OUR VISION, MISSION AND VALUES

We are the community’s college.

- We are dedicated, first, to excellence in teaching and learning.
- We challenge our students to experience the hard work and satisfaction of learning that leads to intellectual growth and support them academically, emotionally and socially.
- We encourage them to entertain and question ideas, think critically, solve problems, and engage with other cultures, with one another, and with us.
- We expect our students to assume responsibility for their own learning, to exercise leadership and to apply ethical principles in their academic, work, and personal lives.
- We demand from ourselves and our students tolerance, fairness, responsibility, compassion and integrity.

We are a community of learners.

- We provide education and training for and throughout a lifetime.
- We seek to improve and expand the services we offer in support of the people in the communities we serve.
- We promote a caring community of staff and faculty members, students, administrators, and trustees who, in keeping with our values, work together to fulfill our mission.

We are a changing community.

- We recognize that change is inevitable and that education must be for the future.
- We respond to change informed by our values and our responsibility to our students and our communities.
- We challenge our students to be capable global citizens, guided by knowledge and ethical principles, who will shape the future.

Ratified by the Board of Trustees, October 20, 1998
AGENDA

1. Call to Order and Roll Call in Room 1502
2. Consideration of a motion to close the meeting to the public for the purpose of the following:
   ▪ review closed session minutes of January 20, 2015
   ▪ consider the appointment, employment, compensation, discipline, performance or dismissal of employees
   ▪ pending litigation
   ▪ collective negotiating matters
3. Consideration of a motion for adjournment
4. Adjournment

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

AGENDA

Call to Order and Roll Call

Pledge of Allegiance

V Approval of Minutes of January 20, 2015

Statement by the President

Report: Automotive Program
Comments by the Chairman

Public Participation

NEW BUSINESS

CONSENT AGENDA

2/15-1
a. Approval of Adoption of Consent Agenda
b. Approval of Consent Agenda, Items 2/15-2 through 2/15-5

2/15-2 Ratification of Payment of Bills for January 2015

2/15-3 Acceptance of Treasurer’s Report for January 2015

2/15-4 Ratification of Actions of the Alliance for Lifelong Learning Executive Board

2/15-5 Ratification of Payment of Professional Personnel

OTHER AGENDA ITEMS

R 2/15-6 Authorization to Approve February Purchases
a. Locker Room Renovations
b. IP Telephony Annual Support and Software Assurance
c. Additional Enterprise Backup Licenses, Support, and Maintenance
d. Structural Evaluation at Des Plaines Campus

2/15-7 Preview and Initial Discussion of March 2015 Purchases

R 2/15-8 Authorization to Participate in Bulk Solar Installation Project

V 2/15-9 Acceptance of a Grant

R 2/15-10 Approval of Award of Tenure

R 2/15-11 Approval of Notice of Non-Renewal of Short Term Faculty Contracts

R 2/15-12 Authorization of Notice of Extension of Probationary Period-Professional Personnel

R 2/15-13 Approval of Policy Revisions

ADJOURNMENT
Minutes of the Oakton Community College Board Meeting  
January 20, 2015

The 695th meeting of the Board of Trustees of Community College District 535 was held on Tuesday, January 20, 2015 at the Oakton Community College Des Plaines campus.

Call to Order and Roll Call
Chairman Bill Stafford called the meeting to order at 6:35 p.m. in room 1502. Theresa Bashiri-Remetio was Acting Secretary in the absence of Ann Tennes. Ms. Bashiri-Remetio called the roll:

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

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

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

Also present: Dr. Margaret Lee, President; Dr. Thomas Hamel, Vice President, Academic Affairs; Dr. Joianne Smith, Vice President, Student Affairs; Ms. Bonnie Lucas, Vice President, Technology and Data Analytics; Ms. Mum Martins, Executive Director, Human Resources; and Mr. Robert Nowak, Vice President, Business and Finance. At 7:30 p.m. Mr. Wadhwa made a motion to adjourn the session, seconded by Dr. DiLeonardi. A voice vote was called, and the meeting was adjourned.

Call to Order and Roll Call
Mr. Stafford called the open session to order at 7:40 p.m. in room 1506; Ms. Bashiri-Remetio called the roll:

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

Approval of Minutes
Mr. Stafford asked for a motion for the approval of the minutes of the December 9, 2014 meetings. Mr. Wadhwa made the motion which was seconded by Ms. Harada. A voice vote was called and the minutes were unanimously approved.

Statement by the President
President Lee welcomed everyone to the beginning of a new semester, and congratulated and thanked all who had a role in the development and opening of the Margaret Burke Lee Science and Health Careers Center. There will be a ribbon cutting dedication of the building on March 4, 2015. President Lee thanked the Media Services staff who installed digital television cameras in the Board room. Given the number of people in attendance and the possible length of the proceedings, President Lee dispensed with the usual introductions of those in attendance. President Lee introduced and welcomed Mr. Lam Wong, an Associate Dean for Engineering and Engineering Technology at Cuyahoga Community College. Mr. Lam is also enrolled in a doctoral program in community college leadership at Ferris State University. President Lee expressed her gratitude to all who have been hosting Mr. Lam during his visit.

President Lee offered condolences to Edie Leone, Information Technology, on the passing of her father. Congratulations to Trustee Ann Tennes and her husband Howard, on the birth of their first grandchild, Walter Jindi Berry; also to Assistant Director of Student Success, Leana Cuellar who gave birth to a son Cruz Medina. Tickets are still available for the Educational Foundation Holiday review event, ‘Bar Wars’. The event will be held on January 24 in the Footlik Theater, proceeds to benefit the Foundation Scholarship fund. President Lee talked about the observance of Dr. Martin Luther King’s birthday, his message and method, his dream of freedom, respect, and equality, which he worked to achieve with non-violence, and which has never been more important than they are today. President Lee noted that President Obama will be delivering his State of the Union address and he will speak about his own dream that recognizes that education is not the problem, that it is the solution, and that community colleges are a critical part of the pathway not just to building a better workforce, but better lives for individuals of this nation and of the world.

Dr. Lee reminded the audience that last month Chairman Stafford encouraged everyone to read the book ‘Whistling Vivaldi: How Stereotypes Affect Us and What We Can Do”. President Lee reiterated that this is a great read, and also urged everyone to visit the Illinois Holocaust Museum to view the RACE: Are We So Different? exhibit. It is a powerful example that reminds us of all the miles that we still have to go from the civil rights movement in the 60’s. Also, this year, Skokie’s series, Coming Together is the Voices of Race; which will offer a variety of events as well. These are all reminders of Dr. King’s dream and his undying hope. Every month at the College, Michael Anthony, Assistant Vice President of Access, Equity and Diversity, reminds us of the various holidays which members of our community share as part of their culture and heritage. President Lee asked Dr. Anthony to talk about what the College is doing to observe the legacy of Dr. Martin Luther King. Dr. Anthony said what we try to do as a College to not look at celebrations like Dr. King’s birthday as moments in time; rather we try to create a culture that is going to celebrate Dr. King’s dream throughout the year. In February at the Des Plaines and Skokie campuses, we will hold our second annual volunteer fair. We invite students and employees to explore the district community agencies that we can serve and service through. We ask our faculty to participate as well, by trying to connect classes to what is going on in the community. That is an ongoing commitment we have to celebrate and join volunteerism.

Next, Maya Evans, Director of Research and Planning, presented to the Board, a 2014-2015 Student Success Dashboard, the purpose of which is to evaluate Oakton’s progress on the Student Success Pathway using metrics from the National Community College Benchmarking Project (NCCBP). The College participated in the NCCBP in 2010 and again in 2014, so we are able to compare our progress on several student success metrics over time. Over 300 colleges participate in the NCCBP, which is about one quarter of the population of community
colleges. It gives a great sample size to compare our successes to other colleges. It also allows for external benchmarking to our peer institutions. Data compares us to College of DuPage, College of Lake County, Moraine Valley Community College, Triton College, and William Rainey Harper College. The data for those institutions is anonymous, but we do know we have a good peer group to compare ourselves to. Dr. Evans said that she focused on student success data as that is the number one priority for the institution.

Dr. Evans noted that the Student Success Pathway was created by Complete College America, and has been adopted by the Student Success Team (SST) at Oakton. The major indicators are: student progress from development courses to college level; success in gateway courses; persistence at Oakton from term to term; and complete and/or transfer. Through data we know that when students are able to follow this pathway, the sky is the limit for them, and that is why it is important for us to track data along these indicators. We found that Oakton students have increasingly high retention and success rates in developmental reading. Similarly our students have high retention and success rates in developmental writing. As is mirrored across the nation, our students have high retention in developmental math, but only about half of them are successful in the course. They are staying in the course; they are trying but are not as successful. There is work that is being done in this area at Oakton and nationally to increase this outcome.

Another step on the Student Success Pathway is course success. We look at the success of all students in all courses, and we have very high success rates compared to our peer institutions. The NCCBP also allows us to compare success rates for specific gateway courses. Next, our persistence rates are not the positive picture that we have had for some of our other results. Our students have significantly lower persistence rates compared to our peer institutions. Certainly there is work to be done and the SST has a persistence sub-committee that is focused on seeking out ways that we can increase the persistence rates for our students; it is definitely a work in progress. Finally to completion and transfer, Dr. Evans said that these are most fascinating data as the data appears lopsided. Full-time students have the lowest completion rates, but the highest transfer rates. If we combined these and have a completion and/or transfer rate, we would rank at the top of our peers. We know that our students have varying goals depending on whether they complete or whether they want to transfer. We are doing well and we can continue to do even better in the transfer area, and there is certainly more work that can be done in increasing the completion rate.

On a positive note, we learned that the publication, Community College Week, ranks colleges based on their completion rates. Out of 1,100 community colleges, Oakton was ranked in the top 100. In associate degrees, Oakton ranked number sixty-eight in the nation for associate degree completion among Asian American students; and for one-year certificate completion, the College ranked number twenty-five in the nation among Asian American students. We know that we are doing fairly well in many areas. The areas that we are focusing on and will continue to focus on are the success rates in developmental math; the persistence rates from fall to spring, and fall to fall; and the full-time completion rate. These are all areas that the SST and other departments as well, are currently working on. Per Dr. Evans, we will participate in the National Community College Benchmarking Project every year.

Trustee Bashiri-Remetio asked Dr. Evans about the persistence subcommittee she mentioned. Do they have a game plan in place, or are they working towards a plan. Dr. Evans replied that the persistence sub-committee has looked at a variety of persistence related data and have been working on a number of different initiatives. One example is they administered a persistence survey at the end of the fall semester to students in a number of courses, to find out if they intended on returning in the spring semester, and if not why. Also, the new student orientation is a best practice for getting students information that they need at the front door and helping them persist from term to term.

Chairman Stafford thanked Dr. Evans for the data she provided as it is important information; it is also very important to know the areas where we are not doing so well so that we can focus on those areas. Trustee DiLeonardi also noted that this data is incredibly important for the Board to be aware of, as is information and updates from the Student Success Team. Dr. DiLeonardi stressed that she likes seeing the numbers in the way that they were presented, comparisons from year to year. Mr. Stafford said that he shared President Lee’s view
in that it is exciting that President Obama is going to make community colleges a highlight of his State of the Union address. As an institution and as a member of other institutions, he thinks we are a critical juncture in terms of this nation and what we can offer to help people move up the chain economically. In conclusion, Mr. Stafford said that this is a very important time and is glad that we are going to be in the midst of it.

Public Participation
Mr. Barry Dayton addressed the Board regarding the decision not to rehire any retired annuitants as of July 1, 2015.

New Business

1/15-1a Approval of Adoption of Consent Agenda
Mr. Wadhwa offered:
“Be it resolved that the Board of Trustees of Community College District 535 approves adoption of the Consent Agenda.”

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

1/15-1b Approval of Consent Agenda Items 1/15-2 through 1/15-8
Ms. Harada offered:
“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 1/15-2 through 1/15-8 as listed in the Consent Agenda.”

1/15-2 Ratification of Payment of Bills for December 2014
"Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of $7,373,316.71 for all check amounts as listed and for all purposes as appearing on a report dated December 2014.”

1/15-3 Acceptance of Treasurer’s Report for December 2014
“Be it resolved that the Board of Trustees of Community College District 535 receives for filing as a part of the College’s official records, the report of the Treasurer for the month of December 2014.”

1/15-4 Acceptance of Quarterly Report on Investments
“Be it resolved that the Board of Trustees of Community College District 535 authorize the acceptance of the Quarterly Report on Investments for filing.”

1/15-5 Ratification of Actions of Alliance for Lifelong Learning Executive Board
“Be it resolved that the Board of Trustees of Community College District 535, in its capacity as governing board of the administrative district of the Alliance for Lifelong Learning Program, ratifies and approves the actions of the Executive Board in items a through c, and hereby approves the expenditures in the amount not to exceed $17,544.41 for all funds listed in items a and c.”

a. Salary payments in the amount of $2,734.96 for part-time teaching services for the Alliance for Lifelong Learning, Fall 2014.
b. Salary rescinds in the amount of $215.50 for part-time teaching services for the Alliance for Lifelong Learning, Fall 2014.
c. Salary payments in the amount of $14,809.45 for part-time teaching services for the Alliance for Lifelong Learning, Spring 2015.

1/15-6 Supplemental Authorization to Pay Professional Personnel – Fall 2014
1. "Be it resolved that the Board of Trustees of Community College District 535 approves the attached adjustments of part-time faculty 2014 fall semester salaries in the amount of $24,764.18, resulting in a revised total of $4,605,084.70."
2. "Be it further resolved that the Board of Trustees of Community College District 535 approves the attached adjustments of overload faculty 2014 fall semester salaries in the
amount of $11,490.72, resulting in a revised total of $345,900.96."

1/15-7 Authorization to Pay Professional Personnel
"Be it resolved that the Board of Trustees of Community College District 535 hereby authorizes
the Treasurer of the College to pay 2015 Spring Semester Part-time Faculty and Adjunct Faculty
on January 30, 2015 and Full-time Overload payments on February 13, 2015, prior to the
February 17, 2015 Board ratification."

1/15-8 Approval of Clinical Practice Agreements
"Be it resolved that the Board of Trustees of Community College District 535 approves the
following cooperative agreements:
For the Early Childhood Education Program
River Grove School District 85.5 – River Grove
For the Substance Abuse Counseling Program
Maryville Academy – Des Plaines."

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

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

The motion carried; Student Trustee Alferes favored the resolution.

1/15-9 Authorization to Approve January Purchase
Mr. Frank offered:
"Be it resolved that the Board of Trustees of Community College District 535 authorizes the
purchase of Travel for Baseball Team from:
Kobussen Trailways, 1500 Forward Dr., Sun Prairie, Wisconsin 53590, for an amount not to
exceed $11,000;
Westgate Resorts, 2801 Old Winter Garden Road, Ocoee, Florida 34761, for an amount not to
exceed $8,700;
Enterprise Rent-A-Car, Orlando International Airport, 9400 Airport Blvd., Orlando, Florida
32827, for an amount not to exceed $1,300;
Food, to be determined, for an amount not to exceed $6,500;
Russ Matt Baseball, 11 Brookside Drive, Falmouth, Maine 04105, for an amount not to exceed
$2,400;
for a grand total not to exceed $29,900."

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

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

1/15-10  **Preview and Information Regarding February 2015 Purchases**
The following purchases will be presented for approval at the February 17, 2015 Board of Trustees: Locker Room Renovations; IP Telephony Annual Support and Software Assurance; Additional Enterprise Backup Licenses, Support and Maintenance; and Structural Evaluation at Des Plaines Campus.

1/15-11  **Approval of Law Enforcement Mutual Aid Agreement**
Ms. Bashiri-Remetio offered:

“Be it resolved that the Board of Trustees of Community College district 535 hereby approves the execution of A Resolution Authorizing the Execution of a Law Enforcement Mutual Aid Agreement and the Existence and Formation of the Illinois Law Enforcement Alarm System (ILEAS) by Intergovernmental Cooperation.”

Ms. Harada seconded the motion.

Interim Public Safety Chief George Carpenter took a couple of questions from the Board about the Law Enforcement Aid Agreement. Mr. Carpenter noted that while Oakton’s Public Safety Department serves as the first and primary responders to emergencies, there may be times that circumstances dictate that assistance be requested from other agencies, instances when more than the Des Plaines and Skokie police are needed, and that is what this agreement will provide.

Ms. Bashiri-Remetio called the roll:

<table>
<thead>
<tr>
<th>Name</th>
<th>Academic Rank and Assignment</th>
<th>Lane, Step, Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Bashiri-Remetio</td>
<td>Associate Professor of Philosophy</td>
<td>E-4 $60,924</td>
</tr>
<tr>
<td>Mr. Wadhwa</td>
<td>Aye</td>
<td></td>
</tr>
<tr>
<td>Mr. Stafford</td>
<td>Aye</td>
<td></td>
</tr>
<tr>
<td>Ms. Harada</td>
<td>Aye</td>
<td></td>
</tr>
<tr>
<td>Ms. Tennes</td>
<td>Absent</td>
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</table>

The motion carried; Student Trustee Alferes favored the resolution.

