, real-time connected hardware. We purchased our current machine in 2017. If the College does not purchase a new machine that meets the new compliance standards, we will no longer be able to meter and apply postage to the College's outgoing mail. Without a new machine, the Receiving team would have to weigh and stamp all USPS mail manually, or drive to the post office every day to wait in line, drop off mail, and pay postage in person. These alternatives would take significant time away from the Receiving department's other responsibilities. This purchase is necessary to maintain the level of service that the College expects from the Receiving department.

This purchase will be presented to the Board at the November 2026 Meeting.

- c. **Continuation of Employee Medical, Dental, and Vision Insurance** – Oakton is a member of the Community College Health Consortium (CCHC). The College's medical insurance with BCBS and dental insurance with Delta Dental are administered through CCHC and HUB Inc., which serve as CCHC's brokers. HUB also handles the vision plan with VSP. Premiums run for the calendar year from January to December. CCHC currently has 10 participating institutions: College of DuPage, Illinois Eastern Community Colleges, Illinois Valley Community College, Kishwaukee College, McHenry County College, Moraine Valley Community College, Oakton College, Prairie State College, Sauk Valley Community College, and Triton College.

The Consortium insured an average of 3,539 employees and 7,372 members as of July 31, 2026, compared to 3,521 employees and 7,397 members for the entire calendar year of 2025. Premiums for each benefit plan are expected to increase for the upcoming plan year.

This purchase will be presented to the Board at the November 2026 Meeting.

- d. **YuJa Panorama Digital Accessibility Software Solution** - Oakton College remains committed to providing equitable access to all students within our Learning Management System (LMS), Brightspace from Desire2Learn (D2L), and to providing compliance with the Department of Justice's New Rule on the Accessibility of Web Content and Mobile Apps Provided by State and Local Governments, Accessibility Title II Web Content Accessibility Guidelines (WCAG 2.2) for the April 24, 2027, federal deadline. In November 2025, the Board of Trustees approved the purchase of YuJa

Panorama, a digital accessibility software solution that helps identify and correct accessibility issues in online course content and digital documents. The Board approved additional YuJa Panorama add-ons for PDF structural remediation in March 2026.

This purchase will be presented to the Board at the November 2026 Meeting.

- e. TargetX Professional Consulting Services** - Oakton has been successfully using TargetX Recruitment since 2019, and the College went live with TargetX Retention Suite in 2023. TargetX Retention Suite enables staff to communicate effectively with students via Short Message Service (SMS) and email, engage with them through online and face-to-face appointment scheduling, and facilitate early alerts and access to the Student Success Center.

The College has contracted with Ms. Xia Yue since 2023. Ms. Yue supports configuring new data fields, integrating and converting data, and scheduling scripts to fully integrate student demographics, placement testing, and academic history data, as well as supporting the integration of TargetX, Informatica, and Banner. The College continues to implement additional features and solutions in TargetX, including the Common App and other regulatory and business changes, as well as ongoing needs to utilize Ms. Yue's services. Ms. Yue will also deliver training to Oakton staff on fully deploying the TargetX Suite and integrating Banner and TargetX. The College is seeking approval to contract with Ms. Yue to provide additional consulting services.

This purchase will be presented to the Board at the November 2026 Meeting.

Acceptance of Faculty Retirement

Under the provisions of the current Oakton College contract (Contract) between the Board of Trustees and the Oakton Community College Faculty Association (OCCFA-IEANEA), the following faculty member has submitted her intent to retire:

<u>Faculty Member</u>	<u>Discipline</u>	<u>Retirement Date</u>
Katherine Schuster	Distinguished Professor, Education Division of Liberal Arts	Dec. 31, 2028

The faculty member has met all requirements for retirement under the Oakton Community College Faculty Association contract, Article 15.2. Additionally, the faculty member has met the requirements for retirement under the Oakton Community College Full Time Faculty Association Incentivized Retirement Program.

We congratulate Professor Schuster, for her many years of exemplary service to the College, and wish her well in her future endeavors.

JLS:bs
10/2026

President's Recommendation:

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 accepts the retirement of Katherine Schuster."

Approval of Revised 2027-2028 Academic Calendar

The 2027-2028 Academic Calendar was approved at the February 2026 Board of Trustees meeting.

An issue was noticed with the dates for the Fall 2027 semester resulting in the dates for the Summer 2027 and Fall 2027 dates to overlap. The updated version reflects the shifting of the Fall 2027 semester from starting on August 16, 2027 to now starting on August 23, 2027. Similarly, the end dates of the Fall 2027 semester shifted from ending on December 8, 2027 to ending on December 15, 2027.

IL/BL:bs
10/2026

President's Recommendation:

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 approves and adopts the revised 2027-2028 Academic Calendar, attached hereto, as part of the office records of the College."

Oakton College

2027-2028 Academic Calendar

Fall 2027 Semester

16-week Semester (August 23 - December 15)

Date	Event
March 29-31, 2027	Fall 2027 Priority Registration begins
Thursday, April 1, 2027	Open Registration for Fall 2027 for all students
Monday, August 16, 2027	Faculty return for Fall 2027 Semester
Monday, August 23, 2027	Fall 2027 Semester Classes begin
Monday, August 30, 2027	Last day to drop for 100% refund for 16-week Classes starting on 8/23/27-8/29/27
Monday, August 30, 2027	Last day to submit proof of residency, business service agreements and joint agreements
Monday, September 6, 2027	Labor Day Holiday, College closed
Monday, September 20, 2027	Last day to drop from 16-week Classes and not have course appear on the official transcript
Monday, September 20, 2027	Last day to change to Audit Status for 16-week Classes
Thursday, September 23, 2027	Incomplete (I) grades from Summer 2027 semester due
Friday, September 24, 2027	Last day to file an Application to Graduate for the fall semester
Friday, September 24, 2027	Any remaining incomplete (I) grades from Summer 2027 semester becomes an F*
TBD	Midterm Grades due for 16-week Classes
Wednesday, October 27, 2027	All College Learning Day (No daytime classes. College closed to students and the public until 5 pm. Evening classes that start at 5 pm or later will take place.)
Thursday, November 11, 2027	Veterans Day Holiday, College closed
November 15-17, 2027	Priority Registration for Spring 2028 Semester
Thursday, November 18, 2027	Open Registration for Spring 2028 Semester
Monday, November 22, 2027	Last day to withdraw with a "W" from 16-week Classes. Students will receive a grade in all classes in which they are enrolled after November 22nd.
Thursday, November 25 - Friday, November 26, 2027	Thanksgiving Holiday, College closed
Saturday, November 27 - Sunday, November 28, 2027	Thanksgiving Recess, No Classes (College open but most offices closed)
Tuesday, December 14 - Wednesday, December 15, 2027	Evaluation days**
Wednesday, December 15, 2027	Last day of student attendance
Monday, December 20, 2027	Grading Day
Tuesday, December 21, 2027	Final Grades due for 16-week Classes

First 8-week Session (August 23 - October 17)

Date	Event
March 29-31, 2027	Fall 2027 Priority Registration begins
Thursday, April 1, 2027	Open Registration for Fall 2027 for all students
Monday, August 23, 2027	First 8-week Classes begin
Wednesday, August 25, 2027	Last day to drop for 100% refund for first 8-week Classes starting on 8/23/27-8/25/27
Monday, August 30, 2027	Last day to drop for 100% refund for first 8-week Classes starting on 8/26/27-8/29/27
Monday, August 30, 2027	Last day to change to Audit Status for First 8-week Classes
Monday, September 6, 2027	Labor Day Holiday, College closed
Tuesday, September, 7 2027	Last day to drop from First 8-week Classes and not have course appear on the official transcript
TBD	Midterm Grades due for First 8-week Classes
Wednesday, October 6, 2027	Last day to withdraw from First 8-week Classes. Students will receive a grade in all classes in which they are enrolled after October 6th.
Sunday, October 17, 2027	First 8-week Session ends
Thursday, October 21, 2027	Final Grades due for First 8-week Classes

Second 8-week Session (October 18 - December 15)

Date	Event
March 29-31, 2027	Fall 2027 Priority Registration begins
Thursday, April 1, 2027	Open Registration for Fall 2027 for all students

Monday, October 18, 2027	Second 8-week Classes begin
Wednesday, October 20, 2027	Last day to drop for 100% refund for second 8-week Classes starting on 10/18/27-10/20/27
Monday, October 25, 2027	Last day to drop for 100% refund for second 8-week Classes starting on 10/21/27-10/24/27
Monday, October 25, 2027	Last day to change to Audit Status for Second 8-week Classes
Wednesday, October 27, 2027	All College Learning Day (No daytime classes. College closed to students and the public until 5 pm. Evening classes that start at 5 pm or later will take place.)
Monday, November 01, 2027	Last day to drop from Second 8-week Classes and not have course appear on the official transcript
TBD	Midterm Grades due for Second 8-week Classes
Thursday, November 11, 2027	Veterans Day Holiday, College closed
Thursday, November 25 - Friday, November 26, 2027	Thanksgiving Holiday, College closed
Saturday, November 27 - Sunday, November 28, 2027	Thanksgiving Recess, No Classes (College open but most offices closed)
Wednesday, December 1, 2027	Last day to withdraw from Second 8-week Classes. Students will receive a grade in all classes in which they are enrolled after December 1st
Wednesday, December 15, 2027	Second 8-week Session ends
Tuesday, December 21, 2027	Final Grades due for Second 8-week Classes

12-week Session (September 18 - December 15)

Date	Event
March 29-31, 2027	Fall 2027 Priority Registration begins
Thursday, April 1, 2027	Open Registration for Fall 2027 for all students
Saturday, September 18, 2027	12-week Classes begin
Monday, September 27, 2027	Last day to drop for 100% refund for 12-week Classes
Monday, September 27, 2027	Last day to change to Audit Status for 12-week Classes
Monday, October 11, 2027	Last day to drop from 12-week Classes and not have course appear on the official transcript
Wednesday, October 27, 2027	All College Learning Day (No daytime classes. College closed to students and the public until 5 pm. Evening classes that start at 5 pm or later will take place.)
TBD	Midterm Grades due for 12-week Classes
Thursday, November 11, 2027	Veterans Day Holiday, College closed
Wednesday, November 24, 2027	Last day to withdraw from 12-week Classes. Students will receive a grade in all classes in which they are enrolled after November 24th.
Thursday, November 25 - Friday, November 26, 2027	Thanksgiving Holiday, College closed
Saturday, November 27 - Sunday, November 28, 2027	Thanksgiving Recess, No Classes (College open but most offices closed)
Wednesday, December 15, 2027	12-week Session ends
Tuesday, December 21, 2027	Final Grades due for 12-week Classes

First 4-week Session (August 23 - September 19)

Date	Event
March 29-31, 2027	Fall 2027 Priority Registration begins
Thursday, April 1, 2027	Open Registration for Fall 2027 for all students
Monday, August 23, 2027	First 4-week Classes begin
August 23-29, 2027	First day of course is last day to drop for 100% refund for First 4-week Classes
Monday, August 30, 2027	Last day to change to Audit Status for First 4-week Classes
Monday, August 30, 2027	Last day to drop from First 4-week Classes and not have course appear on the official transcript
TBD	Midterm Grades due for First 4-week Classes
Monday, September 6, 2027	Labor Day Holiday, College closed
Friday, September 10, 2027	Last day to withdraw from First 4-week Classes. Students will receive a grade in all classes in which they are enrolled after September 10th.
Sunday, September 19, 2027	First 4-week Session ends
Thursday, September 23, 2027	Final Grades due for First 4-week Classes

Second 4-week Session (September 20 - October 17)

Date	Event
March 29-31, 2027	Fall 2027 Priority Registration begins
Thursday, April 1, 2027	Open Registration for Fall 2027 for all students
Monday, September 20, 2027	Second 4-week Classes begin

September 20-26, 2027	First day of course is last day to drop for 100% refund for Second 4-week Classes
Monday, September 27, 2027	Last day to change to Audit Status for Second 4-week Classes
Monday, September 27, 2027	Last day to drop from Second 4-week Classes and not have course appear on the official transcript
TBD	Midterm Grades due for Second 4-week Classes
Wednesday, October 8, 2027	Last day to withdraw from Second 4-week Classes. Students will receive a grade in all classes in which they are enrolled after October 8th.
Sunday, October 17, 2027	Second 4-week Session ends
Thursday, October 21, 2027	Final Grades due for Second 4-week Classes
Third 4-week Session (October 18 - November 14)	
Date	Event
March 29-31, 2027	Fall 2027 Priority Registration begins
Thursday, April 1, 2027	Open Registration for Fall 2027 for all students
Monday, October 18, 2027	Third 4-week Classes begin
October 18-24, 2027	First day of course is last day to drop for 100% refund for Third 4-week Classes
Monday, October 25, 2027	Last day to change to Audit Status for Third 4-week Classes
Monday, October 25, 2027	Last day to drop from Third 4-week Classes and not have course appear on the official transcript
Wednesday, October 27, 2027	All College Learning Day (No daytime classes. College closed to students and the public until 5 pm. Evening classes that start at 5 pm or later will take place.)
TBD	Midterm Grades due for Third 4-week Classes
Friday, November 05, 2027	Last day to withdraw from Third 4-week Classes. Students will receive a grade in all classes in which they are enrolled after November 5th.
Sunday, November 14, 2027	Third 4-week Session ends
Thursday, November 18, 2027	Final Grades due for Third 4-week Classes
Fourth 4-week Session (November 15 - December 15)	
Date	Event
March 29-31, 2027	Fall 2027 Priority Registration begins
Thursday, April 1, 2027	Open Registration for Fall 2027 for all students
Monday, November 15, 2027	Fourth 4-week Classes begin
November 15-21, 2027	First day of course is last day to drop for 100% refund for Fourth 4-week Classes
Monday, November 22, 2027	Last day to change to Audit Status for Fourth 4-week Classes
Monday, November 22, 2027	Last day to drop from Fourth 4-week Classes and not have course appear on the official transcript
TBD	Midterm Grades due for Fourth 4-week Classes
Thursday, November 25 - Friday, November 26, 2027	Thanksgiving Holiday, College closed
Saturday, November 27 - Sunday, November 28, 2027	Thanksgiving Recess, No Classes (College open but most offices closed)
Monday, December 3, 2027	Last day to withdraw from Fourth 4-week Classes. Students will receive a grade in all classes in which they are enrolled after December 3rd.
Wednesday, December 15, 2027	Fourth 4-week Session ends
Tuesday, December 21, 2027	Final Grades due for Fourth 4-week Classes
Spring 2028 Semester	
Winterim Session (December 20, 2027 - January 14, 2028)	
November 15-17, 2027	Spring 2028 Priority Registration begins
Thursday, November 18, 2027	Open Registration for Spring 2028 for all students
Monday, December 20, 2027	Spring 2028 3-week & 4-week Winterim Classes begin*
Monday, December 20, 2027	First day of course is last day to drop for 100% refund for 3-week and 4-week Winterim Classes
Monday, December 20, 2027	Last day to change to Audit Status for 3-week and 4-week Winterim Classes
Monday, December 20, 2027	Last day to drop from Winterim Classes and not have course appear on the official transcript
TBD	Midterm Grades due for 3-week Winterim Classes
Friday, December 24 - Saturday, December 25, 2027	Christmas Holiday, College closed
TBD	Midterm Grades due for 4-week Winterim Classes
Friday, December 31, 2027	New Year's Eve Holiday, College closed
Saturday, January 1, 2028	New Year's Day Holiday, College closed