1/15-12  **Authorization to Hire Full-time, Tenure-track Faculty Member**
Mr. Alferes offered:

“Be it resolved that the Board of Trustees of Community College District 535 approve the full-time, tenure-track faculty hire of Kristin McCartney for the 201-16 academic year, beginning on January 12, 2015. She will receive the prorated salary associated with the lane and step described as follows:

```
Name                      Academic Rank and Assignment       Lane, Step, Salary
Kristin McCartney          Associate Professor of Philosophy       E-4 $60,924
```

Ms. Bashiri-Remetio seconded the motion and called the roll:

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

The motion carried; Student Trustee Alferes favored the resolution.
Approval of New Unit of Instruction
Ms. Bashiri-Remetio offered:
“Be it resolved that the Board of Trustees of Community College District 535 approves the General Programmer Certificate as a New Unit of Instruction.”

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

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

The motion carried; Student Trustee Alferes favored the resolution.

Approval of Emeritus Appointments
Mr. Wadhwa offered:
“Be it resolved that the Board of Trustees of Community College District 535 approve the ten-year Emeritus appointments to Professors George Klein, Bernard Krule, and Mary Pat Martin.”

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

Acceptance of Administrator Retirement
Ms. Harada offered:
“Be it resolved that the Board of Trustees of Community College District 535 accept the retirement of Mr. Gary Newhouse, Dean of Library and Online Learning effective May 1, 2016.”

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

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

The motion carried; Student Trustee Alferes favored the resolution.

Acceptance of a Grant
Mr. Wadhwa offered:
“Be it resolved that the Board of Trustees of Community College District 535 accept $21,000 in National Emergency Grant funding through the National Able Network to provide information technology training to dislocated workers.”

Mr. Frank seconded the motion; a voice vote was called and the motion passed unanimously.
1/15-17 Approval of Policy Revisions
Ms. Harada offered:
“Be it resolved that the Board of Trustees of Community College District 535 hereby accepts the revisions to the Policies presented at the January 20, 2015 Board meeting.”

Dr. DiLeonardi seconded the motion; Ms. Bashiri called the roll:

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

The motion carried; Student Trustee Alferes favored the resolution.

1/15-18 First Read of Policy Revisions
Dr. DiLeonardi offered:
“Be it resolved that the Board of Trustees of Community College District 535 hereby accepts the proposed review and revisions of the 1000, 1100 and 3000 Series, as presented, with action to take place at the next regularly scheduled meeting of the Board of Trustees on February 17, 2015.”

Mr. Frank seconded the motion; a voice vote was called and the motion passed unanimously.

Adjournment
Mr. Stafford announced that the next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535, will be Tuesday, February 17, 2015 beginning at 7:30 p.m. at the College’s Des Plaines campus located at 1600 E. Golf Road, Des Plaines, Illinois, in room 1506.

There being no further business before the Board, Mr. Stafford asked for a motion to adjourn the meeting. Ms. Bashiri-Remetio made the motion, which was seconded by Ms. Harada. A voice vote was called and the meeting was adjourned at 8:55 p.m.

William Stafford, Chairman

Theresa Bashiri-Remetio, Acting Secretary

ec
1/2015

A video recording of the January 20, 2015 meeting was made and may be viewed by calling the Library and Instructional Media Services office at (847) 635-1640.
Approval of Adoption of Consent Agenda

“Be it resolved that the Board of Trustees of Community College District 535 approves adoption of the Consent Agenda.”
Approval of Consent Agenda Items 2/15-2 through 2/15-5

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 2/15-2 through 2/15-5 as listed in the Consent Agenda.

2/15-2 Ratification of Payment of Bills for January 2015
2/15-3 Acceptance of Treasurer's Report for January 2015
2/15-4 Ratification of Actions of Alliance for Lifelong Learning Executive Board
2/15-5 Ratification of Payment of Professional Personnel.”
Ratification of Payment of Bills for January 2015

The check register detailing the regular monthly bills for January, 2015 was sent out on February 12, 2015. The totals by fund are on page 2.

__________________________
Board Chairman

__________________________
Board Secretary

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

That the Board adopt the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of $7,672,320.33 or all check amounts as listed and for all purposes as appearing on a report dated January 2015."
I hereby certify that materials and/or services for the Education Fund, Operations, Building and Maintenance Fund, Operations, Building and Maintenance Fund (Restricted), Auxiliary Enterprise Fund, and Restricted Purposes, Working Cash, Trust/Agency, Audit, Liability, Protection & Settlement, and Social Security Medicare Fund represented by checks on pages 1-97 numbered, 106965-106971, 106973-106991, 106993-107010, 107012-107023, 107025-107034, 107036-107053, 107055-107069, 107069-107072, 107074-107132, 107133-107147, 107149-107185, 107187, 107189-107229, 107231-107298, 107300-107330, 107333-107364, 107368-107399, 107401-107441, 107443-107529, 107531-107542, 107544-107584, 107586-107594, 107596-107622, 107624-107670 and 107673-107697 on the check register, have been received, supporting invoices audited and that these checks were in order for issuance and are hereby listed for ratification by the Board of Trustees.

Treasurer, Oakton Community College District 535

RECAPITULATION

<table>
<thead>
<tr>
<th>Fund</th>
<th>Gross Payroll</th>
<th>Accounts Payable</th>
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<td>$4,739,013.31</td>
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<td>Bond &amp; Interest</td>
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<td>238,481.89</td>
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<td>1,649.38</td>
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<td>TOTAL PER REPORT</td>
<td>$5,553,292.45</td>
<td>$2,119,027.88</td>
<td>$7,672,320.33</td>
<td>(2,775.57)</td>
<td>$7,669,544.76</td>
</tr>
</tbody>
</table>
STUDENT GOVERNMENT AFFIDAVIT
OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535

Certification of Treasurer

I hereby certify that materials and/or services represented by checks on pages 1-97 numbered 106972, 106992, 107011, 107024, 107035, 107054, 107057, 107058, 107068, 107070, 107073, 107133, 107148, 107186, 107188, 107230, 107299, 107332, 107365, 107366, 107367, 107400, 107442, 107530, 107543, 107585, 107595, 107623, 107671, and 107672 have been received, supporting invoices audited and that these checks were in order for issuance and are hereby listed for ratification by the Student Government.

[Signature]
Treasurer, Community College District 535

Approval of Expenditures

The Student Government of Community College District 535 hereby ratifies expenditures in the amount of $27,502.00 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 January 2015.

[Signature]
Student Government Association
Acceptance of Treasurer’s Report for January 2015

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

RJN: vb

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

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 receives for filing as a part of the College’s official records, the report of the Treasurer for the month of January 2015.”
OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535
TREASURER’S REPORT

January 2015

Robert J. Nowak
Vice President for Business and Finance
Karen J. Epps
Director of Budget and Accounting Services
Treasurer’s Comments on January 2015 Financial Statements

Page 4. Financial Position Statement

Cash and investments
The net cash and investments decreased by $3.2 million from the previous month. The monthly collections include $2.8 million in student tuition and fees, $1.2 million in federal and state funding, $1.1 million auxiliary revenues from the bookstore, ITFS lease, Early Childhood Centers and rental income, and $198 thousand in property and personal property replacement taxes.

Of the $1.2 million in federal and state funding referred to above, $873 thousand represents the October and November 2014 installments of the Base Operating Grant, $215 thousand represents various federal grants and $118 thousand represents various state grants.

The January 2015 cash disbursements included $600 thousand for Master Plan Projects, and $8.2 million for operating expenses, which are higher than previous months as a result of three pay dates occurring in January as compared to the usual two.

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

Revenues
At the end of January, revenues were $52.5 million or 99% of the pro-rata budget, compared to the $50.9 million, or 100% for the previous year. Property taxes (recorded on an accrual basis) were $26.1 million or 100% of the pro-rata budget. Tuition and fees totaled $23.6 million year to date, or 99% of the pro-rata budget. Revenues from tuition and fees are recorded as billed; other revenue includes interest income and fair market value adjustments to our investments. The year-to-date interest income (excluding fair market value adjustments) in the operating funds is $420 thousand, or 85% of the budget.

Expenditures
The current year’s total actual operating expenditures of $37.0 million are attributed to expected operating costs. The operating expenditures are above prior year’s actual expenditures of $35.5 million for the same period. Current year’s operating expenditures are in line with the budget with a reported 92% of the pro-rata budget spent.
### OAKTON COMMUNITY COLLEGE

#### FINANCIAL POSITION OF FUNDS AS OF

**JANUARY 31, 2015**

**(IN THOUSANDS)**

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<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
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<td></td>
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<td>50,419</td>
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<tr>
<td>Student Tuition Receivable</td>
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<td>5</td>
<td>-</td>
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<td>-</td>
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<td>-</td>
<td>5,677</td>
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<tr>
<td>Government Funds Receivable</td>
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<td>-</td>
<td>-</td>
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<td>-</td>
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<td>141</td>
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<td>-</td>
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<td>-</td>
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<td>Short-term</td>
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<td>Long-term</td>
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<td>-</td>
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<td>1,759</td>
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<td>119</td>
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<td>14,500</td>
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<td>Inventories - Prepaids</td>
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<td><strong>Total Current Assets</strong></td>
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<td>$6,684</td>
<td>$4,272</td>
<td>-</td>
<td></td>
<td>$30,626</td>
<td>-</td>
<td>-</td>
<td>173,589</td>
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<td><strong>Net Investment in Plant</strong></td>
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<td></td>
<td>-</td>
<td>-</td>
<td>105,941</td>
<td>-</td>
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<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td>$111,213</td>
<td>$19,526</td>
<td>$6,684</td>
<td>$4,272</td>
<td>-</td>
<td></td>
<td>$30,626</td>
<td>-</td>
<td>105,941</td>
<td>$279,530</td>
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<td><strong>LIABILITIES AND NET POSITION</strong></td>
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<td>Payables</td>
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<td>$2</td>
<td>$86</td>
<td>$127</td>
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<td>Accrued Interest Payable</td>
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<td>-</td>
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<td>259</td>
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<tr>
<td>Deferred Tuition Revenue</td>
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<td>-</td>
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<td>-</td>
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<td>1,947</td>
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<td></td>
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<td><strong>Total Liabilities</strong></td>
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<td>$1,947</td>
<td>$259</td>
<td>$41,483</td>
<td></td>
<td>$777</td>
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<td>-</td>
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<td>7,097</td>
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<td>2,939</td>
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<td>-</td>
<td>-</td>
<td>90</td>
<td>45,475</td>
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<td><strong>Total Liabilities and Deferred Inflows of Resources</strong></td>
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<td>$1,949</td>
<td>$3,198</td>
<td>$41,483</td>
<td></td>
<td>$777</td>
<td>-</td>
<td>-</td>
<td>98,691</td>
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<td>Net Position</td>
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<td></td>
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<tr>
<td>Unrestricted</td>
<td>67,420</td>
<td>12,211</td>
<td>4,735</td>
<td>-</td>
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<td></td>
<td>13,393</td>
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<td>-</td>
<td>97,759</td>
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<td>16,456</td>
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<td>17,634</td>
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<td>Debt Service</td>
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<td>-</td>
<td>-</td>
<td>1,074</td>
<td>(41,569)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(40,495)</td>
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<tr>
<td>Plant</td>
<td>-</td>
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<td>-</td>
<td>-</td>
<td>-</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>105,941</td>
</tr>
<tr>
<td><strong>Total Net Position</strong></td>
<td>$67,420</td>
<td>$12,211</td>
<td>$4,735</td>
<td>$1,074</td>
<td>(41,569)</td>
<td>$29,849</td>
<td>105,941</td>
<td>-</td>
<td>1,178</td>
<td>180,839</td>
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<tr>
<td><strong>TOTAL LIABILITIES &amp; NET POSITION</strong></td>
<td>$111,213</td>
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<td>$6,684</td>
<td>$4,272</td>
<td>-</td>
<td></td>
<td>$30,626</td>
<td>-</td>
<td>105,941</td>
<td>$279,530</td>
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**AGENDA ITEM 2015-3**

4 of 10
### OAKTON COMMUNITY COLLEGE
### EDUCATION AND OPERATIONS AND MAINTENANCE FUNDS
### SUMMARY OF REVENUES AND EXPENDITURES
### SEVEN MONTHS ENDED JANUARY 31, 2015

#### REVENUES (cash and accrual basis)

<table>
<thead>
<tr>
<th></th>
<th>Operating Budget (000)</th>
<th>Prorated Budget (000)</th>
<th>Actual (000)</th>
<th>As a % of Prorated Budget</th>
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</thead>
<tbody>
<tr>
<td>Property Taxes</td>
<td>$ 44,606</td>
<td>$ 26,020</td>
<td>$ 26,073</td>
<td>100%</td>
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<tr>
<td>Replacement Tax</td>
<td>1,070</td>
<td>624</td>
<td>562</td>
<td>90%</td>
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<td>Chargebacks</td>
<td>75</td>
<td>44</td>
<td>56</td>
<td>128%</td>
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<tr>
<td>State Revenue</td>
<td>3,677</td>
<td>2,145</td>
<td>2,103</td>
<td>98%</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>22,210</td>
<td>23,714</td>
<td>23,568</td>
<td>99%</td>
</tr>
<tr>
<td>Other</td>
<td>508</td>
<td>296</td>
<td>177</td>
<td>60%</td>
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<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td><strong>72,146</strong></td>
<td><strong>52,844</strong></td>
<td><strong>52,539</strong></td>
<td><strong>99%</strong></td>
</tr>
</tbody>
</table>

#### EXPENDITURES (accrual basis)

<table>
<thead>
<tr>
<th></th>
<th>Operating Budget (000)</th>
<th>Prorated Budget (000)</th>
<th>Actual (000)</th>
<th>As a % of Prorated Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructional</td>
<td>34,847</td>
<td>20,327</td>
<td>20,673</td>
<td>102%</td>
</tr>
<tr>
<td>Academic Support</td>
<td>10,198</td>
<td>5,949</td>
<td>4,897</td>
<td>82%</td>
</tr>
<tr>
<td>Student Services</td>
<td>6,904</td>
<td>4,027</td>
<td>3,726</td>
<td>93%</td>
</tr>
<tr>
<td>Public Services</td>
<td>536</td>
<td>313</td>
<td>297</td>
<td>95%</td>
</tr>
<tr>
<td>Operations and Maintenance</td>
<td>8,767</td>
<td>5,114</td>
<td>4,156</td>
<td>81%</td>
</tr>
<tr>
<td>General Administration</td>
<td>5,030</td>
<td>2,934</td>
<td>2,749</td>
<td>94%</td>
</tr>
<tr>
<td>General Institutional</td>
<td>1,822</td>
<td>1,063</td>
<td>494</td>
<td>46%</td>
</tr>
<tr>
<td>Contingency</td>
<td>1,090</td>
<td>626</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Chargebacks</td>
<td>135</td>
<td>79</td>
<td>24</td>
<td>30%</td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td><strong>69,329</strong></td>
<td><strong>40,442</strong></td>
<td><strong>37,018</strong></td>
<td><strong>92%</strong></td>
</tr>
</tbody>
</table>

Revenues over (under) expenditures

<table>
<thead>
<tr>
<th></th>
<th>Operating Budget (000)</th>
<th>Prorated Budget (000)</th>
<th>Actual (000)</th>
<th>As a % of Prorated Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Fund transfers</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>To Operation &amp; Maintenance (Rest.) Fund</td>
<td>(4,850)</td>
<td>(2,829)</td>
<td>(2,829)</td>
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<tr>
<td>To Auxiliary Fund and ALLiance</td>
<td>(946)</td>
<td>(552)</td>
<td>(552)</td>
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</tr>
<tr>
<td>To Restricted Fund</td>
<td>(100)</td>
<td>(58)</td>
<td>(58)</td>
<td></td>
</tr>
<tr>
<td>From Working Cash Fund</td>
<td>29</td>
<td>17</td>
<td>17</td>
<td></td>
</tr>
<tr>
<td>To Liability, Protection &amp; Settlement Fund</td>
<td>(510)</td>
<td>(298)</td>
<td>(298)</td>
<td></td>
</tr>
<tr>
<td>To Social Security/Medicare Fund</td>
<td>(940)</td>
<td>(548)</td>
<td>(548)</td>
<td></td>
</tr>
<tr>
<td><strong>Total Transfers</strong></td>
<td><strong>(7,317)</strong></td>
<td><strong>(4,268)</strong></td>
<td><strong>(4,268)</strong></td>
<td></td>
</tr>
</tbody>
</table>

Net Revenue over (under) expenditures

<table>
<thead>
<tr>
<th></th>
<th>Operating Budget (000)</th>
<th>Prorated Budget (000)</th>
<th>Actual (000)</th>
<th>As a % of Prorated Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ (4,500)</td>
<td>$ 8,133</td>
<td>$ 11,255</td>
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# Agenda Item 2/15-3

## Revenues and Expenditures

### Seven Months Ended January 31, 2015

### Operations and Maintenance

<table>
<thead>
<tr>
<th>Fund (Restricted)</th>
<th>Budget (000)</th>
<th>Actual (000)</th>
<th>Actual as a % of Budget</th>
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<tbody>
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<td><strong>Revenues</strong></td>
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</tr>
<tr>
<td>Construction Fee</td>
<td>$394</td>
<td>$382</td>
<td>97%</td>
</tr>
<tr>
<td>Interest and Investments Gain/Loss</td>
<td>45</td>
<td>22</td>
<td>49%</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>439</td>
<td>404</td>
<td>92%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Expenditures</strong></th>
<th>Budget (000)</th>
<th>Actual (000)</th>
<th>Actual as a % of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science &amp; Health Careers Building</td>
<td>9,445</td>
<td>3,815</td>
<td>40%</td>
</tr>
<tr>
<td>HVAC Upgrades</td>
<td>695</td>
<td>148</td>
<td>21%</td>
</tr>
<tr>
<td>Enrollment Center (DP)</td>
<td>2,670</td>
<td>1,349</td>
<td>51%</td>
</tr>
<tr>
<td>Construction Administration</td>
<td>139</td>
<td>71</td>
<td>51%</td>
</tr>
<tr>
<td>Lavatory Remodeling</td>
<td>1,141</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Parking Lot Improvements</td>
<td>1,450</td>
<td>1,203</td>
<td>83%</td>
</tr>
<tr>
<td>MP-Building Automation Sys</td>
<td>1,000</td>
<td>213</td>
<td>21%</td>
</tr>
<tr>
<td>Site and Construction</td>
<td>551</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>West End Remodeling</td>
<td>1,250</td>
<td>2</td>
<td>0%</td>
</tr>
<tr>
<td>Other Projects</td>
<td>923</td>
<td>24</td>
<td>3%</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>19,244</td>
<td>6,825</td>
<td>35%</td>
</tr>
</tbody>
</table>

### Auxiliary Enterprise Fund (excluding Alliance)

<table>
<thead>
<tr>
<th>Fund (excluding Alliance)</th>
<th>Budget (000)</th>
<th>Actual (000)</th>
<th>Actual as a % of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookstore Sales</td>
<td>$3,097</td>
<td>$1,961</td>
<td>63%</td>
</tr>
<tr>
<td>Instructional Technology</td>
<td>5,653</td>
<td>3,103</td>
<td>55%</td>
</tr>
<tr>
<td>ITFS Lease</td>
<td>433</td>
<td>287</td>
<td>65%</td>
</tr>
<tr>
<td>Business Inst./Career Training</td>
<td>298</td>
<td>40</td>
<td>13%</td>
</tr>
<tr>
<td>Copy Center</td>
<td>312</td>
<td>118</td>
<td>38%</td>
</tr>
<tr>
<td>Telecommunications</td>
<td>455</td>
<td>265</td>
<td>58%</td>
</tr>
<tr>
<td>Travel</td>
<td>60</td>
<td>47</td>
<td>78%</td>
</tr>
<tr>
<td>Athletics</td>
<td>19</td>
<td>69</td>
<td>363%</td>
</tr>
<tr>
<td>Child Care</td>
<td>511</td>
<td>375</td>
<td>73%</td>
</tr>
<tr>
<td>PAC Operations</td>
<td>16</td>
<td>7</td>
<td>44%</td>
</tr>
<tr>
<td>Other</td>
<td>269</td>
<td>372</td>
<td>138%</td>
</tr>
<tr>
<td>Interest and Investments Gain/Loss</td>
<td>75</td>
<td>16</td>
<td>21%</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>11,198</td>
<td>6,660</td>
<td>59%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Expenditures</strong></th>
<th>Budget (000)</th>
<th>Actual (000)</th>
<th>Actual as a % of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookstore Operating Expenses</td>
<td>3,286</td>
<td>1,957</td>
<td>60%</td>
</tr>
<tr>
<td>Instructional Technology</td>
<td>6,870</td>
<td>3,868</td>
<td>56%</td>
</tr>
<tr>
<td>ITFS Lease</td>
<td>150</td>
<td>30</td>
<td>20%</td>
</tr>
<tr>
<td>Business Inst./Career Training</td>
<td>384</td>
<td>94</td>
<td>24%</td>
</tr>
<tr>
<td>Copy Center</td>
<td>438</td>
<td>220</td>
<td>48%</td>
</tr>
<tr>
<td>Telecommunications</td>
<td>521</td>
<td>166</td>
<td>52%</td>
</tr>
<tr>
<td>Travel</td>
<td>60</td>
<td>32</td>
<td>53%</td>
</tr>
<tr>
<td>Athletics</td>
<td>2,368</td>
<td>1,015</td>
<td>43%</td>
</tr>
<tr>
<td>Child Care</td>
<td>812</td>
<td>432</td>
<td>53%</td>
</tr>
<tr>
<td>PAC Operations</td>
<td>105</td>
<td>42</td>
<td>40%</td>
</tr>
<tr>
<td>Contingency</td>
<td>755</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Other</td>
<td>409</td>
<td>143</td>
<td>35%</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>15,978</td>
<td>7,999</td>
<td>50%</td>
</tr>
</tbody>
</table>

| Net                        | $4,138       | $964         |                         |
| Transfers in (out)         | 642          | 375          |                         |
### REVENUES

<table>
<thead>
<tr>
<th>Source</th>
<th>Operating Budget (000)</th>
<th>Prorata Budget (000)</th>
<th>Actual (000)</th>
<th>Actual As a% Budget</th>
<th>Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Revenue</td>
<td>$426</td>
<td>$249</td>
<td>$257</td>
<td>60%</td>
<td>58%</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>860</td>
<td>502</td>
<td>601</td>
<td>70%</td>
<td>74%</td>
</tr>
<tr>
<td>Sale of Materials</td>
<td>58</td>
<td>34</td>
<td>36</td>
<td>62%</td>
<td>63%</td>
</tr>
<tr>
<td>Institutional Support</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oakton Contribution</td>
<td>304</td>
<td>177</td>
<td>177</td>
<td>58%</td>
<td>58%</td>
</tr>
<tr>
<td>Evening High School</td>
<td>100</td>
<td>58</td>
<td>-</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Interest</td>
<td>11</td>
<td>6</td>
<td>6</td>
<td>55%</td>
<td>62%</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>75</td>
<td>44</td>
<td>31</td>
<td>41%</td>
<td>65%</td>
</tr>
<tr>
<td><strong>Total revenues</strong></td>
<td><strong>1,834</strong></td>
<td><strong>1,070</strong></td>
<td><strong>1,108</strong></td>
<td><strong>60%</strong></td>
<td><strong>62%</strong></td>
</tr>
</tbody>
</table>

### EXPENDITURES

<table>
<thead>
<tr>
<th>Program</th>
<th>Operating Budget (000)</th>
<th>Prorata Budget (000)</th>
<th>Actual (000)</th>
<th>Actual As a% Budget</th>
<th>Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Support</td>
<td>680</td>
<td>397</td>
<td>135</td>
<td>20%</td>
<td>33%</td>
</tr>
<tr>
<td>Instructional Programs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allied Health</td>
<td>652</td>
<td>380</td>
<td>363</td>
<td>56%</td>
<td>55%</td>
</tr>
<tr>
<td>Job-related</td>
<td>262</td>
<td>153</td>
<td>175</td>
<td>67%</td>
<td>44%</td>
</tr>
<tr>
<td>Home Related</td>
<td>21</td>
<td>12</td>
<td>13</td>
<td>62%</td>
<td>39%</td>
</tr>
<tr>
<td>Personal</td>
<td>109</td>
<td>64</td>
<td>58</td>
<td>53%</td>
<td>50%</td>
</tr>
<tr>
<td>Physical Fitness</td>
<td>16</td>
<td>9</td>
<td>8</td>
<td>50%</td>
<td>47%</td>
</tr>
<tr>
<td>Community Service</td>
<td>47</td>
<td>27</td>
<td>9</td>
<td>19%</td>
<td>39%</td>
</tr>
<tr>
<td>NIPSTA</td>
<td>42</td>
<td>25</td>
<td>23</td>
<td>55%</td>
<td>62%</td>
</tr>
<tr>
<td>High School Programs</td>
<td>319</td>
<td>186</td>
<td>165</td>
<td>52%</td>
<td>51%</td>
</tr>
<tr>
<td>GED Programs</td>
<td>18</td>
<td>11</td>
<td>12</td>
<td>67%</td>
<td>44%</td>
</tr>
<tr>
<td>* Kids/Youth Program</td>
<td>15</td>
<td>9</td>
<td>3</td>
<td>20%</td>
<td></td>
</tr>
<tr>
<td>ESL Programs</td>
<td>656</td>
<td>383</td>
<td>379</td>
<td>58%</td>
<td>56%</td>
</tr>
<tr>
<td><strong>Total Programs</strong></td>
<td><strong>2,157</strong></td>
<td><strong>1,258</strong></td>
<td><strong>1,208</strong></td>
<td><strong>56%</strong></td>
<td><strong>52%</strong></td>
</tr>
<tr>
<td><strong>Total expenditures</strong></td>
<td><strong>2,837</strong></td>
<td><strong>1,655</strong></td>
<td><strong>1,343</strong></td>
<td><strong>47%</strong></td>
<td><strong>47%</strong></td>
</tr>
</tbody>
</table>

Revenue over (under) expenditures: $ (1,003) $ (585) (235)

Net Position 6/30/14: $2,318

Net Position end of period: $2,083

* No previous year data for comparison on new cost center.
<table>
<thead>
<tr>
<th>Program Generated Revenue</th>
<th>Revenue Allocated to Programs</th>
<th>Total Revenue and Allocation</th>
<th>Expenditures</th>
<th>Program Net Fav (Unfav)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity fees $562,661</td>
<td>$36,126</td>
<td>$131,100</td>
<td>$167,226</td>
<td>$(96,384)</td>
</tr>
<tr>
<td>Interest income 600</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub total revenues</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>369901 Student Government Association $36,126</td>
<td>$131,100</td>
<td>$167,226</td>
<td>$(96,384)</td>
<td>$70,842</td>
</tr>
<tr>
<td>369902 SGA Special Allocations -</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369903 SGA Computer Equipment -</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369910 Occurrence 15,260</td>
<td>-</td>
<td>15,260</td>
<td>$(19,022)</td>
<td>$(3,762)</td>
</tr>
<tr>
<td>369919 Skokie Student Leaders 80</td>
<td>56,519</td>
<td>56,599</td>
<td>$(23,825)</td>
<td>32,774</td>
</tr>
<tr>
<td>369920 SGA College Program Board -</td>
<td>57,167</td>
<td>57,167</td>
<td>$(34,327)</td>
<td>22,840</td>
</tr>
<tr>
<td>369922 Lutahot NASA -</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369923 Students Helping Honduras -</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369924 Hawaiian Music Club 150</td>
<td>203</td>
<td>353</td>
<td>(30)</td>
<td>323</td>
</tr>
<tr>
<td>369925 Otau Society -</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369926 Seeds -</td>
<td>1,046</td>
<td>1,046</td>
<td>(98)</td>
<td>948</td>
</tr>
<tr>
<td>369927 Cheer &amp; Dance Team 573</td>
<td>2,114</td>
<td>2,687</td>
<td>(346)</td>
<td>2,341</td>
</tr>
<tr>
<td>369928 African Student Club 402</td>
<td>700</td>
<td>1,102</td>
<td>(30)</td>
<td>1,072</td>
</tr>
<tr>
<td>369930 Early Childhood Education Club 75</td>
<td>1,641</td>
<td>1,716</td>
<td>(19)</td>
<td>1,697</td>
</tr>
<tr>
<td>369931 Students for Social Justice 75</td>
<td>2,654</td>
<td>2,729</td>
<td>-</td>
<td>2,729</td>
</tr>
<tr>
<td>369932 Ceramics Club 795</td>
<td>1,085</td>
<td>1,880</td>
<td>(662)</td>
<td>1,217</td>
</tr>
<tr>
<td>369933 UNICEF 797</td>
<td>3,825</td>
<td>4,622</td>
<td>(1,225)</td>
<td>3,297</td>
</tr>
<tr>
<td>369934 Hilile 157</td>
<td>1,528</td>
<td>1,685</td>
<td>(506)</td>
<td>1,179</td>
</tr>
<tr>
<td>369935 Honors Student Organization 230</td>
<td>1,396</td>
<td>1,626</td>
<td>-</td>
<td>1,626</td>
</tr>
<tr>
<td>369936 Ultra -</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369938 Table Tennis Club -</td>
<td>950</td>
<td>950</td>
<td>-</td>
<td>950</td>
</tr>
<tr>
<td>369939 French Club 40</td>
<td>618</td>
<td>658</td>
<td>-</td>
<td>658</td>
</tr>
<tr>
<td>369940 Trading Card Game Club -</td>
<td>402</td>
<td>402</td>
<td>-</td>
<td>402</td>
</tr>
<tr>
<td>369941 Mongolian Club 150</td>
<td>255</td>
<td>405</td>
<td>-</td>
<td>405</td>
</tr>
<tr>
<td>369942 Astronomy Club -</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369943 Japan Club -</td>
<td>2,095</td>
<td>2,095</td>
<td>-</td>
<td>2,095</td>
</tr>
<tr>
<td>369944 South East Asian (SEA) Club -</td>
<td>1,459</td>
<td>1,459</td>
<td>-</td>
<td>1,459</td>
</tr>
<tr>
<td>369945 Physical Therapy 304</td>
<td>1,832</td>
<td>2,136</td>
<td>-</td>
<td>2,136</td>
</tr>
<tr>
<td>369946 Phi Theta Kappa (PTK) 6,200</td>
<td>6,646</td>
<td>12,846</td>
<td>$(2,727)</td>
<td>10,119</td>
</tr>
<tr>
<td>369947 Oakton Pride -</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369948 Campus Crusade For Christ 150</td>
<td>40</td>
<td>190</td>
<td>-</td>
<td>190</td>
</tr>
<tr>
<td>369949 Mission Bible Club -</td>
<td>249</td>
<td>249</td>
<td>(54)</td>
<td>195</td>
</tr>
<tr>
<td>369950 Hispanic Club 190</td>
<td>463</td>
<td>653</td>
<td>(442)</td>
<td>211</td>
</tr>
<tr>
<td>369952 Student Nurses May 2012 -</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369953 Polish Club 217</td>
<td>245</td>
<td>462</td>
<td>(161)</td>
<td>301</td>
</tr>
<tr>
<td>369954 Stem Club 130</td>
<td>245</td>
<td>395</td>
<td>-</td>
<td>395</td>
</tr>
<tr>
<td>369955 Ecology Club 134</td>
<td>2,190</td>
<td>2,294</td>
<td>(629)</td>
<td>1,665</td>
</tr>
<tr>
<td>369956 Doctor Clown Club -</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369957 Student Nurses Dec. 2014 2,526</td>
<td>2,043</td>
<td>4,569</td>
<td>$(3,483)</td>
<td>1,086</td>
</tr>
<tr>
<td>369959 Black Student Union -</td>
<td>1,645</td>
<td>1,645</td>
<td>-</td>
<td>1,645</td>
</tr>
<tr>
<td>369960 Muslim Student Association -</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369961 Engineering &amp; Physics Club -</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369962 Nurses Dec 2013 -</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369963 Art Club -</td>
<td>243</td>
<td>243</td>
<td>(41)</td>
<td>202</td>
</tr>
<tr>
<td>369964 Oakton Helping Others 91</td>
<td>240</td>
<td>331</td>
<td>-</td>
<td>331</td>
</tr>
<tr>
<td>369966 Oakton's Economic Club -</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369967 Student Nurses May 2015 530</td>
<td>843</td>
<td>1,373</td>
<td>(178)</td>
<td>1,195</td>
</tr>
</tbody>
</table>
### OAKTON COMMUNITY COLLEGE
### STUDENT ACTIVITIES FUND
### SUMMARY OF REVENUES AND EXPENDITURES (Continued)
### SEVEN MONTHS ENDED JANUARY 31, 2015

<table>
<thead>
<tr>
<th>Program Generated Revenue</th>
<th>Revenue Allocated to Programs</th>
<th>Total Revenue and Allocation</th>
<th>Expenditures</th>
<th>Program Net Fav (Unfav)</th>
</tr>
</thead>
<tbody>
<tr>
<td>369968 Medical Lab Tech Club</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>369969 European Culture Club</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369970 Fit Club</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369971 Habitat for Humanity</td>
<td>3,598</td>
<td>3,659</td>
<td>7,257</td>
<td>(4,361)</td>
</tr>
<tr>
<td>369972 PAYO</td>
<td>200</td>
<td>2,109</td>
<td>2,309</td>
<td>-</td>
</tr>
<tr>
<td>369973 Korean Campus Crusade For Christ</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369974 Student Veterans Club</td>
<td>-</td>
<td>526</td>
<td>526</td>
<td>-</td>
</tr>
<tr>
<td>369975 Indo-Pak Club</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369977 Chess Club</td>
<td>-</td>
<td>474</td>
<td>474</td>
<td>-</td>
</tr>
<tr>
<td>369980 Go Club</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369981 Chicago Computer Society</td>
<td>-</td>
<td>-</td>
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<td>-</td>
</tr>
<tr>
<td>369982 Graphic Design Club</td>
<td>40</td>
<td>410</td>
<td>450</td>
<td>(75)</td>
</tr>
<tr>
<td>369983 Korean Student Club</td>
<td>-</td>
<td>350</td>
<td>350</td>
<td>(64)</td>
</tr>
<tr>
<td>369989 Entrepreneur Club</td>
<td>-</td>
<td>440</td>
<td>440</td>
<td>(61)</td>
</tr>
<tr>
<td>369990 Improv Club</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369991 Poetry Club</td>
<td>80</td>
<td>435</td>
<td>515</td>
<td>(111)</td>
</tr>
<tr>
<td>369992 Performing Arts Society</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