Friday, January 14, 2028	Winterim Session ends
Tuesday, January 18, 2028	Winterim Final Grades due
16-week Semester (January 18 - May 12)	
Date	Event
November 15-17, 2027	Spring 2028 Priority Registration begins
Thursday, November 18, 2027	Open Registration for Spring 2028 for all students
Saturday, January 1, 2028	New Year's Day Holiday, College closed
Monday, January 10, 2028	Faculty return for Spring 2028 Semester
Monday, January 17, 2028	Martin Luther King Jr. Day Holiday, College closed
Tuesday, January 18, 2028	Spring 2028 Semester Classes begin
Monday, January 24, 2028	Last day to drop for 100% refund for 16-week Classes starting on 1/18/28-1/23/28
Monday, January 24, 2028	Last day to submit proof of residency, business service agreements and joint agreements
Monday, February 14, 2028	Last day to drop from 16-week Classes and not have course appear on the official transcript
Monday, February 14, 2028	Last day to change to Audit Status for 16-week Classes*
Friday, February 18, 2028	Last day to file an Application to Graduate for the spring semester
Monday, February 21, 2028	Presidents' Day Holiday, College closed
Tuesday, February 22, 2028	Incomplete (I) grades from Fall 2027 semester due
Thursday, February 24, 2028	Any remaining incomplete (I) grades from Fall 2027 semester becomes an F*
March 6-8, 2028	Priority Registration opens for Summer 2028 sessions
Thursday, March 9, 2028	Open Registration for Summer 2028 sessions
TBD	Midterm Grades due for 16-week Classes
Monday, March 13 - Sunday, March 19, 2028	Spring Break, No Classes
Monday, March 20, 2028	Classes resume after Spring Break
March 27-29, 2028	Priority Registration opens for Fall 2028 Semester
Thursday, March 30, 2028	Open Registration for Fall 2028 Semester
Monday, April 17, 2028	Last day to withdraw with a "W" from 16-week Classes*. Students will receive a grade in all Classes in which they are enrolled after April 17th.
Thursday, May 11 - Friday, May 12, 2028	Evaluation days**
Friday, May 12, 2028	Last day of student attendance
Monday, May 15, 2028	Grading Day
Monday, May 15, 2028	Commencement
Tuesday, May 16, 2028	Final Grades due for 16-week Classes
First 8-week Session (January 18 - March 12)	
Date	Event
November 15-17, 2027	Spring 2028 Priority Registration begins
Thursday, November 18, 2027	Open Registration for Spring 2028 for all students
Monday, January 17, 2028	Martin Luther King Jr. Holiday, College closed
Tuesday, January 18, 2028	First 8-week Classes begin
Tuesday, January 18, 2028	Last day to drop for 100% refund for first 8-week Classes starting on 1/18/28-1/19/28
Monday, January 24, 2028	Last day to drop for 100% refund for first 8-week Classes starting on 1/20/28-1/23/28
Monday, January 24, 2028	Last day to change to Audit Status for First 8-week Classes
Monday, January 31, 2028	Last day to drop from First 8-week Classes and not have course appear on the official transcript
TBD	Midterm Grades due for First 8-week Classes
Wednesday, March 1, 2028	Last day to withdraw from First 8-week Classes. Students will receive a grade in all classes in which they are enrolled after March 1st.
Sunday, March 12, 2028	First 8-week Session ends
Thursday, March 16, 2028	Final Grades due for First 8-week Classes
Second 8-week Session (March 20 - May 12)	
Date	Event

November 15-17, 2027	Spring 2028 Priority Registration begins
Thursday, November 18, 2027	Open Registration for Spring 2028 for all students
Monday, March 20, 2028	Second 8-week Classes begin
Wednesday, March 22, 2028	Last day to drop for 100% refund for second 8-week Classes starting 3/20/28-3/22/28
Monday, March 27, 2028	Last day to drop for 100% refund for second 8-week Classes starting 3/23/28-3/26/28
Monday, March 27, 2028	Last day to change to Audit Status for Second 8-week Classes
Monday, April 03, 2028	Last day to drop from Second 8-week Classes and not have course appear on the official transcript
TBD	Midterm Grades due for Second 8-week Classes
Wednesday, May 3, 2028	Last day to withdraw from Second 8-week Classes. Students will receive a grade in all classes in which they are enrolled after May 3rd.
Friday, May 12, 2028	Second 8-week Session ends
Tuesday, May 16, 2028	Final Grades due for Second 8-week Classes
12-week Session (February 12 - May 12)	
Date	Event
November 15-17, 2027	Spring 2028 Priority Registration begins
Thursday, November 18, 2027	Open Registration for Spring 2028 for all students
Saturday, February 12, 2028	12-week Classes begin
Monday, February 21, 2028	Presidents' Day Holiday, College closed
Tuesday, February 22, 2028	Last day to drop for 100% refund for 12-week Classes
Tuesday, February 22, 2028	Last day to change to Audit Status for 12-week Classes
Monday, March 06, 2028	Last day to drop from 12-week Classes and not have course appear on the official transcript
March 13-20, 2028	Spring Break, No Classes
Monday, March 20, 2028	Classes resume after Spring Break
TBD	Midterm Grades due for 12-week Classes
Wednesday, April 19, 2028	Last day to withdraw from 12-week Classes. Students will receive a grade in all classes in which they are enrolled after April 19th.
Friday, May 12, 2028	12-week Session ends
Tuesday, May 16, 2028	Final Grades due for 12-week Classes
First 4-week Session (January 18 - February 13)	
Date	Event
November 15-17, 2027	Spring 2028 Priority Registration begins
Thursday, November 18, 2027	Open Registration for Spring 2028 for all students
Monday, January 17, 2028	Martin Luther King Jr. Holiday, College closed
Tuesday, January 18, 2028	First 4-week Classes begin
January 18-23, 2028	First day of course is last day to drop for 100% refund for first 4-week Classes
Monday, January 24, 2028	Last day to change to Audit Status for First 4-week Classes
Monday, January 24, 2028	Last day to drop from First 4-week Classes and not have course appear on the official transcript
TBD	Midterm Grades due for First 4-week Classes
Friday, February 4, 2028	Last day to withdraw from First 4-week Classes. Students will receive a grade in all classes in which they are enrolled after February 4th.
Sunday, February 13, 2028	First 4-week Session ends
Thursday, February 17, 2028	Final Grades due for First 4-week Classes
Second 4-week Session (February 14 - March 12)	
Date	Event
November 15-17, 2027	Spring 2028 Priority Registration begins
Thursday, November 18, 2027	Open Registration for Spring 2028 for all students
Monday, February 14, 2028	Second 4-week Classes begin
February 14-20, 2028	First day of course is last day to drop for 100% refund for second 4-week Classes
Monday, February 21, 2028	Presidents' Day Holiday, College closed
Tuesday, February 22, 2028	Last day to change to Audit Status for Second 4-week Classes

Tuesday, February 22, 2028	Last day to drop from Second 4-week Classes and not have course appear on the official transcript
TBD	Midterm Grades due for Second 4-week Classes
Friday, March 3, 2028	Last day to withdraw from Second 4-week Classes. Students will receive a grade in all classes in which they are enrolled after March 3rd.
Sunday, March 12, 2028	Second 4-week Session ends
Thursday, March 16, 2028	Final Grades due for Second 4-week Classes
Third 4-week Session (March 20 - April 16)	
Date	Event
November 15-17, 2027	Spring 2028 Priority Registration begins
Thursday, November 18, 2027	Open Registration for Spring 2028 for all students
Monday, March 20, 2028	Third 4-week Classes begin
March 20-26, 2028	First day of course is last day to drop for 100% refund for third 4-week Classes
Monday, March 27, 2028	Last day to change to Audit Status for Third 4-week Classes
Monday, March 27, 2028	Last day to drop from Third 4-week Classes and not have course appear on the official transcript
TBD	Midterm Grades due for Third 4-week Classes
Friday, April 7, 2028	Last day to withdraw from Third 4-week Classes. Students will receive a grade in all classes in which they are enrolled after April 7th.
Sunday, April 16, 2028	Third 4-week Session ends
Thursday, April 20, 2028	Final Grades due for Third 4-week Classes
Fourth 4-week Session (April 17 - May 12)	
Date	Event
November 15-17, 2027	Spring 2028 Priority Registration begins
Thursday, November 18, 2027	Open Registration for Spring 2028 for all students
Monday, April 17, 2028	Fourth 4-week Classes begin
April 17-23, 2028	First day of course is last day to drop for 100% refund for fourth 4-week Classes
Monday, April 24, 2028	Last day to change to Audit Status for Fourth 4-week Classes
Monday, April 24, 2028	Last day to drop from Fourth 4-week Classes and not have course appear on the official transcript
TBD	Midterm Grades due for Fourth 4-week Classes
Friday, May 5, 2028	Last day to withdraw from Fourth 4-week Classes. Students will receive a grade in all classes in which they are enrolled after May 5th.
Friday, May 12, 2028	Fourth 4-week Session ends
Tuesday, May 16, 2028	Final Grades due for Fourth 4-week Classes
Summer Session 2028	
8-week Session (June 5 - July 27)	
Date	Event
March 6-8, 2028	Summer 2028 Priority Registration begins
Thursday, March 9, 2028	Open Registration for Summer 2028 for all students
Monday, June 5, 2028	8-week Classes begin
Wednesday, June 7, 2028	Last day to drop for 100% refund for 8-week Classes starting on 6/5/28-6/7/28
Monday, June 12, 2028	Last day to drop for 100% refund for 8-week Classes starting on 6/8/28
Monday, June 12, 2028	Last day to change to Audit Status for 8-week Classes
Monday, June 19, 2028	Juneteenth Holiday Observance, College Closed
Tuesday, June 20, 2028	Last day to drop a course and not have it appear on official transcript
Thursday, June 22, 2028	Last day to file an Application to Graduate for the summer session
TBD	Midterm Grades due for 8-week Classes
Tuesday, July 4, 2028	Independence Day Holiday, College closed
Wednesday, July 5, 2028	Incomplete (I) grades from Spring 2028 semester due
Thursday, July 6, 2028	Any remaining incomplete (I) grade from Spring 2028 semester becomes an F**
Wednesday, July 19, 2028	Last day to withdraw with a "W". Students will receive a grade in all classes in which they are enrolled after July 19th.

Thursday, July 27, 2028	8-week Session ends
Tuesday, August 1, 2028	Final Grades due for 8-week Classes
7-week Session (June 12 - July 27)	
Date	Event
March 6-8, 2028	Summer 2028 Priority Registration begins
Thursday, March 9, 2028	Open Registration for Summer 2028 for all students
Monday, June 12, 2028	7-week Classes begin
Wednesday, June 14, 2028	Last day to drop for 100% refund for 7-week Classes starting 6/12/28-6/14/28
Monday, June 19, 2028	Juneteenth Holiday Observance, College Closed
Tuesday, June 20, 2028	Last day to change to Audit Status for 7-week Classes
Tuesday, June 20, 2028	Last day to drop a course and not have it appear on official transcript
Thursday, June 22, 2028	Last day to file an Application to Graduate for the summer session
TBD	Midterm Grades due for 7-week Classes
Tuesday, July 4, 2028	Independence Day Holiday, College closed
Wednesday, July 5, 2028	Incomplete (I) grades from Spring 2028 semester due
Thursday, July 6, 2028	Any remaining incomplete (I) grade from Spring 2028 semester becomes an F*
Wednesday, July 19, 2028	Last day to withdraw with a "W". Students will receive a grade in all classes in which they are enrolled after July 19th.
Thursday, July 27, 2028	7-week Session ends
Tuesday, August 1, 2028	Final Grades due for 7-week Classes
4-week Interim Session (May 15 - June 8)	
Date	Event
March 6-8, 2028	Summer 2028 Priority Registration begins
Thursday, March 9, 2028	Open Registration for Summer 2028 for all students
Monday, May 15, 2028	4-week Interim Classes begin
May 15-18, 2028	First day of course is last day to drop for 100% refund for 4-week Interim Classes
Monday, May 22, 2028	Last day to change to Audit Status for 4-week Interim Classes
Monday, May 22, 2028	Last day to drop a course and not have it appear on official transcript
TBD	Midterm Grades due for 4-week Interim Classes
Monday, May 29, 2028	Memorial Day Holiday, College closed
Thursday, June 1, 2028	Last day to withdraw from 4-week Interim Classes. Students will receive a grade in all classes in which they are enrolled after June 1st
Thursday, June 8, 2028	4-week Interim Session ends
Tuesday, June 13, 2028	Final Grades due for 4-week Interim Classes
3-week Interim Session (May 15 - June 1)	
Date	Event
March 6-8, 2028	Summer 2028 Priority Registration begins
Thursday, March 9, 2028	Open Registration for Summer 2028 for all students
Monday, May 15, 2028	3-week Interim Classes begin
May 15-18, 2028	First day of course is last day to drop for 100% refund for 3-week Interim Classes
Monday, May 22, 2028	Last day to change to Audit Status for 3-week Interim Classes
Monday, May 22, 2028	Last day to drop a course and not have it appear on official transcript
TBD	Midterm Grades due for 3-week Interim Classes
Thursday, May 25, 2028	Last day to withdraw from 3-week Interim Classes. Students will receive a grade in all classes in which they are enrolled after May 25th.
Monday, May 29, 2028	Memorial Day Holiday, College closed
Thursday, June 1, 2028	3-week Interim Session ends
Tuesday, June 6, 2028	Final Grades due for 3-week Interim Classes

3-week August Interim Session (July 31 - August 18)	
Date	Event
March 6-8, 2028	Summer 2028 Priority Registration begins
Thursday, March 9, 2028	Open Registration for Summer 2028 for all students
Monday, July 31, 2028	3-week August Interim Classes begin
Monday, July 31, 2028	First day of course is last day to drop for 100% refund for 3-week August Interim Classes
Monday, August 7, 2028	Last day to change to Audit Status for 3-week August Interim Classes
Monday, August 7, 2028	Last day to drop a course and not have it appear on official transcript
TBD	Midterm Grades due for 3-week August Interim Classes
Thursday, August 10, 2028	Last day to withdraw from 3-week August Interim Classes. Students will receive a grade in all classes in which they are enrolled after August 10th.
Friday, August 18, 2028	3-week August Interim Session ends
Tuesday, August 22, 2028	Final Grades due for 3-week August Interim Classes
<i>Questions regarding the academic calendar should be directed to Registrar Services at registrarservices@oakton.edu. Employees should refer to the Employee Holidays/Days Off Calendar for days that the College is closed.</i>	
<i>Students can register for courses from when Priority Registration begins until the first day of classes. After the first day of classes, instructor permission is required to register for a course.</i>	
<i>Consult the Enrollment Center for information if the course does not follow the dates in the academic calendar.</i>	
<i>* Students must make arrangements with individual faculty members regarding deadlines to submit required work for Incomplete (I) grades.</i>	
<i>** Two days to be used for instruction or final student evaluations or culminating course activities. Classes not scheduled to meet on these days and classes which do not meet for the duration of a semester will ordinarily use the last class</i>	

Updated: 9/16/2026

Approval of Policy Revisions

Board Policy Series 1100, 4400 and 5100, and Policies 4117 and 4217 were proposed for revision on September 15, 2026. In accordance with College Policy, action on the proposed revisions will take place at the regular meeting of the Board of Trustees.

JLS:bs
10/2026

President's Recommendation:

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 approves the proposed revisions to Board Policy Series 1100, 4400 and 5100, and Policies 4117 and 4217 attached hereto."

Policy No. 1100

5/22/1973

Revised and Re-coded 01/19/1999

Renumbered 7/1/2001

Revised 1/16/2007

Revised 8/22/2014

Revised 2/17/2015

Revised 10/13/2026

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COLLEGE WIDE POLICIES

Nondiscrimination

Oakton College does not discriminate on the basis of race, color, creed, religion, national origin, disability, age, marital status, military status, socioeconomic status, sex or gender, gender identity, or sexual orientation, ***or any other legally protected classification*** in admission to and participation in its educational programs, college activities and services, or in its employment practices.

Inquiries regarding compliance with nondiscrimination policies and regulations should be directed to the Vice President for Student Affairs or the Chief ~~Human Resources~~ **People** Officer, Oakton College, 1600 East Golf Road, Des Plaines, Illinois 60016, 847-635-1600.

An appropriate statement comprised of the College's nondiscrimination policy and the name and address of the responsible officer will be included in publications and printed materials as required for compliance with governmental and College policy.

Policy No. 1101

11/15/1988

Revised and Re-coded 01/19/1999

Renumbered 7/1/2001

Revised 12/15/2009

Revised 2/17/2015

Revised 2/20/2018

Revised 10/13/2026

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COLLEGE WIDE POLICIES**Harassment**

Harassment of any kind is prohibited at Oakton College whether it is sexual harassment or on the basis of age, color, disability, ethnic or national origin, gender, race, religion or sexual orientation, or any other legally protected classification. Oakton College is committed to respecting all individuals. Oakton College is also committed to the free and dynamic discussion of ideas and issues.

Definition of Harassment

Harassment means any unwelcome conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, military status, sexual orientation, pregnancy, unfavorable discharge from military service, citizenship status, work authorization status, family responsibilities, or any other legally protected classification that has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment. Harassment is the creation of a hostile or intimidating environment in which verbal, written, visual or physical conduct, because of its severity and/or persistence, is likely to interfere unreasonably with an individual's work or education, such conduct being directed at an individual because of race, national origin, disability, age, religion, sexual orientation or other legally protected classification.

Sexual harassment means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decision affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offense working environment.

College employees, students, and third persons are prohibited from harassing other employees, students, or third persons sexually or on any other basis. For purposes of this policy, third persons include any person other than College employees and students, on College property, at any College-sponsored activities or at any activity which bears a reasonable relationship to the College.

Internal Reporting Procedures

It is the expressed policy of the College to encourage victims of harassment to come forward with such claims. Employees are encouraged to report harassment before it becomes severe or pervasive. In order to conduct an immediate investigation, any incident of harassment should be reported as quickly as possible, in confidence.

An employee and/or third person who believes they have been harassed, may confidentially report such incidents of harassment to the ~~Dean of Access, Equity, and Diversity~~ **Associate Vice President for Student Affairs** or the Chief ~~Human Resources~~ **People** Officer, or in the case of an employee, their supervisor. If any of these individuals is the offending person, the report should be made to one of the other persons, who will investigate the complaint. In addition, individuals covered by this policy have a right to file a claim of sexual discrimination and harassment with the Illinois Department of Human Rights.

Any student who believes they have been harassed are encouraged to report such incidents of harassment to the ~~Dean of Access, Equity, and Diversity~~ **Associate Vice President for Student Affairs**. If the complaint involves the ~~Dean of Access, Equity, and Diversity~~ **Associate Vice President for Student Affairs**, the report should be made directly to the Vice President of Student Affairs, who will investigate the complaints.

Substantiated charges, as well as knowingly making a false report, shall result in appropriate corrective action up to and including discharge or expulsion of the offending party. In responding to complaints of harassing behavior, rights of due process and confidentiality shall be respected. Any person who, in good faith, brings forth a complaint of sexual or any other form of harassment shall not be subject to retaliation. Whistleblower protections are also available under the State Officials and Employee Ethics Act, the Whistleblower Act, and/or the Illinois Human Rights Act.

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Policy No. 1102

6/29/1993

Revised and Re-coded 01/19/1999

Renumbered 7/1/2001

Revised 3/19/2002

2/17/2015

Revised 2/20/2018

Revised 10/13/2026

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COLLEGE WIDE POLICIES

Sexual Misconduct

It is the intent of this policy to prevent any occurrence of sexual misconduct at the College and to inform all members of the College community of the procedures to follow if questions or problems arise. To provide an environment conducive to learning and professional performance and development, the College shall not tolerate sexual misconduct in any form by any employee, student or third person.

Specifically, Oakton College complies with Title IX of the Education Amendments of 1972 ("Title IX"), the Violence Against Women Act ("VAWA"), Title VII of the Civil Rights Act of 1964 ("Title VII"), the Illinois Human Rights Act, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), the Preventing Sexual Violence in Higher Education Act, and all other applicable laws and local ordinances regarding unlawful sex-based discrimination, harassment or other misconduct.

Oakton College does not discriminate on the basis of sex in its educational programs. Sexual harassment and sexual violence are types of sex discrimination. Other prohibited acts (whether sexual in nature or not) that are forms of sex-based discrimination include dating violence, ***sexual violence***, domestic violence, and stalking.

The College issues this statement of policy to inform the community of our comprehensive plan that addresses sexual misconduct and our educational programs and procedures that attend to matters of sexual harassment, sexual ***violence assault***, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and after it is reported to a College official. In this context, the College reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the community.

To oversee the implementation of this policy, Oakton College has established a team of staff members and administrators that includes the Title IX Coordinator and representatives from Student Affairs, Human Resources, Police Department, and Student Conduct. The team will meet at least once annually to develop, review, and revise protocols, policies, and procedures for addressing domestic and sexual violence on campus.

Definitions¹

There are numerous terms used by Oakton College in our policy and procedures.

¹ Comprehensive legal definitions and penalties for the crimes of Domestic Battery, Criminal Sexual Assault, Stalking, and other offenses can be found in Chapter 720, Section 5 of the Illinois Compiled Statutes, or on the Illinois General Assembly web site at: <http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ChapterID=53&ActID=1876>.

Sexual Misconduct can include any form of sexual harassment, **sexual violence (including sexual assault, sexual battery, sexual abuse, and sexual coercion)** ~~sexual assault~~, domestic violence, dating violence, or stalking.

Sexual Harassment is illegal under both state and federal law and objectionable under any circumstance. It is the College's policy² that no member of the College community may sexually harass any other member of the College community. The College shall not condone sexual harassment of or by students, faculty members, staff members or administrators. Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitute harassment when:

1. submission to such conduct is deemed to be either explicitly or implicitly a term or condition of an individual's employment or education;
2. submission to or rejection of such conduct by an individual is deemed to be used as the basis for academic or employment decisions affecting that individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive educational or employment environment. This includes any program or activity under the auspices of the College

Consent is defined in Illinois as "a freely given agreement to the act of sexual penetration or sexual conduct in question. Lack of verbal or physical resistance or submission by the victim resulting from the use of force or threat of force by the accused shall not constitute consent. The manner of dress of the victim at the time of the offense shall not constitute consent." The law also states:

A person who initially consents to sexual penetration or sexual conduct is not deemed to have consented to any sexual penetration or sexual conduct that occurs after they withdraw consent during the course of that sexual penetration or sexual conduct. In addition to this, ~~a~~ prior relationship does not indicate consent to future activity; a person who is **unconscious or** asleep **is not capable of giving valid consent**; a person who is ~~or~~ mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason, is not capable of giving valid consent; and, when under the influence of mind-altering substances such as drugs or alcohol, ~~consent~~ one is unable to neither give nor get **valid** consent.

Sexual Assault is sexual penetration by force or threat of force, or an act of sexual penetration when the victim was unable to understand the nature of the act or was unable to give knowing consent. Sexual assault can be defined as any type of sexual contact or behavior that occurs by force or without consent of the recipient of the unwanted sexual activity. Falling under the definition of sexual assault is sexual activity such as forced sexual intercourse, sodomy, child molestation, incest, fondling, and attempted rape. It includes sexual acts against people who are unable to consent either due to age or lack of capacity.

² Policy 1101

Factors can increase the seriousness of criminal sexual assault include, but are not limited to, situations where the offender is armed with, uses, or displays a firearm, dangerous weapon, or similar object; the offender causes bodily harm or death to the victim; the offender threatens or endangers the life of the victim or any other person; the assault is committed during the course of another felony; the victim is elderly or is physically or intellectually disabled; the offender delivers any controlled substance to the victim without the victim's consent or by threat or deception; or circumstances involving differing ages between the offender and victim.

Domestic Violence can be defined as a pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

Any person who hits, chokes, kicks, threatens, **intimidates**, harasses, or interferes with the personal liberty of another family or household member has broken Illinois domestic violence law.

Under **the Illinois Domestic Violence Act of 1986**~~this law~~, family or household members are defined as:

- family members related by blood or **by present or prior** marriage;
- people who are married or used to be married;
- people who share or used to share a home, apartment, or other dwelling;
- people who have or say they have a child in common;
- people who have or say they have a blood relationship through a child;
- people who are dating **or engaged** or used to date, including same sex couples; and
- people with disabilities and their personal assistants **and caregivers**.

Dating Violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship will be determined based on a consideration of the following factors:

- (a) The length of the relationship,
- (b) The type of relationship, and
- (c) The frequency of interaction between the persons involved in the relationship.

Dating Violence is a pattern of behavior in any relationship that is used to gain or maintain power and control over an intimate partner. Dating violence is a form of domestic violence and is also known as intimate partner violence.

Illinois law states that domestic violence is physical abuse, harassment, **intimidation of a dependent**, ~~forcible actions or~~ interference with the personal liberty **or willful deprivation** of another family or household member (including but not limited to spouses, former spouses, dating partners, and people who share a home, such as roommates).

Stalking is committed when a person (a) engages in a course of conduct directed at a specific person, and they ***know or should know that this course of*** conduct would cause a person to fear for his or her ***their*** safety or the safety of another, or suffer other emotional distress; (b) ***knowingly and without lawful justification***, follows/observes a person on at least two separate occasions and transmits a threat, or causes fear of bodily harm, sexual assault, confinement, or restraint of that person or a family member, ***or places that person in reasonable apprehension of such immediate or future harms***; or (c) has previously been convicted of stalking and on one occasion follows/observes that same person ***or places them under surveillance*** and transmits a threat of bodily harm, sexual assault, confinement, or restraint to that person or a family member.

Any student, employee, or other member of the College community who believes they have been subject to any form of sexual misconduct, or any student, employee, or other member of the College community who believes that they have witnessed an incident of sexual misconduct, should report the incident to the Vice President for Student Affairs, the Chief ~~Human Resources~~ **People** Officer, the Title IX Coordinator, or a designee (the "Administrator"). When possible, the report should be writing. Any College employee who receives a complaint of sexual misconduct shall immediately forward such complaint to the Administrator. Complaints should be submitted no later than sixty days following the date of the alleged incident of misconduct. The Administrator may waive this deadline in appropriate circumstances.

For Procedures for Reporting a Complaint see Procedure 1102.

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Policy No. 1103

11/15/1988

Revised and Re-coded 01/19/1999

Renumbered 7/1/2001

Revised 1/21/2014

Reviewed 2/17/2015

Revised 10/13/2026

COLLEGE WIDE POLICIES

Substance Abuse

As an educational institution, the College has an obligation to encourage those responsible behaviors which enable individuals to participate in learning opportunities. ***Oakton College is committed to maintaining a safe and healthy drug-free environment in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1986.*** In recognition of the magnitude and seriousness of substance abuse in society, and of the harmful effects on individuals, families, and the community, this policy has as its purposes to influence attitudes through education, and to prohibit substance abuse. To ~~restrict the condone~~ abuse of alcohol and the use, possession, or distribution of controlled substances, ***an individual's presence at work under the influence of drugs or alcohol, and the consumption of drugs or alcohol*** on campus (except where specifically permitted by law) are prohibited because of concern for the health and welfare of members of the College community, and about behavior which may violate the rights of others. While it is not the intent of this policy to regulate the conduct of persons not under the College's control, it is the intent of this policy to regulate the conduct of all persons on campus or attending College-sponsored functions.