**Sub Totals**

|                | $69,320 | $292,269 | $361,589 | $(197,284) | $164,305 |

### Fund Summary

- **Total Revenues**: $631,981
- **Total Expenditures**: $(197,284)
- **Total Transfers to other funds**: $(303,067)
- **Excess revenue over expenditures**: $131,630
- **Net Position 6/30/14**: $337,446
- **Net Position, end of period**: $469,075
OAKTON COMMUNITY COLLEGE
AUTOMATIC CLEARING HOUSE (ACH) WIRE TRANSFERS & PAYMENTS
JANUARY, 2015

GENERAL FUND TRANSFERS/PAYMENTS

<table>
<thead>
<tr>
<th>DATE</th>
<th>AMOUNT</th>
<th>SELF-INSURANCE</th>
<th>REFUNDS/STUDENT-DISBURSEMENTS</th>
<th>ILLINOIS SALES TAX</th>
<th>EMPLOYEE HEALTH INSURANCE CCHC</th>
<th>BOND HOLDER &amp; MISC</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/16/2015</td>
<td>$613,145.09</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/20/2015</td>
<td>2,144.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/28/2015</td>
<td>11,907.08</td>
<td>$11,907.08</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

TOTAL: $627,195.17 $11,907.08 $2,144.00 $613,145.09

PAYROLL TAXES - TRANSFERS/PAYMENTS

<table>
<thead>
<tr>
<th>DATE</th>
<th>AMOUNT</th>
<th>FEDERAL PAYROLL TAXES</th>
<th>STATE PAYROLL TAXES</th>
<th>SURS</th>
<th>CREDIT UNION AND TAX SHELTERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/2/2015</td>
<td>$270,141.85</td>
<td>$270,141.85</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>1/2/2015</td>
<td>61,891.91</td>
<td></td>
<td></td>
<td>$61,891.91</td>
<td></td>
</tr>
<tr>
<td>1/2/2015</td>
<td>165,497.74</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/2/2015</td>
<td>80,366.02</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/18/2015</td>
<td>220,109.64</td>
<td>220,109.64</td>
<td></td>
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</tr>
<tr>
<td>1/16/2015</td>
<td>48,388.76</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>1/18/2015</td>
<td>135,952.35</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/18/2015</td>
<td>67,418.49</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/30/2015</td>
<td>274,381.74</td>
<td>274,381.74</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/30/2015</td>
<td>63,416.36</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>1/30/2015</td>
<td>167,093.86</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/30/2015</td>
<td>78,127.05</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL: $1,632,785.77 $764,633.23 $173,697.03 $468,543.95 $225,911.56
Ratification of Actions of the Alliance for Lifelong Learning Executive Board

The salary payments and rescinds include the following:

a. Salary payments in the amount of $285,267.22 for part-time teaching services for the Alliance for Lifelong Learning Spring 2015.

b. Salary rescinds in the amount of $3,278.87 for part-time teaching services for the Alliance for Lifelong Learning Spring 2015.

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

“Be it resolved that the Board of Trustees of Community College District 535, in its capacity as governing board of the administrative district of the Alliance for Lifelong Learning Program, ratifies and approves the actions of the Executive Board in items a and b as stipulated above, and hereby approves the expenditures in the amount not to exceed $285,267.22 for all funds listed in item a.”
**Ratification of Payment of Professional Personnel - Spring 2015**

Comparative figures:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ 3,909,069.99</td>
<td>$ 356,628.20</td>
<td>$ 3,897,591.86</td>
<td>$ 343,246.00</td>
</tr>
</tbody>
</table>

February 2014 Stipends
None

February 2014 Stipends
None

TPH/vg
2/2015

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

That the following resolution be approved:

1. "Be it resolved that the Board of Trustees of Community College District 535 ratifies the payment of salaries for teaching on a part-time basis during the spring semester, 2015; the total payment amounting to $3,909,069.99."

2. "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 spring semester, 2015; the total payment amounting to $356,628.20."

3. There are no stipends to report this month.
Authorization to Approve February Purchases

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

All items were reviewed with the members of the Trustee Finance, Facilities, and Technology Committee and were previewed at the January 17, 2015 Board of Trustees meetings.

DLS:ws
2/10/2015

President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the approval of the attached resolutions, as stipulated in the following agenda items, for the purchase of the following:

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Page(s)</th>
<th>Description</th>
<th>Vendor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/15-6a</td>
<td>1 - 3</td>
<td>Locker Room Renovations</td>
<td>F.B.G. Corporation, Terracon Consultants</td>
<td>$ 783,250.00, $ 30,000.00</td>
</tr>
<tr>
<td>2/15-6b</td>
<td>1</td>
<td>IP Telephony Annual Support and Software Assurance</td>
<td>Telecom Innovations Group</td>
<td>$ 26,219.39</td>
</tr>
<tr>
<td>2/15-6c</td>
<td>1 &amp; 2</td>
<td>Additional Enterprise Backup Licenses, Support, and Maintenance</td>
<td>Meridian IT Inc.</td>
<td>$ 298,661.00</td>
</tr>
<tr>
<td>2/15-6d</td>
<td>1</td>
<td>Structural Evaluation at Des Plaines Campus</td>
<td>Legat Architects</td>
<td>$ 42,075.00</td>
</tr>
</tbody>
</table>

GRAND TOTAL $ 1,180,205.39.”
Authorization to Purchase Locker Room Renovations

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

The Purchasing Department, working closely with Athletics, Finance, and Legat Architects, issued an Invitation to Bid on January 6, 2015. Bids were sent to 36 potential contractors (eight in district), and 44 contractors (four in district) attended the pre-bid meeting, of which fourteen (one in district) submitted bids. The bids ranged from $493,978 to $680,651. The low bid of $493,978 was submitted by F.B.G. Corporation of Elmhurst. F.B.G. has been in the general contracting business for 29 years. Some of their past projects have been at Joliet Junior College, Mother Theresa Academy, and Harper College. After checking their references, the Administration is confident that F.B.G. Corporation will provide the service and quality of work required for this project.

With regard to the subject project, in preparation for the design and bid, the College performed two sets of borings to assess the soil under the current sinking slabs in the locker rooms. The results of the borings were mixed and the design took into consideration the varied findings. Only when the current slabs are removed, however, will the actual conditions be fully known.

As was noted in the January 2015 Preview (1/15-10a), the budget for this project is $900,000. The College has expended $86,750-to-date for architectural services. The Administration is now seeking approval for the contract for the renovation work from F.B.G. Inc. for $493,978 and required hazardous materials testing from Terracon for $2,365. However, due to the uncertainty regarding the results from the hazardous materials testing and the underlying soil, and in light of the College’s experience with the Lee Center slab, the Administration is also seeking the Board’s approval for contingencies for possible remediation and renovation work be granted up to the amount of the budget of $900,000. This will provide; 1) a contingency of $27,635 for possible hazardous materials remediation work from Terracon and/or their approved remediation firm and 2) a contingency of $289,272 for possible unforeseen and unanticipated soil related problems to F.B.G.
In summary:

$  86,750 previously approved for architectural services
$  30,000 to be approved to Terracon ($2,365 for testing plus $27,635 contingency)
$783,250 to be approved to F.B.G Corporation ($493,978 per bid plus $289,272 contingency)

$900,000 project budget - with contingency funds used only if needed.

The project is expected to begin in early March with completion in mid-July, assuming additional work is not necessary. However, in the event that circumstances dictate additional work, the approval by the Board of the contingency will allow the work to continue uninterrupted so that the work will be completed before the return of students in August.

RJN:ws
2/10/2015

President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Locker Room Renovations from:

F.B.G. Corporation, 1015 S. RT 83, Elmhurst, IL 60126 for a total of $493,978 in accordance with their low bid in response to Invitation to Bid #0105-15-04 plus a contingency of $289,272 for a total not to exceed $783,250 and

Terracon Consultants and/or their approved remediation firm, 135 Ambassador Dr., Naperville, IL 60540 for $2,365 plus a contingency of $27,635 for a total not to exceed $30,000

for an overall grand total not to exceed $813,250.”
<table>
<thead>
<tr>
<th>Locker Room Renovations</th>
<th>Bid #0105-15-04</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Responding Bidders (City, State)</strong></td>
<td><strong>Total Cost</strong></td>
</tr>
<tr>
<td>F.B.G. Corporation, Elmhurst, IL</td>
<td>$493,978</td>
</tr>
<tr>
<td>Frontier Construction, Willowbrook, IL</td>
<td>$522,433</td>
</tr>
<tr>
<td>Cannon Management Group, Woodale, IL</td>
<td>$559,925</td>
</tr>
<tr>
<td>Construction Solutions of Illinois, Alsip, IL</td>
<td>$592,009</td>
</tr>
<tr>
<td>LJ Morse, Aurora, IL</td>
<td>$598,490</td>
</tr>
<tr>
<td>Stucky Construction Co., Waukeegan, IL</td>
<td>$598,800</td>
</tr>
<tr>
<td>Boller Construction, Waukeegan, IL</td>
<td>$609,100</td>
</tr>
<tr>
<td>Osman Construction, Arlington Heights, IL</td>
<td>$624,910</td>
</tr>
<tr>
<td>Ernie Loberg Construction, Rolling Meadows, IL</td>
<td>$648,104</td>
</tr>
<tr>
<td>Chicago Commercial Construction, Chicago, IL</td>
<td>$650,160</td>
</tr>
<tr>
<td>Reed Construction, Chicago, IL</td>
<td>$667,996</td>
</tr>
<tr>
<td>ATP Enterprise Group, Northfield, IL</td>
<td>$678,100</td>
</tr>
<tr>
<td>Riley Construction, Lake Bluff, IL</td>
<td>$680,651</td>
</tr>
<tr>
<td>Envision General Contractors, Hickory Hills, IL</td>
<td>Did Not Meet Spec.</td>
</tr>
</tbody>
</table>
Authorization to Purchase IP Telephony Annual Support and Software Assurance

The College purchased a Mitel IP telephony system in 2012 to provide telephones, voicemail, and related services. The hardware/software support and upgrades for these systems are provided by a set of annual support and software assurance contracts with Telecom Innovations Group (TIG) that will end March 1, 2015. This support agreement provides hardware replacement for the voice gateways, onsite service as needed, telephone/email based support, access to software patches, and upgrades for all of the College’s telephony systems. The cost for FY2014-15 was $26,599.04. The cost for FY2015-16 is expected to be higher due in part to additional equipment and licenses purchased for the Science and Health Careers Center and the Enrollment Center Remodeling.

The College issued a Request for Proposal (RFP) to obtain competitive pricing for the FY2015-16 renewal and new support contract. Vendor requirements included that the reseller must be a Platinum Authorized partner and must have local technical resources within fifty miles of the Des Plaines campus. After working with Mitel, it was determined that there were three resellers (none in district) that met the criteria: 1) Telcom Innovations Group (TIG), located in Itasca, 2) Midco, located in Burr Ridge, and 3) Advanced Telecommunications of Illinois, located in Naperville.

Proposal responses were submitted by TIG - $26,219.39 and Midco - $54,195.18. Based on these costs, the Administration would like to continue with TIG and is confident that they will continue to provide the services necessary to meet the needs of the College. This will be a one year contract starting March 1, 2015.

JMW:ws
2/10/2015

President's Recommendation:

That the Board adopt the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of IP Telephony Annual Support and Software Assurance from Telcom Innovations Group, 125 N. Prospect Avenue, Itasca, IL 60143, for a total of $26,219.39 in accordance with their response to Request for Proposal #8."
Authorization to Purchase Additional Enterprise Backup Licenses, Support, and Maintenance

For disaster recovery, data protection, and archiving purposes, the College uses a Commvault Simpana enterprise backup system to backup the data and configurations of the 63 physical servers, 261 virtual machines that provide all services to the 2,300 computers, and 12,000 network computer users at both campuses, as well as online users. The current Commvault system is working very well, but due to extensive data growth, we have reached the limit of our current capacity based license. The annual support and maintenance contract is also up for renewal.

The College’s Information Technology (IT) Department has been negotiating with Commvault Systems to obtain the best possible pricing for additional licenses, support, and to reduce the future annual maintenance and license costs for the next five to ten years. This purchase is for 51 TB Data Protection Advanced capacity bundles, 7 TB of data Archive Enterprise edition capacity bundles, and three years of support for the new and existing software and licenses for $298,661. This would increase the College’s total backup capacity license to 75TB and archive capacity (used for infrequently accessed documents) to 10TB. The support costs are locked in for three years and total annual support after the three years is estimated at $48,000 up from the current annual support cost of $22,564.54.

By purchasing these licenses in a larger quantity, the College benefits in three ways. First, the capacity licenses are discounted to 54% off of list price as opposed to the 30% discount received previously on capacity expansion licenses. Secondly, the annual support costs drop from 21% to 18% of the price and this is applied retroactively to the College’s previous purchases. Finally, the support costs are locked in for three years. These changes in long term support costs for the product should result in substantial savings over the long term as well as deal with the immediate and future capacity needs.

This discount was arrived at by negotiating with the manufacturer, Commvault, who selected a reseller to process the order: Meridian IT Inc. of Deerfield, IL. Meridian IT Inc. has over three decades of experience as an IT systems integrator. While this product is available from multiple resellers, this negotiated discount is only available from the manufacturer and their selected reseller. While the Administration is requesting approval for three years, this purchase would be made annually at a cost of $99,553.67 per year. There are no finance charges associated with this purchase.

This purchase is budgeted at $105,000 for FY2015 and will be budgeted for a similar amount in FY2016 and FY2017.

JMW:ws
2/10/2015
President's Recommendation:

That the Board adopt the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Additional Enterprise Backup Licenses, Support, and Maintenance for three years from Meridian IT Inc., Nine Parkway North, Suite 500, Deerfield, IL 60015 for a total not to exceed $298,661 per their quote dated January 8, 2015."
Authorization to Purchase Structural Evaluation at Des Plaines Campus

The College continues to make progress with both Master Plan and remodeling projects. Upcoming Master Plan related projects include; 1) Student Gathering, 2) new classrooms, 3) the permanent relocation of Business/Finance/HR staff who were temporarily relocated due to the new Enrollment Center, and 4) various projects identified through the work of the Vacated Space Working Group. Remodeling projects for fiscal year 2014-2015 include the men’s and women’s locker room renovations, noted in agenda item “a,” which is near the recently vacated space at the west end of the main building.

In order to proceed with the planning process, the College will engage the services of its architectural firm, Legat Architects, and, through Legat, a structural engineering firm to evaluate the condition of the main building at the Des Plaines campus both in specific areas and at likely settlement points around the campus. The purpose of the structural evaluation will be to identify conditions that may require remediation prior to future construction, to monitor identified areas over a period of months, and to provide cost estimates. The cost of the structural evaluation will not exceed $42,075.

RJN:ws
2/10/15

President's Recommendation:

That the Board adopt the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Structural Evaluation at Des Plaines Campus from Legat Architects, 651 W. Washington Avenue, Chicago, IL 60661 for a total not to exceed $42,075."
Preview and Initial Discussion of March 2015 Purchases

The following purchases will be presented for approval at the March 2015 Board of Trustees meeting:

a) Storage Area Network Switches - The 2014-2015 capital equipment budget includes funds for the purchase of replacement Storage Area Network (SAN) Fibre Channel switches for installation in the College’s computer centers at the Des Plaines and Skokie Campuses. A SAN provides back end disk storage for the College’s computer servers with dramatically improved scalability, performance, manageability, and disaster recovery capabilities. The existing Fibre Channel switches are seven years old and are no longer on the supported list for our storage and server vendors.

The College is issuing a Request for Proposal (RFP) to multiple resellers in order to obtain competitive pricing and should have the final vendor decision and pricing results for the March Board meeting. This purchase is budgeted at $48,000.

b) Wide Area Network/Internet Services - In 2009, the College entered into a set of five year contracts to purchase high speed data links between the Skokie and Des Plaines campuses and Internet connections from the Des Plaines and Skokie Campuses. As these contracts are expiring, the College is issuing a Request for Proposal (RFP) to multiple service providers in order to obtain competitive pricing for new multiyear contracts.