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

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

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

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

Notwithstanding the foregoing, the College prohibits the use or possession of recreational or medically prescribed cannabis, and/or being under the influence of cannabis while on campus or at College-sponsored activities. The College reserves the right to ensure compliance with

this Policy by taking any necessary steps and corrective actions to investigate and address any alleged Policy violations.

For Procedures for Reporting Substance Abuse see Procedure 1105.

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Policy No. 1104

4/17/1990

Revised and Re-coded 01/19/1999

Renumbered 7/1/2001

Revised 1/21/2014

Revised 2/17/2015

Revised 10/13/2026**COLLEGE WIDE POLICIES****Alcohol and Drug-Free Workplace**

The College prohibits employees to use, ***be under the influence of***, possess, dispense, distribute or manufacture any controlled substances, ~~or~~ ***drugs or alcohol (except where specifically permitted by law or expressly authorized by the President)*** in the workplace. This is prohibited on campus, including ***buildings, offices, facilities, grounds, parking lots and any other*** worksite designated for the performance of work, ***in College-owned vehicles***, or at College-sponsored activities. Employees are, as a condition of employment, required to abide by this policy. ***Failure to abide by this policy may result in disciplinary sanction, up to and including termination.*** All employees will receive a copy of this policy and will abide by this ***alcohol and*** drug-free workplace policy as a condition of employment. Failure of an employee to receive a copy of this policy will not constitute defense to violations of the College's policy.

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

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

Within thirty ***(30)*** days after receiving notice of a conviction, the College shall take appropriate disciplinary or referral action. Discipline for violating the Drug-Free Workplace Policy or Rules shall be governed by the College disciplinary and termination policies. Nothing contained herein limits the right of the College under federal, state or local law, to discipline the employee, up to and including termination, for violation of any College policy or rule. In place of any disciplinary sanctions for violation of the Drug-Free Workplace Policy or Rules, the College in its discretion may require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program designated by the College and approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.

The College shall maintain a drug awareness program to inform all employees about: a) the risks of drug abuse in the workplace; b) the College's intent to maintain a drug-free workplace; c) any available drug counseling rehabilitation and employee assistance program; and d) the penalties that may be imposed for violation of this policy.

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

Notwithstanding the foregoing, the College prohibits the use or possession of recreational or medically prescribed cannabis, and/or being under the influence of cannabis during the workday, while on campus or other College worksites, or at College-sponsored activities. The College reserves the right to ensure compliance with this Policy by taking any necessary steps and corrective actions to investigate and address any alleged Policy violations.

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

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Policy No. 1105
12/13/1990
Revised and Re-coded 01/19/1999
Renumbered 7/1/2001
Revised 1/21/2014
Reviewed 2/17/2015
Revised 10/13/2026
Page 1 of 2

COLLEGE WIDE POLICIES

Drug-Free Schools and Communities Act Rules

I. Definitions

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

II. Standards of Conduct

No employee shall possess, ***be under the influence of***, use or distribute illicit drugs or illicit alcohol ***while working or being present*** on College property or as part of any College activity nor violate the College's Substance Abuse policy.

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

III. Statement of Sanctions

Employees: Discipline for violating the standards of conduct, set out in Section II, shall be governed by College disciplinary and termination policies and appropriate contracts. Consistent with local, state and federal law, the College shall impose sanctions on employees who violate the standards of conduct, up to and including, termination and referral for prosecution.

IV. Possible Legal Sanctions

Employees who are prosecuted and convicted of drug or alcohol related offenses are subject to the sanctions set forth in attached Exhibit A (sanctions under federal law for drug related offenses), Exhibit B (sanctions under state law for drug related offenses), and Exhibit C (sanctions under state law for alcohol related offenses).

V. Health Risks

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

VI. Available Drug and Alcohol Rehabilitation Programs

Names, addresses and telephone numbers of local drug and alcohol counseling, treatment, or rehabilitation or re-entry programs are available to employees.

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

VII. Distribution of Information

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

VIII. Biennial Review

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

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Policy No. 1106
12/15/2009
Reviewed 2/17/2015
Reviewed 10/13/2026

COLLEGE WIDE POLICIES

Americans with Disabilities Act (ADA)

The Americans with Disabilities Act (ADA) requires employers to reasonably accommodate qualified individuals with disabilities.

It is college policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment.

Oakton College will reasonably accommodate qualified individuals with a long-term disability so that they can perform the essential functions of a job. An individual who can be reasonably accommodated for a job, without undue hardship to the college, will be given the same consideration for that position as any other applicant.

All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which threat cannot be eliminated by reasonable accommodation, will not be hired. Current employees who pose a direct threat to the health or safety of the other individuals in the workplace will be placed on appropriate leave until an organizational decision has been made in regard to the employee's immediate employment situation.

Section 504 of the Rehabilitation Act

Oakton College also provides accommodations and services to college able students with documented disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act. College able students with documented disabilities will not be excluded from participating in, or be denied the benefits of, or be subjected to discrimination under any program or activity at Oakton College.

An Oakton College student with a documented disability who is in need of auxiliary aids is obligated to provide notice of the nature of the disabling condition to the College and to assist the College in identifying appropriate and effective auxiliary aids. It is the College's responsibility to analyze the appropriateness of an aid or service in its specific context and to provide appropriate auxiliary aids and services in a timely manner to ensure effective participation by students with disabilities.

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Policy No. 1107
3/15/1994
Renumbered 7/1/2001
Renumbered 12/15/2009
Revised 10/13/2026
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COLLEGE-WIDE POLICIES

Use of Information Technology

Preamble

The Policy for Responsible Use of Information Technology at Oakton contains the governing philosophy for regulating all applicable activities by students, faculty members, staff members and other authorized users of the College's information technology facilities and resources. This policy establishes the general principles regarding appropriate use of equipment, software, and networks. By adopting this policy, the Board of Trustees recognizes that all members of the College are also bound by local, state, and federal laws relating to copyrights, security, and other statutes regarding electronic media. The policy also recognizes the special responsibility of faculty members, staff members and system administrators to take a leadership role in implementing the policy and assuring that the College community honors the policy.

Policy

In pursuit of its mission of offering exceptional teaching, educational excellence, and public service, the Board of Trustees of Oakton College ("Oakton" or the "College") provides access to information technology facilities and resources for students, faculty members, staff members, and other authorized users within institutional priorities and financial capabilities.

Access to the College's information technology facilities and resources is a privilege granted to College students, faculty members, and staff members and other authorized users. Access to College information technology facilities and resources may be granted by the data owners of that information based on the data owner's judgment of the following factors: relevant laws and contractual obligations, the requester's need to know, the information's sensitivity, and the risk of damage to or loss by the College.

The College reserves the right to extend, limit, restrict, or deny computing privileges and access to its information resources. Data owners - whether departments, units, students, faculty members, or staff members --may allow individuals other than College students, faculty members, and staff members access to information which they own or for which they are responsible, so long as such access does not violate any license or contractual agreement; College policy; or any federal, state, county, or local law or ordinance.

College information technology facilities and resources are to be used for the College-related activities for which they are intended and authorized. College information technology facilities and resources are not to be used for commercial purposes or non-College related activities without written authorization from the College. In these cases, the College will require payment of appropriate fees. This policy applies equally to all College-owned or College-leased computers and peripherals.

Information technology provides important means of communication, both public and private. Authorized users and system administrators will respect the privacy of person-to-person communications in all forms, including voice (telephone), text (electronic mail and file transfer), and image (graphics and television). For faculty members, the principle of academic freedom will apply to public communications in all these forms. In accordance with guidelines in procedure, the College may monitor individual usage of any information technology facilities and resources. The College reserves the right to monitor and record the usage of all information technology facilities and resources if threatening or abusive behavior has been reported.

All members of the College community who use Oakton's information technology facilities and resources must act responsibly in their use of the resources. Every user is responsible for the integrity of the resources. All users of College-owned or College-leased information technology facilities and resources must respect the rights of other users, respect the integrity of the physical facilities and controls, and comply with all pertinent licenses and contractual agreements. Oakton's policy requires that all members of its community act in accordance with these responsibilities, relevant laws and contractual obligations, and the highest standard of ethics.

Authorized users and system administrators must all guard against abuses that disrupt or threaten the viability of any and all systems, including those at the College and those on networks to which the College's systems are connected. Access to information technology facilities and resources without proper authorization from the data owner(s), unauthorized use of College computing facilities, and intentional or negligent corruption or misuse of information technology facilities and resources are direct violations of the College's standards for conduct as outlined in Oakton College Policies and Procedures, College collective bargaining agreements, and the Student Handbook and may also be considered civil or criminal offenses.

Implementation

The President is responsible for supervising adoption of guidelines to implement this policy. System administrators may adopt additional guidelines for use of their own systems.

Enforcement

Alleged violations of this policy will be processed according to the judicial processes outlined in the Oakton College Policies and Procedures Manual, College collective bargaining agreements, the Student Code of Conduct, and the Code of Academic Integrity. Oakton treats access and use violations of information technology facilities and resources seriously. Oakton will pursue criminal and civil prosecution of violators as it deems necessary.

Definition of Terms

Administrative Officer: vice-president, *president's council member*, dean, or director to whom an individual reports.

Authorized User: someone who makes use of a computer system or network but who does not necessarily, but might, have system administrator responsibilities for that computer system or network. A user is responsible for his or her use of the computer and/or the network and for learning proper data management strategies.

Computer Account: the combination of a user number, user name, or user ID and a password that allows an individual access to a network computer.

Data Owner: the author or publisher of the information, data, or software; can be the individual or department that has obtained a license for the College's use of the information, data, or software.

Desktop Computers, Microcomputers, Advanced Workstations: different classes of smaller computers, some shared, some single-user systems. If owned, or leased by the College or if owned by an individual and connected to a College-owned, leased, or operated network, use of these computers is covered by the Oakton Policy for Responsible Use of Information Technology.

Information Technology Facilities and Resources: voice, data, images, and text (referred to as information); the transmission or processing of information; the acquisition, development, dissemination, protection, and storage of information through the use of electronic hardware devices and software.

Network: a group of computers and peripherals that share information electronically, typically connected to each other by either cable, satellite link, or other technologies.

Normal Resource Limits: the amount of disk space, memory, printing, etc. allocated to an information technology account by that information technology systems administrator.

Peripherals: an auxiliary device including, without limitation, a digital scanner, modem, camera, printer, fax machine or telephone handset that works in conjunction with the information technology facilities and resources.

Project Director: person charged with administering a group of information technology accounts and the information technology resources used by the people using those information technology accounts.

Software: programs, data or information stored on magnetic media including, without limitation, tapes, disks, diskettes, cassettes, usually used to refer to computer programs.

System Administrator: staff employed by a central computing department such as offices of Instructional Technology or Information Systems whose responsibilities include system, site, or network administration and staff employed by other College departments whose duties include system, site, or network administration. System administrators perform functions including, but not limited to, installing hardware and software, managing a computer or network, and keeping a computer operational.

Systems: see Information Technology facilities and resources

User: see Authorized User

*Oakton is intellectually indebted to the University of Cincinnati for considerable use of their Responsible Use Policy.

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Policy No. 1108
4/20/2004
Renumbered 12/15/2009
Reviewed 2/17/2015
Reviewed 10/13/2026

COLLEGE WIDE POLICIES

Financial Records – Confidentiality

Personally identifiable information, which is, defined as any information that a consumer provides to obtain a financial product or service, is kept confidential and may be disclosed only in accordance with the Gramm-Leach-Bliley Act (Public Law 106-102, 15 U.S.C. Sec. 6801, et seq.)

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Policy No. 1109
4/20/2004
Renumbered 12/15/2009
Reviewed 2/17/2015
Reviewed 10/13/2026

COLLEGE WIDE POLICIES

Compliance with Health Insurance Portability and Accountability Act

Group health plans sponsored by Oakton College, including medical, dental, and flexible spending account plans, may be subject to the Privacy Rule of the Health Insurance Portability and Accountability Act (HIPAA) or general HIPAA requirements. When applicable, these plans shall comply with HIPAA and its Privacy Rule and shall be amended to reflect compliance.

Further, activities undertaken by Oakton College's Health Center may also subject the College and its employees to the HIPAA Privacy Rule.

To the extent that the College is aware of any health information of any plan participant or student, the College has always valued the confidentiality of such health information. It remains the policy of the College that a plan participant's health information will not be used or disclosed for employment-related actions or decisions affecting the benefits of an individual employee. It also remains the policy of the College to respect the confidentiality of student health information acquired through activities of the Health Center. Further, it is the policy of Oakton College to comply with all applicable provisions of HIPAA and its Privacy Rule. This Policy shall be implemented according to established administrative procedures.

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Policy No. 1110
3/22/2005
Revised 1/16/2007
Renumbered 12/15/2009
Reviewed 2/17/2015
Reviewed 10/13/2026
Page 1 of 2

COLLEGE WIDE POLICIES

Reporting Employee Concerns Regarding the College's Financial Management

Title III of the federal Sarbanes-Oxley Act of 2002 requires publicly traded companies to establish procedures to facilitate the reporting of concerns by employees regarding suspected financial irregularities, including questionable accounting or auditing matters. Although not applicable to the College in a legal sense, adoption of such procedures is in keeping with best practices for public institutions of higher education and serves the College's interest in fiscal stewardship and good governance.

Oakton College is committed to the highest standards of ethical and legal business conduct, and in line with that commitment, this policy is intended to provide an avenue for employees to report concerns regarding the College's financial management, and to provide assurance that they will be protected from retaliation for such reporting in good faith. Adoption of this Policy by the Board of Trustees does not imply or authorize adoption by the College of the Illinois Whistleblower Reward and Protection Act, 740 ILCS 175/1 et seq.

It is the responsibility of all trustees and employees to comply with all applicable laws, regulations, College policies and procedures regarding the financial management and financial reporting of the College, and to report suspected financial irregularity or inappropriate activity in accordance with this Policy.

Employees of the College should report any suspected financial irregularity or inappropriate activity to their immediate supervisor. If for any reason it would be inappropriate to report such suspected financial irregularity or inappropriate activity to the immediate supervisor (e.g., the supervisor may be involved in the suspected financial irregularity), the employee may report directly to the Chief ~~Human Resources~~ ***People*** Officer.

Supervisors who receive reports of suspected financial irregularity or inappropriate activity are required to convey all such reports to the Chief ~~Human Resources~~ ***People*** Officer, who has express responsibility and authority to investigate such reports. All reports will be promptly investigated, and the College will take appropriate corrective action or document why corrections are not necessary.

No trustee, administrator, or employee who in good faith reports any suspected irregularity or inappropriate activity regarding the College's financial management shall suffer harassment, retaliation or adverse employment consequences on account of such reporting. Any employee who retaliates against someone who has reported a suspected financial irregularity or inappropriate activity in good faith is subject to discipline up to and including termination of employment.

Suspected financial irregularity or inappropriate activity reported pursuant to this Policy will be handled in a confidential manner by all parties involved and will remain confidential to the extent possible, consistent with the need to conduct an adequate investigation. An employee may make an anonymous report under this Policy by depositing a written statement describing the suspected financial irregularity or inappropriate activity in the secure complaint box located on the wall outside of the Des Plaines Campus Library, room 1406, and designated by the College for this purpose.

However, to the extent possible, employees are encouraged to provide their names with any report to facilitate appropriate follow-up questions and thorough investigation that may not be possible unless the source of the information is identified.

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Policy No. 1111
3/22/2005
Renumbered 12/15/2009
Reviewed 2/17/2015
Reviewed 10/13/2026

COLLEGE WIDE POLICIES

Document Retention and Destruction

Under the Illinois Local Records Act, 50 ILCS 205/1 et seq., public records under the custody, control or possession of the College shall not be mutilated, destroyed, transferred, removed or otherwise damaged or disposed of, in whole or in part, except as provided by law.

Federal statutes, including the Sarbanes-Oxley Act of 2002, provide that it is a crime to

- (1) knowingly destroy a document with the intent to impede, obstruct or influence the investigation or proper administration of any matter within the jurisdiction of any department or agency of the United States, or in relation to or contemplation of such matter or case; or
- (2) corruptly destroy a document, or attempt to do so, with the intent to impair the object's integrity or availability for use in an official proceeding.

The College shall maintain schedules of all public records in its custody, including electronic files and email and voicemail messages, identifying the length of time that records within each series warrants retention by the College for administrative, legal, or fiscal purposes as approved pursuant to the Local Records Act.

The College shall retain all relevant documents when the College knows, or should have reason to know, that the documents will become material in future litigation, and will cease document destruction of any and all potentially relevant documents at first notice of a lawsuit, or reasonable anticipation of a lawsuit.

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Policy No. 1112
12/11/2007
Renumbered 12/15/2009
Revised 09/17/2013
Revised 2/17/2015
Reviewed 10/13/2026

COLLEGE-WIDE POLICIES

Compliance with Higher Education Smoke-Free Campus Act

Effective July 1, 2015, the College will comply with the Higher Education Smoke-Free Campus Act (110 ILCS 64) which prohibits smoking on College property, including all indoor and outdoor space, and in all college-owned vehicles.

Littering of any smoking product or any other waste product on College property is prohibited.

This policy applies to any individual on College property, including but not limited to students, faculty, staff, other employees, contractors, subcontractors, volunteers, visitors, and members of the public.

Violation may result in monetary fines issued by the Police Department and/or disciplinary action by the appropriate administrative office.

Definitions

“Smoking” means:

The lighting or burning of any type of cigar, cigarette, electronic cigarette, pipe, or any other smoking equipment, whether filled with tobacco or any other type of material.

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Policy No. 1113
1/20/2009
Renumbered 12/15/2009
Revised 2/17/2015
Revised 10/13/2026
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COLLEGE-WIDE POLICIES

Code of Conduct

The Higher Education Opportunity Act of 2008 requires colleges and universities to develop a code of conduct for their officers, employees, and agents who work with the student loan program or might have the opportunity to influence the work of the financial aid and business operations related to the student loan program.

Institutional officers, employees, and agents include, but are not limited to financial aid, admission, and business office personnel; supervisors of financial aid, admission and business office personnel; the College president; and members of the Board of Trustees.

This code is established to maintain high ethical standards, prohibit any conflicts of interest or the perception of conflicts of interest between College employees and employees from lending organizations and their agents.

The Code of Conduct specifically prohibits:

- 1) Soliciting or accepting any gift, gratuity, favor, discount, entertainment, hospitality, loan or other item having a monetary value of more than a de minimis amount from a lender, guarantor, or servicer of educational loans. This includes services, transportation, lodging, or meals, whether provided in kind, by purchase of a ticket, payment in advance, or reimbursement after the expense has been incurred;
- 2) Entering into revenue sharing agreements or arrangements between the College and a lender or vendor that is based on loans (including private loans) being made, insured, or guaranteed to students attending Oakton or to families of Oakton students; or recommendations to a lender in exchange for a monetary return or material good;
- 3) Allowing any family members to receive a gift if the gift was provided, or if there is reason to believe it was provided, because of the employee's position at the College;
- 4) Accepting payment of any kind from a lender in exchange for any type of consulting services related to educational loans;
- 5) For any first-time borrower, assigning, through award packaging or other methods;
- 6) Refusing to certify, or delaying certification, of a loan based on lender or guarantor;
- 7) Soliciting or accepting any offer of funds to be used for private educational loans
- 8) or opportunity pool loans in exchange for providing a lender with a specified number of loans, specified loan volume, or a preferred lender arrangement;
- 9) Requesting or accepting assistance from any lender with call center or financial aid office staffing; and
- 10) Taking any other action that results in a personal gain or benefit.

The Code of Conduct allows:

- 1) Requesting standard loan materials, workshops, training, or other programs for student loan related topics such as default aversion, default prevention or financial literacy. Brochures must identify the lender who provided them.
- 2) Accepting food, refreshments, training or information materials furnished to all participants as part of a professional development training program intended to improve the services of a lender, guarantor, or servicer;
- 3) Agreeing to favorable terms, conditions and borrower benefits if the terms, conditions, or benefits are provided to all Oakton College students;
- 4) Receiving student loan entrance and exit counseling services as long as Oakton staff are responsible for the counseling, and the counseling does not promote any specific lender products or services;
- 5) Collecting philanthropic contributions that are unrelated to educational loans and are not made in exchange for any advantage related to educational loans;
- 6) Requesting professional development training for Oakton College employees;
- 7) Accepting staffing services on a short-term, nonrecurring basis to assist with financial aid related functions during emergencies or natural disasters;
- 8) Receiving reasonable reimbursement for travel expenses if serving on a lender, guarantor, or servicer advisory board.

Those officers and members of the Board of Trustees who are not employed in the Office of Student Financial Assistance may be released from following the actions listed in this code by submitting a written request and recusing ~~himself or herself~~ **themselves** from any decision making regarding educational loans to the ~~Director~~ **Dean** of Enrollment ~~Services~~ **Management**.

The Director of Enrollment Services will provide this information annually to those officers, employees, and agents who are required to comply with the Code of Conduct.

Oakton College participates in the federal Direct Lending program and all student and parent borrowers receive federal educational loans from the U.S. Department of Education. Students and parents should inform the Office of Student Financial Assistance of the lender that the student has chosen for any private educational loans.

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Policy No. 1114
5/24/2011
Reviewed 2/17/2015
Reviewed 10/13/2026
Page 1 of 3

COLLEGE WIDE POLICIES

Identity Protection Policy

Purpose

The purpose of this policy is to protect social security numbers from unauthorized disclosure. Oakton College intends to comply with the provisions of the Identity Protection Act (5 ILCS 179/1 et seq.) regarding the use of social security numbers.

Requirements

- A. All employees that have access to social security numbers in the course of performing their duties must be trained to protect the confidentiality of social security numbers. Training will include instructions on the proper handling of information that contains social security numbers from the time of collection through the destruction of the information.
- B. Only employees who are required to use or handle information or documents that contain social security numbers will have access to such information or documents.
- C. Social security numbers requested from an individual will be provided in a manner that makes the social security number easily redacted if required to be released as part of a public records request.
- D. When collecting a social security number, or upon request by the individual, a statement of the purpose or purposes for which the social security number is being collected and used must be provided.

Prohibited Activities

No employee may do any of the following:

- A. Publicly post or publicly display in any manner an individual's social security number. "Publicly post" or "publicly display" means to intentionally communicate or otherwise intentionally make available to the general public.
- B. Print an individual's social security number on any card required for the individual to access products or services.
- C. Encode or embed an individual's social security number in or on any cards or documents, including, but not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology.

- D. Require an individual to transmit their social security number over the Internet, unless the connection is secure or the social security number is encrypted.
- E. Print an individual's social security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless State or federal law requires the social security number to be on the document to be mailed. Notwithstanding any provision in this Section to the contrary, social security numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the social security number. A social security number that may permissibly be mailed under this Section may not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.
- F. Collect, use, or disclose a social security number from an individual, unless:
 - 1. Required to do so under State or federal law, rules, or regulations, or the collection, use, or disclosure of the social security number is otherwise necessary for the performance of that agency's duties and responsibilities;
 - 2. The need and purpose for the social security number is documented before collection of the social security number; and
 - 3. The social security number collected is relevant to the documented need and purpose.
- G. Require an individual to use their social security number to access an Internet website.
- H. Use the social security number for any purpose other than the purpose for which it was collected.

The prohibitions listed immediately above do not apply in the following circumstances:

- A. The disclosure of social security numbers pursuant to a court order, warrant, or subpoena.
- B. The collection, use, or disclosure of social security numbers in order to ensure the safety of other employees.
- C. The collection, use, or disclosure of social security numbers for internal verification or administrative purposes.

- D. The collection or use of social security numbers to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

Public Inspection and Copying of Documents

Notwithstanding any other provision of this policy to the contrary, all employees must comply with the provisions of any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's social security number. This includes requests for information or documents under the Illinois Freedom of Information Act. Employees must redact social security numbers from the information or documents before allowing the public inspection or copying of the information or documents.

Public Availability

A copy of this policy shall be made available to the public upon request.

Applicability

This policy does not apply to the collection, use, or disclosure of a social security number as required by State or federal law, rule, or regulation.

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Policy No. 1115

12/13/2012

Reviewed 2/17/2015

Reviewed 10/13/2026

COLLEGE WIDE POLICIES

Social Media Policy

Oakton College may utilize social media and social network sites to enhance communications with students, employees, and the community. Social media facilitates discussion of College issues, operations, and services by providing members of the public the opportunity to interact and participate using a variety of venues. Any official Oakton College presence on a social media site or service is considered an extension of the College's information network, and must comply with all College policies, and state and federal regulations.

The College will establish Social Media Guidelines and Procedures to support Oakton's mission and purpose. These guidelines and procedures will apply to individuals acting on behalf of the College.

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Policy No. 1116
2/21/2012
Reviewed 2/17/2015
Reviewed 10/13/2026

COLLEGE WIDE POLICIES

Compliance with Campus Sex Crimes Prevention Act

Oakton College is committed to providing a safe and secure learning and working environment for all students and College employees. To that end, and in accordance with the Campus Sex Crimes Prevention Act of 2002, it is the policy of Oakton College to track convicted sex offenders enrolled in classes or employed at the College, and communicate as necessary to the College community. Additionally, it may be necessary to place certain restrictions on these individuals in terms of their use and/or utilization of College facilities and resources.

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Policy No. 1117
3/20/2012
Reviewed 2/17/2015
Revised 1/16/2024
Reviewed 10/13/2026

COLLEGE WIDE POLICIES

Reciprocal Support: Local Purchasing

Recognizing the importance of financial stewardship and guided by the College's statement of mission, vision and values (i.e. that "We are the community's college"), the College will, whenever possible, solicit and encourage proposals from in-district vendors. When appropriate, fiscally responsible, and legally permissible the College will seek to purchase services from local vendors and recommend that associated entities or individuals at Oakton College do the same. All purchases shall be made in accordance with Section 3-27.1 of the Community College Act and other applicable procurement laws and regulations.

The aspirational purchasing goals of the Board of Trustees are:

- to allocate as many of the District's resources that can be legally and appropriately offered to in-District businesses and organizations, and
- as part of our diversity, equity, and inclusion policy to encourage the allocation of these resources to women and minority businesses and organizations.

To that end, the Board has established its own monitoring mechanism to measure the level of activity related to the above-mentioned goals. Below is the format that is provided at each Board meeting to measure each meetings' authorized purchases.

IN DISTRICT	\$55,682.30
CONSORTIUM	\$10,948,424.00
BID	\$3,765,627.90
BID EXEMPT	\$197,191.49
QBS	\$0.00
MBE	\$0.00
WBE	\$746,227.90

In-District purchases, for the purposes of this monitoring mechanism, are defined as a) purchases that are approved for businesses and organizations that reside in the District, as well as b) purchases from businesses or organizations who may not be or invoice in the District but who have affiliates, branches or other satellite operations that are physically located in the District.

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Policy No. 1118

12/10/2013

Revised 2/17/2015

Reviewed 10/13/2026

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COLLEGE WIDE POLICIES

Concealed Carry

I. Statement of Purpose

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

II. Persons Covered by this Policy

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

III. Prohibited Activities

A. Weapons or Firearms

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

It is the Policy of the College to prohibit:

1. Any person covered by this Policy from possessing a weapon or firearm on property owned, leased or controlled by the College, even if that person has a valid federal or state license to possess a weapon or firearm. Property owned, leased, or controlled by the College includes any vehicle, building, classroom, laboratory, medical clinic, hospital, artistic venue, athletic venue, or entertainment venue whether owned, leased, or operated by the College, and any real property, sidewalks, and common areas under the control of the College.

This Policy also applies to all College-related organization property whether leased or owned by the College and all College-officially-recognized organization property whether leased or owned by the College.

2. Any person covered by this Policy from displaying, brandishing, discharging or otherwise using any and all weapons or firearms, including concealed weapons or firearms.

B. Exceptions

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

1. The weapon or firearm is used in connection with a weapons safety course, weapons education course, military science or law enforcement training course offered by the College and/or approved and authorized by the College.
2. The weapon or firearm is carried by a full-time or part-time law enforcement officer, in good standing with their department, who is required to carry a weapon or firearm, whether on-duty or off-duty, as a condition of his or her employment; the weapon or firearm is carried by an enforcement officer from an external agency conducting official business at the College; or for any other exception deemed necessary as determined by the College's Chief of Police and Emergency Management.
3. The weapon or firearm is used in connection with sanctioned classes, athletics, or recreational sports practices, games, matches, tournaments or events on Campus when the activity requires the use of such weapons or firearms (e.g., fencing, starter pistols and archery).
4. The use of simulated weapons or firearms in connection with College-related theatrical productions.