A final vendor decision and pricing results should be ready for the March or April Board meeting. This is not budgeted as a capital equipment purchase but is a set of budgeted ongoing monthly fees. Business Only Broadband provides our current service at a cost of $42,000 annually.

c) General Contracting Services for the Skokie IT Closets HVAC Upgrades - The information technology datacenters at the Skokie campus provide central network and server services for the building, as well as acting as a disaster recovery site in the event of a tornado, fire, flood, or other catastrophe that would render the Des Plaines data center unusable. Due to the layout of the building, the equipment is split into two rooms; a network MDF (Main Distribution Facility) and a server/telephony room. The current HVAC systems in these rooms have suffered a number of failures that have led to excessively high temperatures, risking both damage to the equipment and disruption of service. The units are not adequately sized for the current and projected heat loads. In addition, as was shown in the severe weather event in April 2013, these rooms are potentially vulnerable to a power failure or flooding of the basement electrical vault.

To remedy this, the Administration budgeted a FY2014-15 remodeling project to replace the HVAC systems and install a natural gas powered roof mounted generator. The Facilities and Information Technology departments have worked with Kluber
AGENDA ITEM 2/15-7
2 of 5

Engineering to design redundant, properly sized cooling and power systems for the rooms and to prepare a bid, plans, and specifications. A bid for both equipment and installation was issued on January 30, 2015 and sent to 66 contractors (ten in district) The results will be brought to the March 2015 board meeting for approval. This project is budgeted at $350,000.

d) Grounds Truck - The College needs to replace a 2000 Chevy 3500 medium-duty dump truck. While the truck has low mileage (18,0810 miles), the driving conditions are considered heavy duty as the truck’s primary functions are for parking lot plowing, salting, transportation to pick up landscape supplies and materials, and generally not exceeding 35 miles per hour during operation.

The Administration has started to research the purchase in order to prepare a bid for a new medium-duty pickup truck. The purchase would be in two parts; 1) engine and chassis and 2) snowplow and salting equipment. As part of the bidding process, vehicle dealers bidding will be requested to assign a trade-in value for the old truck. The result of the bid for the truck, plow, and salting equipment is expected to be brought to the March 2015 Board meeting. The College has budgeted $56,800 for this purchase.

e) Food Services for the Early Childhood Education Centers – In March 2013, the Board approved a two year contract for food services for the Early Childhood Education (ECE) Centers with the low bidder, Gourmet Gorilla. This contract will expire on March 31, 2015. The bid included the option to add additional years if the College and the food service provider can agree on the terms of the renewal.

The ECE Centers operate at both campuses and provide breakfast, lunch, and snacks to approximately 85 children daily. Meals are served in a modified family style to encourage children to become skilled at eating and using utensils independently. Moreover, the goals for the food program are to model nutrition education to children, help them identify both nutritious and less healthful foods, identify food groups, and develop life-long healthy eating habits. These goals also meet the guidelines for the United States Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) grant, which the Centers have received for over ten years. The grant requires that the College follows very specific meal patterns, among other aspects of healthful eating. Nuts, nut products, and pork are never served.

Gourmet Gorilla was founded in 2009, and they currently deliver 1.5 million meals annually to over ninety schools within Northeast Illinois and the Chicago Metro area. Gourmet Gorilla strives to obtain 100% of its produce from local sustainable and certified organic purveyors, and their meats are free range, grass fed, and all natural. Gourmet Gorilla meets all requirements for the USDA CACFP Grant, Illinois Board of Education, Chicago Board of Education, and the Department of Child and Family Services (DCFS) meal requirements.
The Purchasing department is currently negotiating terms with Gourmet Gorilla to extend the contract for an additional two years. The results will be presented at the March 2015 Board meeting. The College’s estimated budget for two years is $133,800.

f) Achieving the Dream Annual Membership (Year 3 of 3) - Oakton Community College joined the Achieving the Dream network in 2013. The goal of this network is to increase student success and eliminate any achievement gaps across student populations. As an Achieving the Dream College, Oakton is receiving services from two coaches; one focused on general leadership and the other on data. Oakton is now completing the second year of the three year commitment. In the first year, Oakton gathered student data to obtain a success baseline and to begin discussions on possible barriers in a student’s academic path. This data collection and analysis involved cohort-level tracking for students who were new to Oakton in fall terms 2008, 2009, and 2010. In the second year, the College is developing interventions with the goal of increasing student success. The third year, under the guidance of our coaches, includes the implementation of the proposed interventions. The annual cost for year three of this membership is $75,000, the same amount as year one and two of the membership.

g) Contracted Instructional Training - For over ten years, the Fire Science Program has been working with St. Francis Hospital in Evanston to provide emergency medical technician paramedic classes for the College. These classes are held in conjunction with the hospital’s regional fire fighting alliance. As has been the case in the past, Oakton’s Fire Science Department has found St. Francis’s instruction and training in keeping with the academic standards of its program. St. Francis’ students will continue to benefit by receiving college credit, which can be applied to Oakton’s certificate and degree programs in Fire Science. During the 2013-2014 academic year, 33 students enrolled in the St. Francis paramedic training program. Current enrollment numbers are still being compiled.

Paramedic training programs within our area include St. Francis of Evanston, Advocate Lutheran General Hospital, Highland Park Hospital, Northwest Community Hospital of Arlington Heights, Illinois Masonic, Northwestern Memorial, University of Chicago Hospitals of Chicago, Loyola Hospital of Maywood, and Advocate Christ Hospital of Oak Lawn. Each paramedic program must operate under the guidelines of their region’s Standard Operating Procedures (SOP). St. Francis is part of Region 10. All other regions have different SOP’s. Sending our students outside of Region 10 would force them to learn a different SOP and be tested within that system.

Costs are estimated to be $250,000 for each year of a proposed five year contract. Consistent with past practice, these costs will be completely offset by student tuition and fees. Final costs will be included with the Board Agenda item for the March 2015 Board meeting.
h) Grant Funded Travel Services for Faculty Study Abroad Program - At the October 2014 meeting, the Board of Trustees accepted a $94,595 Fulbright-Hays Group Projects Abroad grant from the U.S. Department of Education to conduct the project, “Indigenous Voices at the Frontier of a Globalized World: Bolivia and Peru.” As project director, Dr. Katherine Schuster will lead a group of fourteen community college and high school educators on the five-week seminar this summer from June 19th to July 26th. Grant funds will cover all travel costs associated with this trip.

In-country travel coordinators will facilitate the weekly seminar content and logistics for the group. Hugo Pepper of Kipachi Peru Travel was selected based on his company’s commitment “to sustainable tourism that endeavors to minimize the impact on the culture and environment.” In Bolivia, the travel coordinators are Lee Cridland and Javier Molina, co-founders of Volunteer Bolivia, an organization “that operates with an overall respect for life and culture.” Ms. Cridland is from the United States and moved to Bolivia in 1994. She has extensive experience working with volunteers in Bolivia as well as an intimate knowledge of the service sector in Cochabamba. Mr. Molina grew up in Bolivia and returned in 1999 after attending university in the United States. He is active in social justice issues and co-founded Volunteer Bolivia with the objective that people learn about the realities of the country and to assist local organizations. The travel coordinators in both countries have significant personal experience with creating ethical, culturally-sensitive, and intellectually challenging academic seminars. They have worked with numerous college and university faculty groups and study abroad programs. Not only will they be able to provide highly qualified, knowledgeable guides and translators, they will also be able to tap into their extensive contacts among indigenous communities and organizations, and notable local academics and community leaders, in order to afford the seminar participants’ access to meetings with key individuals and groups and provide challenging speaker sessions. All sessions will be professionally translated when needed; however, if translation from Spanish is required, three-fourths of the seminar participants are fluent in Spanish and English.

The Administration will work with Exito Travel of Fort Collins, Colorado to purchase the fourteen round trip tickets for an estimated total not to exceed $28,000. The two week stay in Bolivia will be coordinated by Volunteer Bolivia and will include lodging, meals, speaker fees and honorariums, educational lectures, tours and museum entrance fees, bus and train transportation, cultural events, and university visits for a estimated amount of $20,465. The three week, multi city stay in Peru will be coordinated by Kipachi Peru Travel for $46,130 which will include the same services previously listed.
i) Grant Funded Nanotechnology Equipment and Supplies – The College has been awarded a grant from the Nano Chicago Community Trust. With this grant, the College will be purchasing a BioReactor and related supplies for the nanotechnology lab which is located at the Illinois Science and Technology Park in Skokie. This equipment will allow faculty to develop modules and activities for teaching nanotechnology as related to biological processes. These processes include growth of insect and animal cell cultures, analysis of nucleic acids of cells, and nanoparticle toxicity. These tools give students the opportunity to learn about and practice procedures used in industries such as pharmaceuticals, fermentation of foods, and industrial enzyme production. Providing students with experience in this area will increase their opportunities to obtain internships and, ultimately, employment.

The equipment and related supplies are manufactured by Eppendorf North America. While the BioReactor is a sole source item from Eppendorf, the related Eppendorf supplies can be purchased from other vendors. The Purchasing department obtained two prices from Eppendorf; 1) for the BioReactor only at $28,377.90, and 2) for special package pricing that included the BioReactor at $22,163.05 plus the related supplies for $22,395 for a total of $44,558.05. Prices for the related supplies were also obtained from the College’s top two scientific supply vendors, Fisher Scientific and VWR Scientific. The price comparisons include:

1) $22,395.00 for supplies plus $22,163.05 for BioReactor for a total of $44,558.05 directly from Eppendorf.

2) $22,220.80 for supplies from Fisher plus $28,377.90 for BioReactor from Eppendorf for a total of $50,598.70.

3) $25,809.66 for supplies from VWR plus $28,377.90 for BioReactor from Eppendorf for a total of $54,187.56.

Based on this price comparison, the Administration will seek approval at the March Board meeting for $44,558.05 directly from Eppendorf.
Authorization to Participate in Bulk Solar Installation Project

Oakton's 2008-2012 Strategic Plan, Change Matters, includes “Green College” as a core objective. Within the Facilities Master Plan, this objective is reflected in a commitment to sustainability throughout the grounds and buildings so that they model environmental responsibility and serve as an educational resource for students and the community.

In keeping with its goal to be a “Green College,” Oakton has signed the Illinois Campus Sustainability Compact which outlines environmental goals that colleges and universities may adopt on their campuses. In keeping with its sustainability goals, the recently opened Margaret Burke Lee Science and Health Careers Center expects to achieve LEED Gold Certification. Among the many factors that catapulted the Lee Center to this expected level of certification is the 25 kW photovoltaic array that was installed along the entire south side of the building.

In order to continue the College’s commitment to be a “Green College,” Oakton has the opportunity to install another photovoltaic array. Through the Illinois Green Economy Network (“IGEN”), Oakton can install an array at the Ray Hartstein Campus (“RHC”) that is similar in size to the array on the Lee Center. Funding for 50% of the cost of the new array will be provided by IGEN.

IGEN commissioned StraightUp Solar to prepare a design and cost estimate for the proposed 25kW photovoltaic array at RHC. The total cost for the array is estimated at $71,820 and it is being designed to be installed on the rooftop of the P-Wing. 50% of the cost will be paid by a grant from IGEN ($35,910) and the balance will be funded by Oakton. On average, StraightUp projects that the College could save $3,330 in annual electric utility costs.

The College is in the budget process for Fiscal 2015-2016 (“FY16”). In order to provide for the installation of the photovoltaic array, Oakton will need to budget $71,820 for the array as well as budget for rooftop repairs or structural improvements, if needed, to properly and safely install the array. While a recent rooftop assessment categorizes the condition of the rooftop location for the array as a “low priority” area for repair, Facilities will budget for any necessary work in the FY16 budget.

IGEN’s program is a bulk purchase, therefore, they require that participating college’s make their commitment formal so that the vendor is assured that their pricing is appropriate for the size of the overall purchase. Thus, Oakton has been asked to sign a Letter of Commitment substantially in the form of the attached.

RJN:vlb
President’s Recommendation:

That the Board adopt the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 hereby approves the execution of a Letter of Commitment, substantially in the form attached hereto, by which the College agrees to install a 25kW Solar Array at its Ray Heartstein Campus in accordance with the Illinois Green Economy Network’s bulk solar program.”
Letter of Commitment/
Notice to Proceed

Date:

Dr. Margaret B. Lee
Oakton Community College
1600 East Golf Road
Des Plaines, Illinois 60016

Re: Letter of Commitment from Oakton Community College to IGEN based upon solar assessment and cost analysis

Dear Mr. Bell:

Oakton Community College is in receipt of the solar assessment, design, and cost analysis form (CAF) for a 25 kW solar installation on our Ray Hartstein campus. The Cost Analysis Form was developed with our input through the technical expertise of StraightUp Solar on behalf of IGEN. StraightUp Solar has projected that our solar project(s) as identified on the Cost Analysis Form will save approximately 30,825 kWhs per year.

Based on IGEN’s determination of the cost effectiveness of the measures on the CAF, and adjustments based on the final material bids received, IGEN has reserved funds not-to-exceed $35,910 to cover 50% of the total cost of the project. Oakton Community College will provide a cash contribution of $35,910 to cover the remaining 50% of the total cost of the projects as their obligation under the IGEN Bulk Solar Grant with IL DCEO. IGEN’s contribution in dollars (percentage will remain unchanged) may be adjusted down based on final costs for materials and installation/labor.

Oakton Community College agrees to use the selected vendor of labor and materials, as determined by the Request for Proposals procedure utilized by the IGEN Purchasing Consortium on behalf of all participating Community Colleges. Oakton Community College will issue a Purchase Order to the selected vendor at the earliest possible date in the amount of $71,820 based on the College’s material quantities and the vendor’s unit prices. A copy of the Purchase Order should be sent to Rob Hilgenbrink at SWIC at robert.hilgenbrink@swic.edu.

The contribution provided by IGEN will be paid toward the costs to be incurred by the College after the receipt of the Purchase Orders issued by College. The funds will be held until __________, by which date all materials must be installed.

The installation of materials is the sole responsibility of the College and all warranties will remain with the college. All documentation must be submitted to IGEN for final review and approval. Final documentation must include copies of all sales invoices for material and labor. Our college project and facility may be selected for a verification site visit.
The college shall indemnify and hold harmless IGEN and its other Administrative and Member Districts, and their agents/employees, from any claims, demands, costs and expenses, including reasonable attorney’s fees, arising out of the use by College, its officers, employees and agents for the materials purchased hereunder.

Please indicate your agreement with these terms by counter signing this Notice to Proceed Letter on the bottom of this page. Please be aware that by signing this document, College is committing to participate in this project and any failure on the part of College could severely and negatively impact the entire project and jeopardize future funding for IGEN by DCEO.

We understand that if we have any questions or require any additional information, we can feel free to contact Mike Hornitschek by telephone at (314) 813-8070, or by email at mike.hornitschek@straightupsolar.com or Marcia Lochmann by telephone at (618) 235-2700, ext. 5666, or by email at marcia.lochmann@swic.edu.

Sincerely,

Dr. Margaret B. Lee
Oakton Community College
1600 East Golf Road
Des Plaines, Illinois 60016

Counter signed by

________________________________________
Authorized Representative for Illinois Green Economy Network
Dated: ____________________________, 2015
Acceptance of Grant from American Legacy Foundation

Oakton Community College has received a $5,000 grant from the American Legacy Foundation to advocate for, adopt and implement a smoke-free campus. The grantor is aware that, effective July, 1, 2015, smoking will be prohibited on all campuses of Illinois post-secondary institutions supported by State funds, but nevertheless welcomed Oakton’s proposal for a successful transition to a smoke-free campus. The grant will allow for promotional, educational, and support programs and services to help members of the Oakton community quit smoking permanently or while on campus. The term of the grant is for one year, beginning April 1, 2015. Chris Petray, RN, Manager of Health Services, will serve as project director, and Mark Kiel, Director of Counseling, will be project administrator.

President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 accept $5,000 from the American Legacy Foundation to advocate for, adopt and implement a smoke-free campus.”
Approval of Award of Tenure

The granting of tenure is a positive act of the College and the Board of Trustees. Illinois Public Community College Act 805, Chapter 110, Section 3B-2 provides that faculty members who are employed for three consecutive years shall be tenured unless notice is received sixty (60) days before the end of the school year.

The College has seventeen faculty members who will complete their third consecutive year at the end of the spring 2015 semester: Danielle Aquiline, Donovan Braud, Veronda Carey, Jennifer Cumpston, Eva de la Riva, Paul Gulezian, Robert Gynn, Scott Johnson, Stanley Kimura, Chad Landrie, Michael Nicholsen, Kalpa Patel, Louis Pierozzi, Cristan Sabio, Christopher Saunders, and Dorota Zak.