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

IV. Signage that Concealed Firearms are Prohibited

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

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

V. Parking and Firearm Storage

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

VI. Enforcement

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

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

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

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

VII. Definitions

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

B. The term "weapon" is defined as:

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

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

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

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

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

VIII. Police Department

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

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

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

IX. College Vice President of Student Affairs

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

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

X. Delegation

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

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

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Policy No. 1119
3/20/2018
Revised 10/13/2026

COLLEGE WIDE POLICIES

Emergency Operations Plan

It is the responsibility of the College to safeguard the health and welfare of its students and employees by developing and implementing, in cooperation with community governmental agencies, special emergency drill activities that would be appropriate in an emergency including, but not limited to, natural disasters, dangerous weather conditions, hazardous chemicals, fires, weapons, bomb threats, intruders, terrorism, communicable diseases, and pandemics, that would demand that students remain at College. Drill activities shall assure proper accounting of students, orderly movement of students, and placement of students in the safest available building area under the circumstances, as designated by the Incident Commander in consultation with any appropriate experts or third parties.

The Board directs the College President, or his/her designee, to establish procedures to be followed during emergency situations on campus. These procedures shall be known as the Emergency Operations Plan. The Emergency Operations Plan shall be reviewed at least annually and modified as necessary.

This plan should be in compliance with the Campus Security Enhancement Act (110 ILCS 12/1), Illinois Emergency Management Agency Act (20 ILCS 3305), and the National Incident Management System (NIMS).

A current copy of the Emergency Operations plan will be held in the following locations on the College's campuses:

- President's Office
- Oakton College Police Department
- Facilities Offices
- Academic Division Deans' Offices
- ***Human Resources***

In addition, a copy should also be made available provided to the county Emergency Management Agency and local law enforcement. Pertinent parts of the plan shall also be communicated to students, employees, relevant stakeholders, and the community.

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Policy No. 1120
1/21/2020
Reviewed 10/13/2026

COLLEGE WIDE POLICIES

Free Speech and Expression

Oakton College is committed to maintaining an educational environment that fosters the free exchange of thoughts and ideas. Therefore, in accordance with the First Amendment of the United States Constitution, it is the policy of Oakton College to protect the speech rights of students, faculty, staff, community members, and the public, while preserving the order necessary for the College to achieve its educational purpose. The College reserves its right to limit the time, place, and manner of speech and expression in order to foster a safe and inclusive campus environment in compliance with such time, place, and manner restrictions, College policies and procedures, and applicable laws.

The Vice President for Student Affairs or designee is authorized by the Board of Trustees to develop procedures for the administration of this Policy.

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Policy No. 1121
6/29/2021
Reviewed 10/13/2026

COLLEGE WIDE POLICIES

Ban of Incentives

Oakton College prohibits the use of commissions, bonuses, or other incentive payment programs to employees or contractors who engage in any student recruitment or admission activity, secure student enrollments, or make decisions regarding the award of Federal Title IV financial aid funds, Higher Education Act program funds, Military benefits including Department of Defense Tuition Assistance funds, and Illinois higher education financial assistance.

Oakton Board of Trustee Policy 1025, Ethics and Gift Ban, also specifies procedures to conduct ethical behavior including gift limitations.

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Policy No. 1122
9/20/2022
Reviewed 10/13/2026

COLLEGE WIDE POLICIES

Oakton College Art Collection

As of September 2022, the art collection of Oakton College is legally owned by the College. The manager/curator of the Koehnline Museum of Art is responsible for the management, care, and exhibition of the art collection according to the museum's mission.

The art collection is divided into three categories:

- **Museum Art Collection** - focusing on modern and contemporary art created by Chicago area artists and reflecting excellence and educational value through a diversity of genres and aesthetic principles. Works from this collection may be sited in approved common areas throughout the college, stored in the archival area, or loaned as appropriate.
- **Teaching Collection** - includes items for educational purposes, selected for quality and significance and reflecting different disciplines of teaching such as anthropology, general history, or science. Items from this collection are stored in the archival area and available to faculty, students, researchers, and individuals by appointment
- **Secondary Art Collection** - includes non-significant art items such as posters and decorative pieces for campus offices. A separate inventory is kept of these items and they are not accessioned into the collections mentioned previously

Additions to the art collection can be made through purchase, commission, donation, exchange or loan. Acquisition through donation will follow the Gift Acceptance Policy jointly created by the College and Foundation Boards and set forth in Board Policy 3011. New additions will be designated to the appropriate collection category by the museum manager/curator.

Deaccessioning from the collection should be done with great care and in accordance with criteria established by the museum for such circumstances. If an item is determined to be deaccessioned through sale, the proceeds will be gifted to the *Educational Foundation's Richard L. Storing Art Endowment*, providing resources dedicated to the acquisition and conservation of artwork in the Oakton collection.

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Policy No. 4400

8/29/1974

Revised 12/12/1989

Revised 1/16/1996

Renumbered 7/1/2001

Reviewed 12/9/2014

Reviewed 10/13/2026

PERSONNEL – STUDENT EMPLOYEE

Student Employees

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

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Policy No. 4401
8/29/1974
Revised 12/12/1989
Revised 1/16/1996
Renumbered 7/1/2001
Revised 3/19/2002
Revised 12/10/2013
Reviewed 12/9/2014
Revised 8/20/2019
Revised 10/13/2026
Page 1 of 2

PERSONNEL - STUDENT EMPLOYEE

Student Employee Definition

For purposes of this policy, a student employee is defined as one who is enrolled at Oakton College, and is employed by Oakton College, but not in a faculty or staff position.

Authorization to Employ

A student's employment is interim or temporary in nature and is incidental to the pursuit of the student's education. Student ~~employees~~ ~~workers~~ are at-will employees. There is no guarantee of employment, implied or otherwise. The College Administration is authorized to employ those students needed in accordance with the budgeted amounts in the various departments and programs.

Eligibility for Student Employment

During the semester of the appointment, the student must satisfy the following criteria:

- Be able to show proof of eligibility to work in the United States ("eligibility to work in the US" is defined in the student employee handbook).
- Expected to be enrolled in ~~a~~ minimum of six (6) credit hours during the fall or spring semester in which they have a student employment work assignment. To be employed during the summer, a student must be enrolled in a summer course or must be able to show intent to register for at least six (6) credit hours in the subsequent fall term. Courses changed to audit and ***Adult and Continuing Education*** ~~Alliance for Lifelong Learning~~ classes will not be considered for eligibility for student employment.
- Have a minimum cumulative GPA of 2.0 or first semester enrolled at Oakton.
- Be in good academic standing with Oakton College.

Conditions for student employment will be administered and monitored by a designated department assigned by the College Administration.

Work Hour Limitations

During the fall and spring semester, a A student employee may work up to 20 hours per week during the spring and fall semester, and from one month to one year in length. During the summer **semester**, a student employee may work up to 30 hours per week.

Any exceptions are subject to review by and approval ~~from~~ of the **Student Employment Program and Vice President for Student Affairs, or designee** area Vice President and the College's Career and Transfer Center.

Multiple Student Employee Assignments

A student employee can be active in no more than two (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. Any exceptions are subject to review by and approval ~~from~~ of the Vice President for Student Affairs and the Vice President for Administrative Affairs **or designee**.

Salary Schedule

Student employees are paid on the salary schedule approved by the College Administration.

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Policy No. 5100
Updated 11/12/1974
Revised 6/29/1988
Renumbered 7/1/2001
Reviewed 12/9/2014
Reviewed 10/13/2026

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:

1. 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

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Policy No. 5101
Revised 2/24/1985
Revised 1/16/1996
Renumbered 7/1/2001
Revised 11/15/2005
Effective Fall 2006
Effective April 2009
Reviewed 12/9/2014
Revised 6/25/2019
Revised 10/13/2026
Page 1 of 2

Standards of Academic Progress (SOAP)

Oakton 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, defined in Policy 5103. Additionally, indicators of AS, BS, CS, DS, N, W, P, I, IR, IS, FR, FS, 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 successfully meets the GPA standard in that semester, and whose cumulative GPA is 2.0 or above, will be returned to good standing.***

~~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 does not successfully meet the GPA standard in that semester, but whose cumulative GPA remains above 2.0 will remain on Academic Probation.***

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.~~ ***A student who is on Academic Probation and who does not successfully meet with GPA standard in that***

semester, and whose cumulative GPA remains below 2.0 will be placed on Academic Suspension.

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. With the support of **various Student Affairs offices** ~~the academic advising office~~, a student may be restricted to one or more of the following during their status of "Suspension Return":

- a. the number of hours for which they may enroll;
- b. specific courses for which they may enroll.

~~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, and whose cumulative GPA is 2.0 or above, will be returned to good standing.***

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.~~ ***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.***

C. Academic Dismissal: Students who have returned after being on Academic ~~s~~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. With the support of **various Student Affairs offices** ~~the academic advising office~~, a student may be restricted to one or more of the following during their status of "Dismissal Return":

- a. the number of hours for which they may enroll;
- b. specific courses for which they may enroll.

~~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, and whose cumulative GPA is 2.0 or above, will be returned to good standing.***

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.~~ ***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.***

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

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Policy No. 5102
Revised 4/16/1991
Renumbered 7/1/2001
Revised 3/19/2002
Reviewed 12/9/2014
Revised 10/13/2026
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STUDENTS

Student Academic Integrity

Statement of Principles

Students and faculty members at Oakton 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.³

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.

³ Oakton 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 Student ~~Academic~~ Conduct: **Acts of Academic Dishonesty**

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~~ **Student** Conduct concerning academic evaluation activities.

The Code of ~~Academic~~ **Student** 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~~ **Student** 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

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Policy No. 5103

8/15/1972

Revised 1/16/1996

Renumbered 7/1/2001

Revised 11/15/05

Effective August 2006

Revised 4/17/2007

Reviewed 12/9/2014

Revised 6/25/2019

Revised 8/18/2020

Revised 10/13/2026

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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 College. To accurately generate state credit hour claims, faculty will provide information required by the Illinois Community College Board, including mid-term attendance and final grades, according to the procedures and deadlines communicated by Registrar Services.

The grade reporting system at Oakton will consist of twenty-two letter symbols. Twelve symbols are grades, nine of which are passing, ten symbols are current indicators of a student's status or activity in a course, and five symbols are historic indicators.

Grades:

A Excellent

B Good

C Satisfactory

D Minimal passing

F Failure

~~F20 Failure (Created for Spring 2020)~~

~~P20 Satisfactory (Created for Spring 2020; criteria for pass was a standard grade of D or higher)~~

Grades (developmental classes only):

AS Excellent

BS Good

CS Satisfactory

DS Minimal Passing

FR/FS Failure

P Successful Completion

Indicators:

FZ	Forgiveness (an "F" grade forgiven for satisfactory performance - no penalty)
I	Incomplete (by student request and faculty agreement)
IP	Course in Progress
IR/IS	Incomplete (Developmental Classes Only)
I20	Incomplete (Created for Spring 2020)
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
V	Audit
W	Withdrawal

Indicators – Historic **Grades**:

- F20** ***Failure (Created for Spring 2020 and not used after May 2020)***
P20 ***Satisfactory (Created for Spring 2020 and not used after May 2020; criterion for pass was a standard grade of D or higher)***

Historic indicators:

- I20** ***Incomplete (Created for Spring 2020 and not used after May 2020)***
O Withdrawal (withdrawal from course after mid-term to the end of the 10th week of the regular term; not used after August 1996)
R Repeat (not used after August 1984)
X Course Still in Progress (not used after August 1984)
T Successful Completion (not used after August 1988)
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)~~ **Grade Forgiveness**

A student wishing to ~~appeal a transcript (request forgiveness)~~ **petition for grade forgiveness** must follow procedures established according to Policy 5104.

Please see P5103 and PD5103.

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Policy No. 5106

11/20/1973

Revised 01/16/1996

Renumbered 7/1/2001

Revised 01/17/2006

Reviewed 12/9/2014

Revised 10/13/2026

STUDENTS

Admission to the College

All graduates of accredited high schools, holders of General Education Development (GED) certification, ***holders of the High School Equivalence Test (HiSET) certification***, or persons eighteen years or older are eligible for admission.

Oakton 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, ***or the High School Equivalence Test (HiSET) certification***.

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Policy No. 5107

11/20/1973

Updated 1/16/1996

Renumbered 7/1/2001

Revised 3/19/2002

Reviewed 12/9/2014

Revised 10/13/2026

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.

In general, ~~Students taking six~~ twelve semester hours of course work or more during the summer term will be considered full-time. Students receiving federal student aid are required to take twelve semester hours of course work or more during the summer term to 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.

In general, students taking less than six semester hours of course work during the summer term will be considered part-time. Students receiving federal student aid and taking less than twelve semester hours.

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Policy No. 5108

1/20/1973

Revised 1/16/1999

Renumbered 7/1/2001

Revised 3/19/2002

Reviewed 12/9/2014

Reviewed 10/13/2026

STUDENTS

Financial Aid

At Oakton 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.

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Policy No. 5109
11/20/1973
Revised 1/16/1996
Renumbered 7/1/2001
Revised 3/19/2002
Revised 01/17/2006
Reviewed 12/9/2014
Revised 10/13/2026

STUDENTS

Payment Policy

Due Dates

Payment deadlines are published on ~~in the Schedule of Classes~~ ***on the College's website*** and on ~~tuition bills~~ ***students' online account statements***.

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

Payment Plan

Oakton College has a tuition installment payment plan to assist students. Information regarding the payment plan is available ***on the College's website and*** at the cashier's office.

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Policy No. 5110
11/20/1973
Revised 1/16/1996
Renumbered 7/1/2001
Revised 3/19/2002
Revised 11/15/2005
Effective May 2006
Revised 12/9/2014
Revised 10/13/2026
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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~~ ***and the College's website.***

Application Fee

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

Registration Fee

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

Late Registration Fee

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

Course Fees

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

Student Activities Fee

All registered students (except for district residents sixty years of age or over) are assessed an activities fee based on semester hours of enrollment. Student Activities fees are managed and distributed by the Student Government Association.

Reinstatement Fee

A fee is charged to any student who is dropped due to nonpayment and who requests to be re-registered for the same semester/session.

Returned Check

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

Graduation Processing Fee

A graduation fee is **may be** charged **to** 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 **for** 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.

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Policy No. 5111

11/20/1973

Revised 8/20/1996

Renumbered 7/1/2001

Revised 1/17/2006

Revised 10/17/2006

Reviewed 12/9/2014

Revised 10/13/2026

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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 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~~ ***Online*** 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 College district pay tuition rates higher than in-district residents. This tuition rate is established by the College administrators. ~~Distance~~ ***Online*** 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 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 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.

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Policy No. 5112

11/20/1973

Revised 1/16/1996

Renumbered 7/1/2001

Revised 3/19/2002

Revised 1/17/2006

Reviewed 12/9/2014

Reviewed 10/13/2026**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.

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Policy No. 5113
1/27/1975
Revised 8/18/1998
Revised 1/18/2000
Revised 9/19/2000
Revised 7/1/2001
Renumbered 7/1/2001
Revised 3/19/2002
Revised 1/17/2006
Reviewed 12/9/2014
Revised 10/13/2026
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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~~ ***provide*** evidence, as reasonably may be required, to demonstrate where they are "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 Center 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.

Students shall be classified as residents of the State without meeting the general 30-day residency provision if they are:

- ***Federal job corps workers stationed in Illinois;***
- ***Members of the armed services stationed in Illinois;***
- ***Inmates of state correctional/rehabilitation institutions located in Illinois; or***
- ***Employed full-time in Illinois.***

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 (***except refugee, parolee or asylum***). 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, they may appeal this decision if the student thinks the determination is incorrect. To appeal ~~the~~ ***a residency*** decision, ***the student may request an exception by submitting a residency appeal. The appeal will be reviewed by the Residency Appeals Committee, and a decision rendered. To appeal the committee's decision,*** ~~of the Director of Registration and Records~~ the student must write the ~~Vice President for Student Affairs~~ **Dean of Enrollment Management**. The ~~Vice President~~ **Dean** 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~~ **College** of changes in permanent address. The student must make such notification in writing ***to the Enrollment Center***, 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.

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Policy No. 5114

11/20/1974

Updated 11/15/1988

Renumbered 7/1/2001

Revised 1/17/2006

Reviewed 12/9/2014

Revised 10/13/2026**STUDENTS****Chargebacks**

Chargebacks for 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 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~~
Enrollment Center at least thirty days prior to the beginning of the semester, session, or quarter of the college the student desires to attend.

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Policy No. 5115
11/20/1973
Revised 1/16/1996
Renumbered 7/1/2001
Revised 1/17/2006
Reviewed 12/9/2014
Revised 10/13/2026

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 ***drop or withdraw from their class(es) through myOakton.*** Failure to attend class or to pay tuition and fees does not constitute ~~dropping or withdrawal~~ ***withdrawing from class(es).***

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." ***The Student Concise Schedule (available to students through the Student Profile in myOakton) and the Academic Calendar specify dates for drops and withdrawals and the percentage of refund allowed. 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. ***and will only appear on the student's unofficial transcript.***

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

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Policy No. 5116

11/20/1973

Revised 1/16/1996

Renumbered 7/1/2001

Revised 11/15/2005

Reviewed 12/9/2014

Revised 10/13/2026

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 student who is auditing the course.***

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~~ ***they*** 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.

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Policy No. 5117
11/20/1973
Revised 1/16/1996
Renumbered 7/1/2001
Revised 12/9/2014
Revised 10/13/2026

STUDENTS

Co-curricular and Extra-curricular Programs

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

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

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Policy No. 5118

11/20/1973

11/15/1988

Renumbered 7/1/2001

Revised 12/9/2014

Revised 10/13/2026

STUDENTS

Intercollegiate Athletics

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

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Policy No. 5119

5/27/1975

Revised 11/15/1988

Renumbered 7/1/2001

Reviewed 12/9/2014

Reviewed 10/13/2026

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.).

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Policy No. 5120

10/19/1983

Updated 11/15/1988

Renumbered 7/1/2001

Revised 1/17/2006

Reviewed 12/9/2014

Reviewed 10/13/2026

STUDENTS

Board of Trustees Scholarships

The Board of Trustees will authorize scholarship awards to cover Oakton 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.

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Policy No. 5122
10/8/1974
Revised 4/16/1991
Renumbered 7/1/2001
Reviewed 12/9/2014
Reviewed 10/13/2026

STUDENTS

Code of Student Conduct

It is the responsibility of Oakton 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.

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Policy No. 5123
8/29/1974
Revised 1/16/1996
Renumbered 7/1/2001
Revised 12/10/2013
Reviewed 12/9/2014
Revised 6/27/2023
Revised 8/15/2023
Reviewed 10/13/2026
Page1 of 2

STUDENTS

Student Employment

Oakton 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

For purposes of this policy, a student employee is defined as one who is enrolled at Oakton College, and is employed by Oakton College, but not in a faculty or staff position.

Authorization to Employ

A student's employment is interim or temporary in nature and is incidental to the pursuit of the student's education. Student workers are at-will employees. There is no guarantee of employment, implied or otherwise. The College Administration is authorized to employ those students needed in accordance with the budgeted amounts in the various departments and programs.

Eligibility for Student Employment

During the semester of the appointment, the student must satisfy the following criteria:

- Be able to show proof of eligibility to work in the United States ("eligibility to work in the US" is defined in the student employee handbook).
- Expected to be enrolled in minimum of six (6) credit hours during the fall or spring semester in which they have a student employment work assignment. To be employed during the summer, a student must be enrolled in a summer course or must be able to show intent to register for at least six (6) credit hours in the subsequent fall term. Courses changed to audit and Alliance for Lifelong Learning classes will not be considered for eligibility for student employment.
- Have a minimum cumulative GPA of 2.0 or first semester enrolled at Oakton.
- Be in good academic standing with Oakton College.

Conditions for student employment will be administered and monitored by a designated department assigned by the College Administration.

Work Hour Limitations

A student employee may work up to 20 hours per week during the spring and fall semester, and from one month to one year in length. During the summer, a student employee may work up to 30 hours per week.

Any exceptions are subject to review by and approval of the area Vice President and the College's Career and Transfer Center.

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. Any exceptions are subject to review by and approval of the Vice President for Student Affairs and the Vice President for Administrative Affairs.

See also Policy 4401.

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Policy No. 5124
11/20/1973
Revised 1/16/1996
Renumbered 7/1/2001
Revised 12/9/2014
Revised 10/13/2026

STUDENTS

Recognition of Student Organizations

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

The Student Government Association (SGA) is empowered to recognize organizations at Oakton College with the approval of the ~~Director~~ ***Office of Student Life and Campus Inclusion***. The SGA will be responsible for developing procedures outlining the recognition process including: expectations for organizations, rights of organizations and the process for the withdrawal or suspension of recognition. The procedure must be submitted for the approval of the ~~Director~~ ***Office of Student Life and Campus Inclusion*** and the Vice President for Student Affairs ***or their designee***, 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~~ ***and*** student leaders ***are required*** 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, ***advisor***, or member may obligate the College in any way. Contractual obligations and purchases require the prior approval of the ~~Director~~ ***Office of Student Life and Campus Inclusion*** and appropriate College administrators.

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

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Policy No. 5125
11/20/1973
Revised 1/16/1996
Renumbered 7/1/2001
Revised 12/9/2014
Revised 10/13/2026

STUDENTS

Administration of Student Life Fees

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

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

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

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Policy No. 5126

2/24/1984

Revised 11/15/1988

Renumbered 7/1/2001

Revised 11/15/2005

Effective June 2006

Reviewed 12/9/2014

Revised 10/13/2026**STUDENTS****Course Repetitions**

Students may repeat courses previously taken an unlimited number of times unless restricted. (See ~~College~~ ***Academic eCatalog*** 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.

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Policy No. 5127
2/24/1984
Revised 11/15/1988
Revised 1/16/1996
Renumbered 7/1/2001
Revised 11/15/2005
Effective May 2006
Reviewed 12/9/2014
Revised 10/13/2026

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~~ ***demonstrate their abilities*** 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.

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Policy No. 5128
Effective 1/19/1988
Revised 11/15/1988
Renumbered 7/1/2001
Revised 3/19/2002
Reviewed 12/9/2014
Reviewed 10/13/2026

STUDENTS

Chronic Communicable Diseases

Students with chronic communicable diseases may attend Oakton 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.

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Policy No. 5129
4/16/1991
Renumbered 7/1/2001
Revised 12/9/2014
Revised 10/13/2026

STUDENTS

Annual Student Leadership Awards

The Board of Trustees of Oakton 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~~ ***Office*** of Student Life ***and Campus Inclusion*** the responsibility for developing the criteria and procedure for selecting recipients of the award and may have a member on the selection committee.

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

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Policy No. 5130

11/15/2022

Revised 8/20/2024

Reviewed 10/13/2026

STUDENTS

Student Debt Assistance Act

Oakton College fully complies with the Student Debt Assistance Act (110 ILCS 66/) as outlined in relevant procedure (P5130). This Act addresses when the College 1) will release a student's unofficial and official transcripts, 2) will release a student's diploma/certificate, 3) when registration holds will be added to a student's account, and 4) when and how a student can petition for a hardship withdrawal.

The Student Debt Assistance Act regulates how institutions of higher education in Illinois handle student debt, academic transcripts, diplomas, and registration holds. It prohibits institutions from withholding unofficial transcripts from students due to unpaid debts and mandates that official transcripts be provided if the student requests the official transcript to: 1) complete a job application; 2) transfer to one institution of higher education to another; 3) apply for state, federal, or institutional financial aid; 4) join the United States Armed Forces or Illinois National Guard; or 5) pursue other postsecondary opportunities. Additionally, the Act requires institutions to establish a financial or physical hardship withdrawal procedure to assist students facing significant hardships, helping to limit their debt and facilitate re-enrollment.

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Policy No. 5131
10/15/2024
Reviewed 10/13/2026

STUDENTS

Religious Observances

Oakton College recognizes the broad diversity of religious beliefs among its students. In compliance with the University Religious Observances Act (110 ILCS 110/1), Oakton is committed to accommodating students' religious practices and observances. Students who observe religious holidays or practices that require absence from classes or academic activities are entitled to reasonable accommodations. This includes, but is not limited to, rescheduling exams, extending deadlines, or providing alternative assignments. Students with religious beliefs that conflict with class or exam schedules shall be excused and given the opportunity to make up any missed work, provided that the student notifies the faculty member or instructor well in advance of any anticipated absence or a pending conflict. Students who encounter difficulties with obtaining accommodations for religious observances should contact the Office of Student Affairs or the Office of Institutional Equity and Inclusion. Any unresolved issues may be appealed through the institution's formal grievance process.

4112

Revised 6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

Revised 10/13/2026Deleted Text = ~~strikeout~~New Text = ***Bold italics*****PERSONNEL – FACULTY****Standards of Ethical and Professional Conduct**

Faculty members are expected to maintain high standards in their work performance and conduct themselves in a manner that reflects well on Oakton College. Violations of this policy include, but are not limited to, unprofessional, unsatisfactory, or insubordinate conduct, pursuant to Policy No. 4115 (Tenure, Probation, and Non-Retention for Full-Time Faculty).

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

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

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Policy No. 4217
11/15/1988
Revised 1/19/1999
Renumbered 7/1/2001
Reviewed 1/20/2015
Revised 10/13/2026

PERSONNEL – CLASSIFIED STAFF

Standards of Ethical and Professional Conduct

Classified employees are expected to maintain high standards in their work performance and conduct themselves in a manner that reflects well on Oakton College. Violations of this policy include, but is not limited to, the below conduct pursuant to Policy No. 4212 (Disciplinary Action):

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

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

1. Shall not receive gifts or benefits of value from students, citizens, or vendors. Such gifts include but are not limited to money, services of any kind, or consumer goods other than samples.
2. Shall not use the College's time, facilities, or mailing lists in connection with any activity not associated with the College.
3. Shall not accept reimbursement from vendors for travel or other expenses incurred in the process of inspecting the vendor's goods or services.

First Read of Policy

It is best practice to review and revise Board Policies at regular intervals. As part of the review process, the following policies have been reviewed with several requiring revisions to reflect best practice.

JLS:bs
10/2026

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 for review Board Policy Series 4100 and 6100, and Board Policy 5121 attached hereto, with action to take place at the next regularly scheduled Board meeting."

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Policy No. 4100

5/22/1973

Updated 11/6/1978

Revised 6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

Reviewed 11/17/2026

PERSONNEL – FACULTY

Contracted Personnel

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

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

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

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Policy No. 4101

5/22/1973

Revised 6/38/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

Reviewed 11/17/2026

PERSONNEL – FACULTY

Appointment

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

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Policy No. 4102

10/9/1973

Revised 6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

Reviewed 11/17/2026

PERSONNEL – FACULTY

Contracts

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

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Policy No. 4103

10/9/1973

Updated 11/12/1974

Revised 6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

Reviewed 11/17/2026

PERSONNEL – FACULTY

Personnel Records (Confidentiality of Personnel Records)

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

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Policy No. 4104

6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

Reviewed 11/17/2026

PERSONNEL – FACULTY

Oral Language Proficiency for Classroom Instruction

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

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

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Policy No. 4105

5/22/1973

Revised 6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

Reviewed 11/17/2026

PERSONNEL – FACULTY

Professional Development Activities

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

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Policy No. 4106

2/4/1975

6/28/1988

Revised and Renumbered 1/18/2000

Revised 1/20/2015

Reviewed 11/17/2026

PERSONNEL – FACULTY

Health Examinations

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

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Policy No. 4107

1/27/1976

Revised 5/16/1989

Renumbered 1/18/2000

Revised 10/17/2006

Reviewed 1/20/2015

Revised 4/22/2024

Reviewed 11/17/2026

PERSONNEL – FACULTY

Workload – Full-Time Faculty

Refer to Workload Procedure 4107 which is part of the contract between the Oakton Community College Faculty Association/OCCFA-IEA-NEA and the Board of Trustees of Community College District 535.