TPH:vg
2/2015

President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535, by the authority vested in it by the State of Illinois, hereby grants tenure, effective after the completion of the Spring 2015 semester, to the following faculty:

Danielle Aquiline, Assistant Professor of English
Donovan Braud, Associate Professor of English
Veronda Carey, Assistant Professor of Speech and Theater
Jennifer Cumpston, Assistant Professor of Earth Science
Eva de la Riva, Associate Professor of Psychology
Paul Gulezian, Assistant Professor of Biology
Robert Gynn, Professor of Speech and Theater
Peter Hudis, Professor of Humanities and Philosophy
Scott Johnson, Professor of English
Stanley Kimura, Professor of Fire Science
Chad Landrie, Associate Professor of Chemistry
Michael Nicholsen, Associate Professor of History
Kalpa Patel, Associate Professor of Biology
Louis Pierozzi, Professor of Art
Cristan Sabio, Associate Professor of Nursing
Christopher Saunders, Associate Professor Mathematics
Dorota Zak, Associate Professor of Mathematics.”
Approval of Notice of Non-Renewal of Short Term Faculty Contracts

Faculty members Olga Cedrina and Megan Klein were hired as temporary, full-time faculty members. They have both served the College well; however, the Illinois Public Community College Act 805, Chapter 110, Section 3B-3 requires that the Board of Trustees serve notice of dismissal of non-tenured faculty members when the Board determines that the faculty member will not be re-employed for the next academic year. The Notice must be given no later than sixty (60) days before the end of the current academic term.

TPH:vg
2/2015

President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535, in accordance with the Illinois Public Community College Act 805, Chapter 110, Section 3B-3, non-tenured faculty on a one-semester or one-year contract should receive notice of dismissal no later than sixty (60) days before the end of the academic year or term. At this time, the Board has determined that the services of temporary, full-time faculty members Olga Cedrina and Megan Klein will not be required for the 2015-2016 academic year.”
Authorization of Notice of Extension of Probationary Period – Professional Personnel

Chapter 110, Section 805/3B-2 of the Illinois Compiled Statutes provides that the Board of Trustees may extend a probationary period for one additional academic year for a faculty member. Notice of the extension of a probationary period may occur only in the term immediately preceding the school year in which tenure would otherwise be conferred. Notice must be received sixty (60) days before the end of the school year.

TPH/vg
2/2015

President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 hereby, by the authority vested in it by the State of Illinois, extend the probationary period for one additional academic year of:

Mary Ann Nederost, Associate Professor of Physical Therapist Assistant for the 2015-16 Academic Year.”
RESOLUTION AUTHORIZING EXTENSION
OF PROBATION OF NON-TENURED FACULTY MEMBER

WHEREAS the Board of Trustees has authority to extend the probationary period of non-tenured faculty members, pursuant to Section 805/3B-2 of the Illinois Public Community College Act (110 ILCS 805/3B-3);

WHEREAS the Board of Trustees has determined that the faculty member hereinafter named shall have his probationary period extended into the 2015-2016 academic year;

NOW, THEREFORE, Be It Resolved by the Board of Trustees of Oakton Community College District No. 535, Cook County, Illinois, as follows:

SECTION 1: That Mary Ann Nederost’s probationary period as a faculty member in this Community College District is hereby extended for specific reasons which shall be confidential but issued to the Instructor upon request.

SECTION 2: That the Chairman and Secretary of the Board of Trustees are hereby authorized and directed to send to said faculty member written notice of extension of probationary period by certified or registered mail, which Notice should be substantially in the form of Exhibit No. 1 attached hereto.
SECTION 3: That the Chairman or his or her designee will personally deliver a copy of said Notice to the faculty member.

SECTION 4: That this Resolution will be in full force and effect forthwith upon its passage.

ADOPTED this 17th day of February 2015 by the following vote:

AYES:

NAYES:

ABSENT:

_________________________________
Chairman, Board of Trustees

ATTEST:
February 17, 2015

Dr. Mary Ann Nederost
Add
City ST Zip

Dear Dr. Nederost,

This is to advise you that the Board of Trustees of Oakton Community College District No. 535, Cook County, Illinois, pursuant to Chapter 110, Section 805/3B-3 of the Illinois Compiled Statutes, has determined that you are to have your probationary period extended into the 2015-2016 academic year. The reason for your extension will be supplied to you upon request.

Cordially,

Board of Trustees of
Oakton Community College
District No. 535
Cook County, State of Illinois

By: _________________________
Chairman

ATTEST:

By: _________________________
Secretary
Approval of Policy Revisions

At the January 20, 2015 meeting of the Board of Trustees, draft revisions to the 1000, 1100 and 3000 series of the Board policies were accepted for review. In accordance with Policy 1000, the Board should act on the proposals at the next regularly scheduled meeting of the Board.

MBL:ec
2/2015

President’s Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 hereby accepts the revisions to the Policies in the form attached.”
BOARD OF TRUSTEES

Policy Formulation

The Board shall set standards and provide direction for the College through the systematic adoption of sound written policies. In the event of any conflict, contradiction, or inconsistency between established College Policies, the College’s purpose and intent is that the most recently approved Board Policy or Board Policy revision shall take precedence and supersede any conflicting, contradictory, or inconsistent provisions in the previously adopted Board Policies.

In the formulation of policy the Board finds it advantageous to jointly work with the College administration and the parties impacted by the policy. Anyone within those groups may present ideas for policy adoption or revision to the President’s Council. The President will make appropriate recommendations to the Board of Trustees.

Any new policies or suggested revisions of existing policies shall be submitted to the Board at a regular scheduled Board meeting in which such proposed policies, amendments, or revisions shall be read and discussed and authorized for action at the next regular scheduled meeting. A vote for adoption shall take place at the next succeeding regular meeting of the Board. At that time the Board may accept any minor non-substantial changes made to further clarify a policy presented at the previous meeting. Action shall be by majority vote of the Board.

The President shall develop procedures to implement and enforce established policies. The Board shall periodically review policies to ensure currency and accuracy.
Identification of the College District Governed by Board

Oakton Community College, an institution of higher education in the State of Illinois (originally established as the Niles-Maine Township Community College in 1969 by public referendum) is officially governed by the Board of Trustees of the Oakton Community College, District #535. This district, one of the 40 community college districts in the state, is comprised of the geographical area within the boundaries of townships of Maine, Niles, Northfield, New Trier, and Evanston and serves a population of approximately 440,000* in the communities of Des Plaines, Evanston, Glencoe, Glenview, Golf, Kenilworth, Lincolnwood, Morton Grove, Niles, Northbrook, Northfield, Park Ridge, Skokie, Wilmette, and Winnetka.

This district was established in accordance with the Public Community College Act of 1965 (110 ILCS 805/1-1 at seq.). While Section 6-6.1 of the Act required that all territory in the state become a community college district by July 1, 1990, the Oakton district grew in segments, prior to this time. The original college was comprised of Niles and Maine Townships and was established by referendum in 1969, Northfield and New Trier Townships approved annexation to Oakton in 1977, and Evanston Township was annexed to Oakton in 1988.

* Source: 2010 Census
BOARD OF TRUSTEES

Role and Authority of the Board of Trustees

The Board of Trustees is a body of lay personnel, representative of the public in general, whose members serve collectively to govern the institution. The Illinois Public Community College Act specifically empowers and obligates the College’s Board of Trustees to exercise certain enumerated duties and specific powers (110 ILCS 805/3-21, 3-30). The Board of Trustees is also authorized by statute to exercise all other powers not inconsistent with the Act that may be requisite or proper for the maintenance, operation and development of the College under the jurisdiction of the Board. This statutory authority of the Board of Trustees to govern the College and to exercise its duties as required under the Act cannot be lawfully delegated or reassigned to other organizations, institutions, or associations within the College community.

The law is quite explicit in noting that a Board acts as a unit; individual Trustees have no authority as individuals and divest themselves of individual power while serving on the Board. Board members have authority only when acting as a Board of Trustees legally in session. Thus no individual member or group comprised of less than full membership of the Board shall have the power to act or speak in the name of the Board of the District unless so designated by majority vote of the Board.

Public Community Colleges, like Oakton, have only "the public in general of their respective district" to serve. Even if a Trustee has been sponsored, promoted, or elected by a special interest group or one geographical district, once duly elected, the Trustee is responsible for representing all the people of the district. Trustees must represent all of the communities served by the district and make decisions for the common goad of the constituents and the College.
BOARD OF TRUSTEES

Membership of the Board of Trustees

Number on the Board

The Board of Trustees shall consist of seven (7) voting members elected at large by the qualified voters of District #535 and one (1) student member who is a student attending Oakton Community College and elected by the student body.

The non-voting Student Board member has all the privileges of membership, including the right to make and second motions and to attend executive sessions. The student member will cast an advisory vote on all matters before the Board.
BOARD OF TRUSTEES

Qualifications of a Member of the College Board of Trustees

A Board member shall, on the date of his or her election be:

- A citizen of the United States.

- Eighteen (18) years of age or older.

- A resident of Illinois and District #535 for at least one year immediately preceding the election and

- May not be a member of a common school board.

"In the event a person who is a member of a common school board is elected or appointed to a board of trustees of a community college district, that person shall be permitted to serve the remainder of his or her term of office as a member of the common school board. Upon the expiration of the common school board term, that person shall not be eligible for election or appointment to a common school board during the term of office with the community college district board of trustees." (110 ILCS 805/3-7)

- In addition, student trustee candidates must be in good academic standing.
BOARD OF TRUSTEES

Election of a Member of the College Board of Trustees

Election of a Board member shall be governed by and consistent with statutes of the State of Illinois, including the Public Community College Act and the election laws of Illinois, including procedures and calendar published by the State Board of Elections. The election of the members to the Board shall be nonpartisan and, effective with the enactment of P.A. 90-358, members of the Board shall be elected at the consolidated election to be held on the first Tuesday in April of odd-numbered years.

The Board of Trustees and the Secretary of the Board hereby delegate to the Vice President for Business and Finance and his/her staff the administrative functions associated with the election of members to the Board. At the regular Board meeting one month prior to the date established by law for the circulation of petitions, the President will recommend that the Board adopt a resolution establishing the date, time and place for filing nominating petitions.

Candidates for the student trustee position will be elected by the procedures adopted by the Student Government Association and implemented by the Director of Student Life.
BOARD OF TRUSTEES

Terms of Office

The term of any of the seven (7) voting members shall be six (6) years except that the term of office of a person elected at a consolidated election held on or after the effective date of P.A. 90-358 to succeed to a term of office of a person elected at a nonpartisan election shall begin upon the termination of the predecessor’s term of office and shall end after the next consolidated election at which a successor is elected.

The term of the Student Board member shall be one (1) year.
BOARD OF TRUSTEES

Compensation and Benefits

Members of the Board shall serve without compensation, but shall be reimbursed for any expenses incurred in the performance of official duties as a Board member.

While no benefits that are provided for college employees will be provided for Board members, the Board shall be covered under the College's indemnity insurance policies, to indemnify and protect Trustees when damages are sought for alleged negligent or wrongful acts in their Board capacity.
BOARD OF TRUSTEES

Professional Development

Members of the Board of Trustees are encouraged to attend regional, state and national functions to enhance their knowledge and understanding of community college issues, to represent the College, and to advocate for community college interests.

In addition to attending state and regional meetings of the Illinois Community College Trustees Association, members of the Board of Trustees may also choose to participate in national meetings such as the annual convention of the Association of Community College Trustees and the National Legislative Summit.

All College related travel should always be arranged to serve the best interest of the College and should be in compliance with travel guidelines established for the college community. The best interest of the College is served by that combination of purposeful learning, expense, time, and convenience which proves to be the most economical overall.

In all cases, reimbursement for travel expenses will be limited to actual expenses which are reasonable and necessary, but not to exceed the limitations set forth in the travel guidelines. The Vice President for Business and Finance is authorized by the Board of Trustees to develop guidelines for travel and to oversee the implementation and timely review of such guidelines—including what constitutes approved College business, and the preparation of travel reimbursement vouchers.

When the preliminary annual budget is approved, there will be an allocation for participation in ICCTA meetings and seminars. In addition, each member of the Board will develop a self-development/travel plan for the ensuing fiscal year and submit the plan to the Secretary of the Board by June 15. The Secretary of the Board will consolidate the plans and the related costs into a single plan and present the consolidated plan to the Chairman of the Board. Copies of the plan will be distributed to all members of the Board and discussion of the plan will take place in an open meeting to allow planning for appropriate support in the budget.
BOARD OF TRUSTEES

Scope and Duties of the Board of Trustees at Oakton Community College

While the Public Community College Act enumerates a number of duties for the Board of Trustees, the following are representative, yet not all-inclusive of duties of the Board at Oakton Community College.

Policy
- establish policies for the governance of the college and hold the President accountable for administering them.
- modify, revise, and update policies and monitor the Administration in its implementation of policy.

Education
- adopt and periodically review a statement of institutional philosophy, mission and goals which clarifies the basic educational beliefs and educational responsibilities of the college; also ensure that the educational program is consistent with the institution's mission and strategy.
- ensure that quality educational programs and support activities are provided to assure academic excellence and consider and act upon curricular offerings recommended by the President; authorize application to ICCB for new units of instruction.
- ensure the selection of qualified faculty to teach the courses required.
- ensure that both the programs and faculty are evaluated and assess progress regularly on needs, academic planning, academic programs, faculty and admission standards.
- focus on the educational area in planning, deliberations, and decision making without preempting the President or usurping faculty prerogatives.

Finance and Business
- provide ways and means for adequate financial support and become fully conversant with the college's sources of funding; strive to provide equity among the taxpayers, students, and faculty.
- provide for alternative sources of funding such the Office of Grants and Alternative Funding for proposals to state and federal agencies and the Oakton Community College Educational Foundation.
- establish and implement controls to monitor and ensure good stewardship.
  - adopt the annual budget
  - review financial reports regularly
  - appoint the Treasurer and follow up on tax collections and investments
- approve expenditures.
- monitor the bidding process.
- ensure that a professional auditing firm is appointed and review the audits made yearly by meeting independently with the auditing firm.
- encourage wise stewardship of all college resources.

**Personnel**
- select, appoint, and evaluate the President through whom the Board exercises its operation and control of the college on a day to day basis.
- consider and take appropriate action on recommendations of the President on all matters relating to the welfare of the college.
- upon the recommendation of the President, act on the selection and appointment of administrators, faculty and classified staff positions and approve recommended compensation and benefits in accordance with legal requirements.
- take appropriate actions concerning leaves, retirements, transfers, promotions, discipline, retention or dismissal of personnel, upon the recommendation of the President and in accordance with current laws on due process, tenure, and wrongful discharges.
- enter into collective bargaining agreements with recognized bargaining units in accordance with collective bargaining laws and assume responsibility for final settlements in such negotiations.
- make sure the college operates within all state and federal laws concerning personnel, including Equal Employment and see that EEO and other records are maintained.

**Students**
- establish policies and regulations for admission of students, student conduct, student rights, student records, student discipline, drug abuse, sexual harassment, privacy, and due process.
- follow trends on student enrollments, student mix, schools and towns from which entering students come, and colleges and jobs to which they go.
- review relevant data on assessment of student learning outcomes.
- make decisions regarding student tuition and financial aid.
- strive for understanding of student issues and input into Board decisions, particularly those impacting students.

**Facilities and Equipment**
- provide physical plant and equipment to support programs and students.
- ensure timely maintenance for buildings and equipment, so that facilities and equipment are current.

**Planning**
- in conjunction with the Administration and with appropriate involvement of and input from the college community, engage in short and long range planning in relation to education, finance,
people, facilities, and enrollment.

- set goals, priorities, and action plans and monitor implementation and progress of these plans.

**Decision Making**

- prepare properly for each Board meeting.
- be sure that during the Board meeting sufficient information, facts, and alternatives are explored by properly asking questions and carrying on proper dialogue with colleagues to arrive at good decisions.
- consider the impact each vote and decision will have on the institution.
- abide by and support decisions resulting from Board meetings.

**Relationships**

- strive to build good relationships with the President, Board colleagues, community members and the college community.

**Evaluations**

- evaluate the President at least once a year, as well as on a continuous basis throughout the year.
- ensure the implementation of a performance review system throughout the college.
- ensure that the institution as a whole and specific aspects are evaluated at intervals.
- do a Board self-evaluation regularly.

**The District and the College**

- become conversant with the college district, its population, economy, businesses and institutions, common schools - including types of students, curricula, strengths and achievements, as well as adjacent community colleges.
- become conversant with Oakton Community College, its purpose, history, organizational structure, character of the student body, curricula programs, facilities, status of plant, and financial status.

**Federal and State Relations**

- become familiar with Higher Education in the state as well as the nation.
- know and understand state and federal laws that impact community colleges.
- communicate with legislators and congressmen concerning key issues important to community colleges and encourage their support.
- become involved in the activities of the national associations concerned with community colleges.
- work with state and federal agencies that are important to the community college for grants and other funding priorities.
Self Development

Election to the Board does not immediately equip a trustee with all of the requisite knowledge or wisdom to be an effective trustee, even though many may expect instant help and look to a Board member for solutions to difficult problems. A Board member is expected to participate in a wide variety of activities to enhance his or her ability to govern appropriately and advocate effective. It is, therefore, recognized that the trustee must engage in professional development for continuous learning.
BOARD OF TRUSTEES

Orientation of Board Candidates and New Members

The Board, with the cooperation of the President and his or her designees shall provide an orientation for those candidates who have filed petitions for a Board seat as well as for all newly elected Board members. The Chairman, or his or her appointee, will work with the President in organizing the orientation which should include an overview of the duties and responsibilities of a Trustee at Oakton Community College, as well as relevant information about the College.
BOARD OF TRUSTEES

Board Organization

Following each election and canvass, the new Board shall hold its organizational meeting on or before the 14th day after the new Board members are seated. During non-election years, the Board will organize during its regular Board meeting in April. (110 ILCS 805/3-8)

At the organizational meeting, the Board will elect its officers comprised of a Chairman, Vice Chairman and Secretary from the membership, and designate a Treasurer, not a member of the Board.