Workload – Adjunct Faculty Members

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

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Policy No. 4108

1/17/1978

Revised 6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

Reviewed 11/17/2026

PERSONNEL – FACULTY

Academic Rank

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

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Policy No. 4110

5/22/1973

Revised 6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

Reviewed 11/17/2026

PERSONNEL – FACULTY

Academic Freedom and Responsibility

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

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Policy No. 4111

3/18/1975

Revised and Renumbered 1/18/2000

Revised 1/20/2015

Reviewed 11/17/2026

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PERSONNEL – FACULTY

Ethical Standards

General Statement

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

Commitment to the Student

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

In fulfilling their obligation to the student, faculty members:

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

Commitment to the Public

In fulfilling their obligation to the public, faculty members:

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

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

Commitment to the Profession

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

In fulfilling their obligation to the profession, faculty members:

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

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Policy No. 4112
Revised 6/28/1988
Revised and Renumbered 1/18/2000
Reviewed 1/20/2015
Reviewed 11/17/2026

PERSONNEL – FACULTY

Standards of Ethical Conduct

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

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

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Policy No. 4113

3/21/1989

Revised and Renumbered 1/18/2000

Revised 8/15/2006

Reviewed 1/20/2015

Reviewed 11/17/2026

PERSONNEL – FACULTY

Evaluation

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

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Policy No. 4114

11/19/1974

Revised 6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

Reviewed 11/17/2026

PERSONNEL – FACULTY

Attendance Accountability

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

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Policy No. 4115

3/17/1977

Revised and Renumbered 1/18/2000

Revised 8/15/2006

Reviewed 1/20/2015

Reviewed 11/17/2026

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PERSONNEL – FACULTY

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

I. Purpose and Definition of Terms

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

II. Preservation of Federal and State Constitutional and Statutory Rights

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

III. Non-tenured Faculty

A. Legal and Institutional Context of Tenure Decisions

Oakton College follows the provisions for awarding tenure described in Sec. 3B-2 of the Public Community College Act (110 ILCS805/).

All faculty in their first three years of employment at Oakton College are considered to be on non-tenured faculty probation. During this period their performance will be evaluated by their supervisors on an ongoing basis in accordance with Procedure P4113, Faculty Evaluation Procedure. If, in accordance with that evaluation procedure, the administration deems a faculty member unsuitable for continued employment, he/she will not be rehired as a full-time faculty member for the subsequent year.

In each of these first three years of employment, the faculty member will be notified by the President by March 1 if they will not be rehired for the subsequent year. If he/she is not rehired, no internal appeal procedure will be available to him/her, except as specified in the OCCFA collective bargaining agreement. Termination of employment for non-tenured faculty members is subject to approval by the Board of Trustees. If, by March 1 of their third year of employment, a faculty member has not been notified that their employment is terminated, or that the Board has extended the probation period for one additional year, as specified in the Public Community College Act (110 ILCS 805/), the faculty member will enter upon tenure.

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

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

B. Dismissal of Non-Tenured Faculty

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

1. Completion of a full-time temporary appointment.
2. Layoff pursuant to a reduction in the number of faculty members employed by the Board, or a discontinuance of some particular type of teaching service or program, as provided in the OCCFA Collective Bargaining Agreement.
3. Non-reemployment based upon the Administration's recommendation pursuant to Faculty Evaluation Procedure P4113.
4. Discharge for unprofessional, unsatisfactory, or insubordinate conduct that constitutes cause for dismissal. (Note: This only applies to mid-year terminations and not contract renewals.) If the Administration recommends termination of a non-tenured faculty member during the academic year for cause, they will be afforded appropriate procedural due process rights in a hearing conducted by the President or his/her designee. The faculty member shall be informed of their right to have an OCCFA representative at the hearing and will be given the opportunity to rebut the dismissal.
5. Upon conclusion of the hearing, the President will determine whether or not there is cause for termination, and, if so, will recommend dismissal to the Board. A faculty member may be suspended with pay prior to Board action. The Board will review the President's recommendation and take such action as it deems advisable.

C. Unsatisfactory Performance or Conduct by Non-Tenured Faculty

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

IV. Tenured Faculty

A. Reasons for Termination of Employment

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

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

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

B. Termination of Employment Because of Reduction in Faculty

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

C. Termination of Employment for Cause

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

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

D. Unsatisfactory Performance and Probation for Tenured Faculty

1. Basis of Evaluation

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

2. Unsatisfactory Performance of Tenured Faculty

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

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

3. Unsatisfactory Performance Consequences for Tenured Faculty

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

V. Board Dismissal of a Tenured Faculty Member for Cause

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

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Policy No. 4116

3/18/1975

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

Reviewed 11/17/2026

PERSONNEL – FACULTY

Substitute Teachers

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

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Policy No. 4117

3/18/1975

Revised 6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

Reviewed 11/17/2026

PERSONNEL – FACULTY

Part-Time/Adjunct Faculty

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

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Policy No. 4118

5/15/1979

Revised 6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

Reviewed 11/17/2026

PERSONNEL – FACULTY

Professionals in Clinical Settings

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

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Policy No. 4119

12/17/1974

Revised 6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

Reviewed 11/17/2026

PERSONNEL – FACULTY

Professional Development

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

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Policy No. 4120

6/19/1973

Revised 10/20/1998

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

Reviewed 11/17/2026

PERSONNEL – FACULTY

Tuition Reimbursement

Because the Board is committed to supporting a faculty member's efforts to remain current and academically vital and to maintain the high quality of instruction at the College, and because the Board is also interested in supporting the efforts of a faculty member who wishes to earn an advanced degree, the College will provide tuition reimbursement for full-time faculty members enrolled in regionally accredited, credit-bearing programs of study and pre-approved non-credit seminars, workshops and programs of study. In addition, the College will provide registration fees for preapproved non-credit workshops and seminars according to the terms specified in P4120.

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Policy No. 4121

Revised 9/18/1979

Revised 6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

Reviewed 11/17/2026

PERSONNEL – FACULTY

Tuition Waiver for Faculty Members and Immediate Relatives

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

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

The Office of Human Resources will administer tuition waiver procedures.

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Policy No. 4122
10/9/1973
Updated 9/17/1976
Revised 6/28/1988
Renumbered 1/18/2000
Reviewed 1/20/2015
Reviewed 11/17/2026

PERSONNEL – FACULTY

Travel (Attendance at Professional Meetings)

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

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Policy No. 4123

3/18/1975

Revised 6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

Reviewed 11/17/2026

PERSONNEL – FACULTY

Grievances

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

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Policy No. 4124

10/9/1973

Revised 6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

Reviewed 11/17/2026

PERSONNEL – FACULTY

Fringe Benefits

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

Policy No. 4125

10/9/1973

Revised 6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

Reviewed 11/17/2026

PERSONNEL – FACULTY

Salary

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

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

Policy No. 4126

6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

Reviewed 11/17/2026

PERSONNEL – FACULTY

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

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

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

Policy No. 4127

6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

Reviewed 11/17/2026

PERSONNEL – FACULTY

Non-appointed Faculty Compensation: Substitute Teaching

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

Policy No. 4128

10/9/1973

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

Reviewed 11/17/2026

PERSONNEL – FACULTY

Retirement Compensation

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

Policy No. 4130

10/9/1973

Revised 6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

Reviewed 11/17/2026

PERSONNEL – FACULTY

Tax Sheltered Annuities

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

A list of approved annuities may be obtained from the Vice President for Administrative Affairs.

Policy No. 4131

10/9/1973

Revised 6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

Reviewed 11/17/2026

PERSONNEL – FACULTY

Employment-Related Accommodations

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

Policy No. 4132

12/17/1974

Revised 6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

Reviewed 11/17/2026

PERSONNEL – FACULTY

Leaves

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

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

Policy No. 4133

1/13/1976

Revised 6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

Reviewed 11/17/2026

PERSONNEL – FACULTY

Paid Leave – Illness

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

Policy No. 4134

12/17/1974

Revised 6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

Reviewed 11/17/2026

PERSONNEL – FACULTY

Paid Leave – Bereavement

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

Policy No. 4135

10/28/1975

Revised 6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

Reviewed 11/17/2026

PERSONNEL – FACULTY

Paid Leave – Professional Purposes

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

Policy No. 4136

1/13/1976

Revised 6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

Reviewed 11/17/2026

PERSONNEL – FACULTY

Paid Leave – Personal

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

Policy No. 4137

6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

Reviewed 11/17/2026

PERSONNEL – FACULTY

Paid Leave – Sabbatical

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

Policy No. 4138

6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

Reviewed 11/17/2026

PERSONNEL – FACULTY

Unpaid Long-Term Leave – Personal or Professional

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

Policy No. 4139

3/21/1984

Revised 6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

Reviewed 11/17/2026

PERSONNEL – FACULTY

Health Benefits for Retirees

Health benefits for retirees will be accorded as defined in the current Agreement negotiated between the Board and Oakton College Faculty Association/IEANEA.

Policy No. 6100
11/12/1974
Revised 3/21/1978
Revised 6/28/1988
Renumbered 7/1/2001
Reviewed 12/9/2014
Reviewed 11/17/2026

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

Policy No. 6101

2/24/1984

Revised 6/28/1988

Revised 01/16/1996

Renumbered 7/1/2001

Revised 11/15/2005

Reviewed 12/9/2014

Reviewed 11/17/2026

INSTRUCTION

Standards of Academic Progress (SOAP)

See Policy 5101

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Policy No. 6102
Revised 4/16/1991
Renumbered 7/1/2001
Revised 3/19/2002
Reviewed 12/9/2014
Revised 11/17/2026
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STUDENTS

Student Academic Integrity

Statement of Principles

Students and faculty members at Oakton 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 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 Student ~~Academic~~ Conduct: **Acts of Academic Dishonesty**

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~~ **Student** Conduct concerning academic evaluation activities.

The Code of ~~Academic~~ **Student** 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~~ **Student** 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

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Policy No. 6103

8/15/1972

Updated 2/24/1984

Revised 2/28/1988

Renumbered 7/1/2001

Revised 3/19/2002

Revised 11/15/2005

Reviewed 12/9/2014

Reviewed 11/17/2026

INSTRUCTION

Grade Reporting System

See Policy 5103

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Policy No. 6104

8/15/1972

Updated 2/24/1984

Updated 1/16/1996

Renumbered 7/1/2001

Revised 11/15/2005

Reviewed 12/9/2014

Reviewed 11/17/2026

INSTRUCTION

Forgiveness of Failing Grades

See Policy 5104

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Policy No. 6105

2/10/1976

Revised 5/31/1982

Revised 6/28/1988

Renumbered 7/1/2001

Reviewed 12/9/2014

Reviewed 11/17/2026

INSTRUCTION

Curriculum - Faculty Participation

The Board of Trustees recognizes that the Oakton 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.

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Policy No. 6106

2/10/1976

Revised 6/28/1988

Renumbered 7/1/2001

Reviewed 12/9/2014

Reviewed 11/17/2026

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.

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Policy No. 6107

2/10/1976

Revised 6/28/1988

Renumbered 7/1/2001

Reviewed 12/9/2014

Reviewed 11/17/2026

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.

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Policy No. 6108
2/10/1976
Revised 6/28/1988
Renumbered 7/1/2001
Reviewed 12/9/2014
Reviewed 11/17/2026

INSTRUCTION

Field Trips

The Board of Trustees recognizes that field trips promote student learning and are a valuable component of particular Oakton 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.

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Policy No. 6109

11/21/1971

Revised 5/19/1981

Revised 1/19/1999

Renumbered 7/1/2001

Revised 3/19/2002

Reviewed 12/9/2014

Revised 8/18/2020

Revised 11/17/2026**INSTRUCTION****Student Credit for *Prior 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. Students must complete a minimum of 15 credit hours in the associate degree or certificate of 30 hours or more with courses taken at Oakton. A minimum of one-half of the credits required for a certificate of less than 30 credit hours must be earned at Oakton. All courses taken at Oakton must be completed with a grade of C or higher. The evaluation of evidence and awarding of credit will be undertaken according to procedures set for in P6109.

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Policy No. 6110
4/23/1974
Revised 12/8/1980
Revised 6/28/1988
Renumbered 7/1/2001
Revised 12/9/2014
Reviewed 11/17/2026

INSTRUCTION

Policy to Extend College Services

Oakton 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.

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Policy No. 5121
 11/20/1973
 Updated 11/15/1988
 Renumbered 7/1/2001
 Reviewed 12/9/2014
Revised 11/17/2026

STUDENTS

Student Military Service Policy

~~If a student withdraws from Oakton 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.~~

Oakton College is committed to supporting the academic progress and well-being of students serving in the Active Duty, National Guard, and Reserve components of the U.S. Armed Forces. In compliance with applicable Illinois statutes and federal law, the College provides reasonable accommodations, academic flexibility, and financial considerations for students whose military obligations affect their ability to attend classes, complete coursework, or remain enrolled.

Active-duty military service students who must miss class sessions due to U.S. military service are entitled to make up examinations and submit missed assignments in accordance with Illinois Statutes 330 ILCS 60/5.2 and 110 ILCS 167/15. Students are required to notify the Office of Student Affairs in advance of anticipated absences and must provide military orders either at the beginning of the term or within 10 business days of receiving them. The Office of Student Affairs will work with instructors to ensure that students have a reasonable amount of time to complete missed coursework.

Students who are called to active-duty military service for seven days or more may withdraw from courses and receive a full refund of tuition and fees. In consultation with their instructors, students may determine the most appropriate academic outcome for each course, which may include receiving a grade if sufficient coursework has been completed through at least the midpoint of the term and the instructor is able to issue a final grade, requesting an incomplete ("I") grade in accordance with the Incomplete Grade policy, or withdrawing with a full refund of tuition and fees. Students whose active-duty military service will last longer than 30 days should withdraw from their courses. Students withdrawing due to active-duty military service activation must submit their request and military orders via their Oakton email account to the Office of Student Affairs.

Students are strongly encouraged to consult the Office of Student Financial Assistance to understand the effect of course drops or withdrawals on their financial assistance and to work with their veterans' academic advisor to assess impacts on academic progress and program completion.

In accordance with the Higher Education Act of 2008 (Public Law 110-315), withdrawn students returning from active-duty military service of more than 30 days will be readmitted with the same academic status, provided they supplied advance written notice of deployment, were not absent for more than five cumulative years, and were honorably discharged. Upon return and notification of intent to reenroll to the Office of Student Affairs, eligible students are entitled to reinstatement into their prior program with the same academic standing.