Each officer shall be elected for a term of one (1) year.

In addition to the election of officers, the Board will fix the time and place for the regular meetings scheduled for the ensuing year.
BOARD OF TRUSTEES

Duties of the Officers

Duties of the Chairman
While the primary duty of the Chairman is to preside at Board meetings and stimulate discussion of fellow board members to arrive at Board decisions, the Chair of the Board will ordinarily assume a number of other duties. The Chair:

- works with the President in developing Board agendas.
- appoints committees.
- represents the Board at meetings and events both on and off campus.
- writes Board Chairman's letter for the Annual Report
- presents awards and honors to College personnel.
- initiates periodic evaluations of the President as well as Board self-evaluations.
- serves as official spokesman for the Board with the media and public.
- assists in orientation of new board members.
- advises and consults with the President on major college issues.
- consults with other trustees who are not carrying out their Board responsibilities or are in violation of Board policies.
- gives information and directions decided upon by the Board as a whole to the President.
- supports the President, administrators, faculty and classified staff in an effort to implement education efforts towards excellence.
- signs official documents on behalf of the college going to state and federal agencies.

Duties of the Vice Chairman
The Vice Chairman shall serve in the Chairman's absence and perform other Board duties as assigned.

Duties of the Secretary
The Secretary shall perform all the duties usually pertaining to the Office of the Secretary:

- records all motions and decisions during the Board meetings.
- signs all documentation requiring an official signature on behalf of the Board in addition to that of the Chairman.
- is the Board's representative in legal matters concerned with the Board elections.
Duties of the Treasurer
The Treasurer, not a member of the Board, handles such matters as taxes and investments for the Board.
BOARD OF TRUSTEES

Board Appointments and/or Reviews

Periodically the Board will make the following appointments or review the performance of each for reappointment:

**Attorney(s)**
- the Board will appoint legal counsel who, by direction of the Board, will act as its counsel in legal and related matters.

**Auditor(s)**
- the Board will appoint a licensed accountant or accounting firm who will audit the financial and enrollment records of the district in compliance with the Public Community College Act.
BOARD OF TRUSTEES

Committees

Each year, following the organization of the Board, the Chair may appoint committees deemed necessary by the Board. These committees may, from time to time, include others in their meetings and deliberations. Ordinarily, an appropriate Vice President or other administrator will be present at any committee meetings.

When assigning members to committees, the Board Chair should also clearly define the duties and parameters of each committee and assign a chairperson(s) for each committee.

The committees may conduct their business with the entire Board as a Committee of the Whole, or as separate entities with members of the committee only.

The committees will not make decisions, but will make recommendations to the Board for appropriate action at its regular Board meetings. When warranted, written reports should be prepared by the Committee and presented by its chairperson at the Board Meetings.

The Board members should receive notice of all committee meetings, including time and place, enabling those who have an interest to attend. Board members should also be kept informed of their proceedings.
BOARD OF TRUSTEES

Board of Trustees Meetings

All meetings of Oakton Community College’s Board of Trustees are held in compliance with the Illinois Open Meetings Act. The Act defines a meeting as any gathering of a majority of a quorum of the members of a public body held for the purpose of discussing public business. All meetings of the Board are open to the public except closed meetings. All meetings are to be conducted in accordance with Robert’s Rules of Order.

The only mechanism for official action by Trustees is a duly called and legally conducted meeting, namely: a regular meeting, adjourned meeting, or duly called special meeting.

The Oakton Community College Board of Trustees conducts its business in the following types of meetings:

Annual Organizational Meeting
The Board shall elect its officers and establish the schedule of regular meetings for the ensuing year in its annual organization meeting. The officers are: Chairman, Vice Chairman, Secretary, and Treasurer.

Regular Meetings
Regular meetings are held on a schedule determined by the Board at its organizational meeting. Meeting dates are posted and published according to the Illinois Open Meetings Act. As a rule, regular meetings are scheduled for the third Tuesday of the month at 7:30 p.m. in the Board Room in Des Plaines.

On occasion a regular meeting is held in the Board Room at the Ray Hartstein campus; on such occasions the Board and public are informed well in advance.

Adjourned Meetings
Adjourned meetings serve as continuations of regular meetings and are not considered as special meetings. Time, date and agenda are specified in the resolution adopted by a majority of the Board at the meeting to be continued.

Committee Meetings
In order to allow for in-depth discussion of matters pertaining to the business of the Board, committee meetings are held from time to time. Special reports or proposals may be received at meetings of this type. No formal action is taken at a committee meeting, but it is announced in advance and is open to the public.
Special Meetings
Special meetings of the Board may be called by the Chairman of the Board or any three members of the board by giving notice thereof in accordance with the statutes. In all cases of special meetings, not less than 24 hours’ written notice shall be served on each member stating the time, place, and agenda of the meeting. Notice may also be served on each member by mail 48 hours before the meeting. No business can be transacted except that for which a meeting is called.

Closed Meetings or Executive Sessions
Closed meetings or executive sessions may be called at such time and place as is required for discussion of matters specifically permitted for such meetings under the Illinois Public Meetings Act.
BOARD OF TRUSTEES

Quorum

At all meetings of the Board of Trustees, whether regular or special, a majority of the full voting membership of the Board constitutes a quorum to transact business.
BOARD OF TRUSTEES

The Board Agenda

A written agenda of the business to be considered at the Board meeting shall be prepared by the President in cooperation with the Board Chairman. The agenda, supporting data and other information are to be delivered to the homes of the Board members no later than the Friday preceding the regular Board meeting to allow for Trustee preparation. The agenda will also be transmitted electronically.

In the event of an unforeseen emergency matter requiring the Board’s consideration, and upon approval by the Board Chairman, an agenda item may be carried into the Board meeting.
BOARD OF TRUSTEES

Voting

When a vote is taken upon any measure at an official Board meeting, a quorum being present, a majority of the votes of the members voting on the measure shall determine its outcome.

Roll call vote shall be used when considering formal resolutions, motions made in connection with expenditures, contracts, employment of personnel, or other business when deemed appropriate by the Chair.

A voice vote will be sufficient for other Board decisions.
BOARD OF TRUSTEES

Minutes of Board Meetings Open to the Public

The record of all transactions of the Board will be set forth in official minutes of the Board, and the approved written minutes will be kept as a permanent official record of all Board actions and policy decisions. In accordance with the State of Illinois, Cook County Local Records Commission, Application for Authority to Dispose of Local Records Item, approved application 82:15C, tape recordings of minutes of open meetings of the Board of Trustees may be destroyed once the official written minutes are approved.

The written minutes will be posted on the website within seven (7) days of their approval.

The minutes will include each motion, name of the person making the motion, the person seconding the motion, the vote and a general description of matters proposed, discussed or decided. In addition, the date, start time, end time and place of the meeting and a list showing Board members as either present or absent will be included.

Minutes of Closed Session Board Meetings

Written minutes will be kept of closed meetings and shall be placed before the Board of Trustees for approval as to form and content at the next consecutive meeting of the Board of Trustees. Minutes of closed sessions will remain confidential until the Board determines that their confidentiality is no longer necessary to protect the public interest or the privacy of an individual. The Board will review such minutes at least every six months to determine if they are to remain confidential or become public. The elected Board Secretary, or designated Acting Board Secretary, shall be responsible for the creation of the written minutes of all closed sessions of the Board of Trustees.

A verbatim record shall be kept of all meetings of the Board of Trustees of Community College District 535 that are closed to the public in the manner required by the Illinois Open Meetings Act, as amended by Public Act 93-523. The verbatim record shall be in the form of an audio recording. The audio recording of closed sessions will not be subject to Board approval, nor be open for public inspection or subject to discovery in any proceeding other than a court action to enforce the Open Meetings Act. The elected Board Secretary, or designated Acting Board Secretary, shall be responsible for the creation of the verbatim recording of all closed sessions of the Board of Trustees. In accordance with the law, the Secretary to the Board shall destroy the recordings of closed meetings approved by the Board of Trustees in a suitable manner without the permission of the Local Records Commission.
BOARD OF TRUSTEES

Board Vacancy

When the Board determines that a vacancy exists the Board shall establish procedures to fill that vacancy. If the vacancy occurs four months or more before the next election, the appointed Board member serves until the next scheduled election.

If the vacancy occurs less than four months before the election, the appointed Board member serves until the first election following the next scheduled election.

The more exacting statements as set forth in the law are:

"Whenever a vacancy occurs, the remaining members shall fill the vacancy, and the person so appointed shall serve until a successor is elected at the next regular election for board members and is certified in accordance with ... (if) the vacancy occurs with less that 4 months remaining before the next scheduled nonpartisan election, and the term of office of the board member vacating the position is not scheduled to expire at that election, then the term of the person so appointed shall extend through that election and until the succeeding nonpartisan election. If the term of office of the board member vacating the position is scheduled to expire at the upcoming nonpartisan election, the appointed member shall serve only until a successor is elected and qualified at that election." (110 ILCS 805/3-7)
BOARD OF TRUSTEES

Ethics

A Board member shall perform his/her duties in an ethical manner and abide by the conflict of interest provisions contained in the Public Community College Act. In the course of performing his/her duties, a Board member shall:

- Gain public confidence in both the Board and College by conducting all Board business in public view except those items permitted by the Open Meetings Act.
- Refrain from voting on any issue in which there is any financial interest.
- Refuse to use position as a Board member for the financial gain of family, friends, or self.
- Refuse to represent any single constituency or private interest group in the District.
- Refuse to try to influence personnel or hiring decisions.
- Strive to treat all with respect and integrity.
- Practice accepted professional conduct for a College Trustee.
- Respect each Board colleague.
- Protect confidential material.
- Support all Board decisions.
- Avoid public utterances or actions that would discredit the Board or College.
- Avoid the conflict of interest of trying to be both a Board Member and technical advisor to the Board.
- File the required Statement of Economic Interests with the Cook County Clerk, Ethics Department each year in accordance with the Illinois Governmental Ethics Act.
BOARD OF TRUSTEES

Evaluation of the President

The Board has the authority to hire the President and the Board alone is responsible for the regular evaluation of the President. The Board and the President will confer and agree upon the strategic goals and objectives on which the evaluation of the President will be based. The President will prepare a summary of progress for the Board for regular review.
BOARD OF TRUSTEES

Naming College Facilities

Oakton Community College is amenable to requests to recognize individuals for their contributions to the College, to higher education, or to society by naming a portion of the College facilities in their honor. Potential recognition may include, but is not limited to, a campus, building or floor, wing or room(s) of a building, field, park or other area. However, the following restrictions shall apply:

- Persons holding elective or appointive office in national, state or local governmental or educational bodies may not be nominated during their term of office or employment.

- Current members or employees of any governing board in the State of Illinois, including the Illinois Board of Higher Education, are not eligible.

- The Board of Trustees reserves the right and privilege to name any facility and/or rename any previously named facility.

- The Board shall receive recommendations at a regular scheduled Board meeting and shall take action on the recommendation no sooner than the next succeeding regular scheduled Board meeting.

- At any stage in the process, there is discretion to change the recommendation for naming to a different building, complex, floor or area without seeking approval from the person(s) making the original recommendation; the only exception is a recommendation to honor a major donor, which would require consultation with the nominator, the honoree, or appropriate relatives of the honoree before a change is made.

The process for recommendations to honor any individual shall be as follows:

- All nominations shall be made to the College President, who will forward recommendations to the Chairman of the Board of Trustees. The Chairman of the Board will forward the recommendation to the appropriate standing committee of the Board for review and appropriate action.

- All recommendations must include a detailed explanation of the lasting contributions made by the individual to the enrichment of society, higher education in general, and Oakton Community College in particular.
BOARD OF TRUSTEES

Ethics and Gift Ban

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

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

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

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

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

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

DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

"Prohibited political activity" means:

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

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

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

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

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

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

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

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

(10) Preparing or reviewing responses to candidate questionnaires.

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

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

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

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

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

"Prohibited source" means any person or entity who:

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

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

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

ARTICLE 2

PROHIBITED POLITICAL ACTIVITIES

Section 2-1. Prohibited political activities.

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

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

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

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

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

GIFT BAN

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

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

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.

2. Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.

3. Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.

4. Educational materials and missions.

5. Travel expenses for a meeting to discuss business.

6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepsister, stepbrother, stepdaughter, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.

7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid
(8) for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.

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

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

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

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

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

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

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

PENALTIES

Section 4-1. Penalties.

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

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

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

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

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

(f) In addition to any other penalty that may be applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of Article 2 or Article 3 of this Ordinance is subject to discipline or discharge.
Series 1100
College Wide Policies
COLLEGE-WIDE POLICIES – 1100 SERIES

This 1100 series of Oakton Community College Policies incorporates all policies that apply to everyone on the Oakton Community College campuses, regardless of his/her status as trustee, student, employee, member of the community, or visitor. The re-codification index at the end of this manual indicates which policies have been placed in this Series 1100.
COLLEGE WIDE POLICIES

Nondiscrimination

The Oakton Community 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 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 Executive Director for Human Resources, Oakton Community 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.
COLLEGE WIDE POLICIES

Harassment

Harassment of any kind is not acceptable at Oakton Community 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 Community College is committed to respecting all individuals. Oakton Community College is also committed to the free and dynamic discussion of ideas and issues.

Definition of Harassment

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.

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 third person who believes s/he has been harassed, is encouraged to report such incidents of harassment (other than sexual) to the Assistant Vice President for Student Affairs/Office of Access, Equity and Diversity or the Chief Human Resources Officer. If either is the offending person, the report should be made to the other person who will investigate the complaint.

Any student who believes s/he has been harassed is encouraged to report such incidents of harassment to the Assistant Vice President for Student Affairs/Office of Access, Equity and
Diversity. If the complaint involves the Assistant Vice President for Student Affairs, the report should be made directly to the Vice President for Student Affairs who will investigate the complaint.

Substantiated charges 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.
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.

Oakton Community 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, 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 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 Community College has established a team of staff members and administrators that includes the Title IX Coordinator and representatives from Student Affairs, Human Resources, Campus Public Safety, 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.

Definitions

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

Sexual Misconduct can include any form of sexual harassment, 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 policy that no member of the College community may sexually

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
2 Policy 1101
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 he or she withdraws consent during the course of that sexual penetration or sexual conduct. In addition to this, prior relationship does not indicate consent to future activity; a person who is asleep 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 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.

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, harasses, or interferes with the personal liberty of another family or household member has broken Illinois domestic violence law. Under this law, family or household members are defined as:
• family members related by blood or 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 used to date, including same sex couples; and
• people with disabilities and their personal assistants.

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, forcible actions or interference with the personal liberty 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 the conduct would cause a person to fear for his or her safety or the safety of another, or suffer other emotional distress; (b) 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 (c) has previously been convicted of stalking and on one occasion follows/observes that same person 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 he or she has 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 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. Complainants 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.
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. 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 condone abuse of alcohol and the use, possession, or distribution of controlled substances, and the consumption of 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. 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.
COLLEGE WIDE POLICIES

Drug-Free Workplace

The College prohibits employees to use, possess, dispense, distribute or manufacture any controlled substances or drugs in the workplace. This is prohibited on campus, including any worksite designated for the performance of work, or at College-sponsored activities. Employees are, as a condition of employment, required to abide by this policy.

All employees will receive a copy of this policy and will abide by this 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 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 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.

The College shall make a good faith effort to continue and maintain a drug-free workplace and to implement the provisions of this policy.
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, use or distribute illicit drugs or illicit alcohol 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.
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 Community 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 of 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 of 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 Community 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 Community College.

An Oakton Community 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.
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.)
COLLEGE WIDE POLICIES

Compliance with Health Insurance Portability and Accountability Act

Group health plans sponsored by Oakton Community 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 Community 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 Community College to comply with all applicable provisions of HIPAA and its Privacy Rule. This Policy shall be implemented according to established administrative procedures.
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 Community 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 Associate Vice President for Human Resources.

Supervisors who receive reports of suspected financial irregularity or inappropriate activity are required to convey all such reports to the Associate Vice President for Human Resources, 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.
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.
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 Public Safety 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.
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 or opportunity pool loans in exchange for providing a lender with a specified number of loans, specified loan volume, or a preferred lender arrangement;
8) Requesting or accepting assistance from any lender with call center or financial aid office staffing; and
9) 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 Community 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 Community 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 from any decision making regarding educational loans to the Director of Enrollment Services.

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 Community 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.
COLLEGE WIDE POLICIES

Identity Protection Policy

Purpose

The purpose of this policy is to protect social security numbers from unauthorized disclosure. Oakton Community 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 his or her 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 his or her 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.
COLLEGE WIDE POLICIES

Social Media Policy

Oakton Community 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.
COLLEGE WIDE POLICIES

Compliance with Campus Sex Crimes Prevention Act

Oakton Community 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 Community 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.
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 and fiscally responsible, the College will seek to purchase services from local vendors and recommend that associated entities or individuals at Oakton Community College do the same.
COLLEGE WIDE POLICIES

Concealed Carry

I. Statement of Purpose

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

II. Persons Covered by this Policy

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

III. Prohibited Activities

A. Weapons or Firearms

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

It is the Policy of the College to prohibit:

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

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

B. Exceptions

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

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

2. The weapon or firearm is carried by a full-time or part-time law enforcement officer, in good standing with their department, who is required to carry a weapon or firearm, whether on-duty or off-duty, as a condition of his or her employment; the weapon or firearm is carried by an enforcement officer from an external agency conducting official business at the College; or for any other exception deemed necessary as determined by the College’s Chief of Public Safety 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 Public Safety Office. The registrant shall provide Public Safety with their name, address, telephone number, and a description of the weapon(s) or firearm(s). They shall also indicate which of the four aforementioned exceptions applies to their circumstance. In addition, if the possessor is a full-time law enforcement officer, the registrant shall indicate the name of their law enforcement agency and their badge number.
IV. **Signage that Concealed Firearms are Prohibited**

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

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

V. **Parking and Firearm Storage**

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

VI. **Enforcement**

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

Any student found to be carrying or 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 he or she was in possession of a weapon or firearm, may be subject to discipline up to and including, but not limited to, expulsion from the College.

Any employee found to be carrying or 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 he or she was in possession of a weapon or firearm, may be subject to discipline up to and including, but not limited to, immediate termination of employment, subject to such other employment rules or regulations in place.
Any individual 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 he or she was in possession of a weapon or firearm, may be subject to administrative action by the College and possible arrest and prosecution. Violations of this Policy may result in referrals to external law enforcement agencies.

VII. Definitions

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

B. The term "weapon" is defined as:

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

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

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

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

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

VIII. College Department of Public Safety

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

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

IX. College Vice President of Student Affairs

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

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

X. Delegation

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

The President of the College shall from time to time report to the College’s Board of Trustees any additional policies, regulations or procedures needed and the status of implementation of this Policy.
Series 3000
Business
BUSINESS

Governing Goals and Functional Areas

It is the College’s goal to have financial sustainability and transparency integrated with its overall financial plan. These business policies provide the framework for financial planning and decision making by Oakton’s Board of Trustees, Finance Committee and College staff. These policies are designed to help ensure the financial integrity of the College which, along with prudent management of its financial resources, is necessary for the College to provide the educational services, support services and facilities that address the needs and desires of our students and the district’s residents.

Through its business, finance, and facilities functions, the Board desires to provide for efficient and effective support services, including but not limited to business services, accounting, public safety and facilities services.
BUSINESS

Annual Budget

The annual budget will be based upon mission and objectives approved by the Board of Trustees of Oakton Community College in relation to the financial ability of the district to support those objectives.

In forming the budget, all expenditure items will be considered in relationship to College priorities as approved by the Board of Trustees. The College shall maintain reasonable and responsible costs and cost controls.

All staffing, fringe benefits, contractual services, supplies, fixed charges, utilities, meeting expenses, and equipment will be budgeted in detail in the operating budget and summarized in the legal budget.

The Board will receive and review the tentative budget in June. The final budget will be approved no later than the September Board meeting of each year.

Approval of budget does not constitute the authority to expend funds in excess of $25,000; only the specific, appropriate Board resolution will constitute such authority.
BUSINESS

Fiscal Year

The College fiscal year will start on July 1 and end June 30, in accordance with the Illinois Community College Act.
BUSINESS

Investment of College Funds

This policy provides for direction to the College Treasurer on investment of College funds.

Objectives

Investments shall be undertaken to ensure the preservation of principal in the overall portfolio. To attain this objective, only appropriate investment instruments will be purchased and insurance or collateral may be required to ensure the return of the principal.

The investment portfolio shall be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the risk constraints, the cash flow characteristics of the portfolio and legal restrictions for return on investments.

The College Treasurer shall seek to act responsibly as custodian of the public trust and shall avoid any transactions that might impair public confidence in the College, the Board of Trustees, or the position of Treasurer.

The College Treasurer may use longer term investments to increase yield, provided, however, that sufficient funds are available to meet all disbursement obligations.
Investment Instruments and Credit Risk

All investments shall be made in accordance with the Illinois Public Funds Investment Act (30 ILCS 235/1 et seq.), as may be amended from time to time (hereinafter referred to as the “Act”). All transactions involving College funds and related activity of any funds shall be administered in accordance with the provisions of this policy and the canons of the “prudent person rule.” The “prudent person” rule states, “Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”

The College has chosen to limit its allowable investments to those instruments listed below:

   A. Bonds, notes, certificates of indebtedness, treasury bills or other securities carrying the full faith and guarantee of the United States government.
   B. FDIC insured interest bearing savings accounts, interest bearing certificates of deposit or interest bearing time deposits, or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act 205ILCS5.
   C. Certificates of deposit with a FDIC insured institution that secures in the College’s name, collateral, or insurance in excess of coverage provided by the FDIC as shall be established from time to time.
   D. Collateralized repurchase agreements of government securities which conform to the requirements stated in 30ILCS235 2(g) or 2(h).
   E. Public Treasurer’s Investment Pool created under Section 17 of the State Treasurer’s Act.
   F. Illinois Metropolitan Investment Fund.
   G. Money Market Funds provided that their portfolio is limited to obligations described in this section or collateralized at 105% and are rated AAA by Standards & Poor’s (AAA is the highest rating).

The Treasurer shall not invest in derivatives of any type.
**Concentration Risk**

The College shall diversify its investment portfolio to reduce the risk of loss from over-concentration in a specific maturity, issuer or class of securities. Diversification strategies shall be determined and revised periodically by the College Treasurer.

The following ranges shall apply concerning the concentration of risk associated with the portfolio.

<table>
<thead>
<tr>
<th>Description</th>
<th>Maximum Portfolio Investment Exposure (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bonds, notes, certificates of indebtedness, treasury bills, or other securities carrying the full faith and guarantee of the United States government.</td>
<td>33%</td>
</tr>
<tr>
<td>FDIC insured interest bearing savings accounts, interest bearing certificates of deposits or interest bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act 205ILCS5.</td>
<td>33%</td>
</tr>
<tr>
<td>Certificate of deposit with a FDIC insured institution that secures in the College’s name, collateral, or insurance in excess of the $100,000 (or $250,000 limit through 12-31-09) provided by the FDIC.</td>
<td>33%</td>
</tr>
<tr>
<td>Collateralized repurchased agreements of government securities which conform to the requirements stated in 30ILCS235 2(g) or 2(h)</td>
<td>33%</td>
</tr>
<tr>
<td>Public Treasurer’s Investment Pool created under Section 17 of the State Treasurer’s Act.</td>
<td>50%</td>
</tr>
<tr>
<td><strong>Illinois Metropolitan Investment Fund</strong></td>
<td>50%</td>
</tr>
<tr>
<td>Money Market Funds provided that their portfolio is limited to obligations described in this section or collateralized at 105% and are rated AAA by Standard &amp; Poor’s (AAA is the highest rating)</td>
<td>50%</td>
</tr>
</tbody>
</table>

(1) Funds obtained through the issuance of debt, inclusive of capitalized interest, are exempt from the calculation of Concentration Risk.

**Interest Rate Risk**

As a means of limiting its exposure to fair value losses arising from raising interest rates, the College will limit its investment portfolio to no more than 50% maturing more than one year from the date of purchase unless approved by the Board through a special resolution.
Collateralization

Time deposits in excess of FDIC insurable limits shall be secured by collateral acceptable under the Act or by private insurance, to protect public deposits in a single financial institution in the event of default evidenced by a written collateral agreement that meets the requirements of the Financial Institution Resource Recovery Enforcement Act (FIRREA).

Collateral must be placed in safekeeping at or before the time the College acquires the investments so that it is evident that the purchase of the investment is predicated on secured collateral. The fair value of collateral must be at 105% of the value of the uninsured deposits with the institution.

Third party safekeeping of collateral is required; acceptable locations are:

• a Federal Reserve Bank or its branch office;
• at another custodial facility in a trust or safekeeping department through book entry at the Federal Reserve;
• All collateral will be held in the name of Oakton Community College.

Substitution or exchange of collateral securities held in safekeeping for the College must be approved exclusively by the College Treasurer, provided the market value of the replacement collateral is equal to or greater than the market value of the securities being replaced.

Safekeeping of Securities

All securities and commercial paper shall be held in safekeeping at a custodial facility – generally in a trust or safekeeping through book entry at the Federal Reserve (unless physical securities are involved) – independent from any bank or brokerage firm handling securities transactions for the College. Payment for investments and receipt or delivery of investment certificates or records shall be controlled by the independent financial institution’s trust department on a deliver versus payment (DVP) basis.

Qualified Financial Institutions and Intermediaries

1. Depositories – Demand Deposits

Any financial institution selected by the College shall provide normal banking services, including but not limited to: checking accounts, wire transfers and safekeeping services.

The College shall not maintain funds in any financial institution that is unable to post the required collateral or insurance for funds in excess of FDIC insurable limits.
2. Banks and Savings and Loans – Certificates of Deposit

Any financial institution selected to be eligible for the College’s competitive certificate of deposit purchase program shall: (a) provide wire transfer and certificate of deposit safekeeping services; (b) be a member of the FDIC system and shall be able to post the required collateral or insurance for funds in excess of FDIC insurable limits; and (c) meet the financial criteria established by the College.

3. Intermediaries

Any financial intermediary selected to be eligible for the College’s competitive investment program shall: (a) provide wire transfer and deposit safekeeping services; (b) be a member of a recognized U.S. Securities and Exchange Commission Self Regulatory Organization, such as but not limited to the New York Stock Exchange, National Association of Securities Dealers, Municipal Securities Rule Making Board; (c) provide an annual audit upon request; (d) have an office of Supervisory Jurisdiction with the State of Illinois and be licensed to transact business in Illinois; and (e) be familiar with and understand the College’s investment policy and accept financial responsibility for any inappropriate investment.

Management of Program

The Treasurer is authorized to purchase and sell investments, authorize wire transfers, authorize the release of pledged collateral, and to execute any documents required to carry out this investment policy, including but not limited to wire transfer agreements, depository agreements, safekeeping agreements, and custody agreements. The wording of such agreements is the responsibility of the Treasurer, with advice from legal counsel and auditors, and the Treasurer shall periodically review the agreements for their consistency with College policy and State law.

The Treasurer is responsible for management of the College’s investment program, and shall establish a system of internal controls and written operational procedures designed to regulate the activities of subordinates, and to prevent losses of funds that might arise from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees or representatives of the financial institution or intermediary. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions, check signing, check reconciliation, deposits, bond payments, report preparation and wire transfers. No person may engage in any investment transaction on behalf of the College except as provided for under the terms of this policy and the corresponding procedures.

To solicit bids for securities and certificates of deposit, the Treasurer may use financial intermediaries, brokers and/or financial institutions.
Performance

The Treasurer will seek to earn a rate of return appropriate for the type of investments being managed and in accordance with the portfolio objectives established hereinabove. In general, the Treasurer will strive to earn an average rate of return equal to or greater than the Illinois Funds (Public Treasurer’s Investment Pool) rate.

Ethics and Conflicts of Interest

Officers and employees of the College involved in College investments shall refrain from personal business activity that could conflict with the proper execution of the College’s investment program, or which could impair his/her ability to make impartial investment decisions on behalf of the College.

Indemnification

Officers and employees of the College acting in accordance with this investment policy and written operational procedures as have been or may be established and exercising due diligence, shall be relieved of personal liability for an individual security’s credit risk or market changes.

Reporting

The Treasurer shall submit to the College’s Board of Trustees and President a quarterly investment report which shall include information regarding securities in the College’s portfolio by class or type, original cost, income earned, and market values as of the report date. Generally accepted accounting principles shall be used for valuation purposes. The report shall indicate any areas of policy concern and planned revision of investment strategies.
BUSINESS

Publication, Public Review and Adoption of the Budget

The Secretary of the Board of Trustees will advertise the availability of the Legal Budget for review in accordance with the Illinois Community College Act, which requires the budget to be available for public inspection at least thirty days prior to budget hearing and adoption.

Such budget will be approved no later than September. There will be a public hearing on the budget prior to its final adoption. Such budget may be amended as allowed by the Community College Act.
BUSINESS

Transfer of Funds Between Categories

All transfer of funds between the legal classifications of the budget of that fund will be subject to the approval of the Board. The total of all transfers in any one fiscal year within each fund will not be in excess of 10% of the budget of that fund, as required by the Illinois Community College Act 110 ILCS 805/3-20.1.

The President may, upon recommendation of the Vice President for Business and Finance, approve program budget changes within the legal budget.

Reference: Illinois Community College Act 110 ILCS 805/3-20.1
BUSINESS

Budget as a System of Fiscal Control

A system of fiscal control including encumbrances and monthly reporting will be established to govern the administration of the budget and the expenditure of funds based on the annual budget and will be approved at each Board meeting.

The Vice President for Business and Finance will set up and supervise controls for all programs and will administer the approved annual budget in accordance with legal requirements and actions of the Board of Trustees. Each administrator will be responsible for maintaining his or her expenditures within the budget approved by the Board.
BUSINESS

Tax Levy

Each year the Board will approve an aggregate tax levy sufficient to meet the necessary expenses and liabilities of the District. Such levy will be filed with the County Clerk in accordance with the law, which is the last Tuesday in December.

Under the Illinois Truth in Taxation Law, the Board will generally approve a preliminary levy at an October Board meeting; but in any case, not less than twenty (20) days prior to adoption of its annual aggregate levy as required by Section 864 of the Act. The Board will hold a public hearing as required under Section 866 of the Act, if necessary.
BUSINESS

Income-Tuition and Fees

The Board of Trustees authorizes the Vice President for Business and Finance to collect tuition and all fees authorized by the Board.

Such fees will be due in accordance with procedures recommended by the Vice President for Business and Finance and approved by the President. The relevant points for such procedures will be made available to the public.

The Board further authorizes the Vice President for Business and Finance and/or the Vice President for Student Affairs to deny registration or to drop a student for nonpayment of a bill.
BUSINESS

**Income-Material and Lab Fees**

Material and lab fees will be recommended by the Vice President for Business and Finance and the Vice President for Academic Affairs and approved by the President. Such fees will be published in each semester’s schedule of classes. Omissions or errors in the schedule will not excuse students from payment of fees due.
BUSINESS

Sale and Disposal of Obsolete Equipment

The Vice President for Business and Finance or his or her designee is authorized to set procedures for the disposal of obsolete equipment. When appropriate, Oakton Community College may donate the equipment to another public or not-for-profit institution. When a sale does occur, all sales will be public, publicized in advance, and include a legal notice published in a newspaper. Equipment will be sold to the highest bidder. The Board of Trustees will approve all disposals having a current market value over $10,000. If no offers are received for the equipment, the equipment will be sold for scrap, sent to auction, or disposed of as trash.
BUSINESS

Income—Gifts and Bequests

In compliance with IRS regulations, and in order to protect Oakton Community College, the donor must assume responsibility for appraisal for the purpose of gift valuation. For the purpose of institutional reporting, the College and the Foundation will use these values for gifts of real and personal property.

Gifts and bequests over $25,000 require acceptance by the Board of Trustees. All gifts will be acknowledged by an appropriate letter to the donor, signed by the President of the College, and/or when appropriate, the President of the Foundation's Board of Directors. On a quarterly basis, the Vice President for Business and Finance will report all gifts in excess of $25,000 received during the quarter.
BUSINESS

**Income-Grants, Funded Projects and Contracts**

The Board of Trustees authorizes the President and President's staff to investigate opportunities for funding from federal, state and local governmental agencies, and private sources.

Projects proposed under such funding will be in accord with the objectives and priorities of Oakton Community College. Submission of all grant proposals will require the approval of the President.

Ratification by the Board will be required for receipt of grants in excess of $25,000.

The Board authorizes the Vice President for Business and Finance to file claims against the federal government and its agencies, and against the State of Illinois and its agencies, for funds due the District in accordance with the law.
BUSINESS

Authorized Depositories

Banks designated as authorized depositories by the Board of Trustees of Oakton Community College District 535 are hereby requested, authorized, and directed to honor checks, drafts, or other orders for the payment of money drawn in the name of the Board of Trustees, when bearing the signature of the Treasurer of the Board, or other authorized signatures. Such signatures will be duly certified to said banks. No checks, drafts or other orders drawn against said banks will be valid unless so signed. The Treasurer will report the banks designated as authorized depositories each even year in October.
BUSINESS

**Purchase and Payment of Goods and Services**

The policy of the Board of Trustees is to secure for the District its requirements for services, materials, supplies, and equipment at the best value for the institution and in the most efficient manner.

Oakton Community College's purchasing policy is specifically designated to incorporate the purchasing laws established by the State of Illinois and the Illinois Community College Board.

Reference: Illinois Community College Act, 110 ILCS 805/3-27.1, .2, .3 and Public Act 95-0990

Payment for goods and services will be paid on a thirty day basis or sooner for discounts through weekly Accounts Payable check releases. A monthly check register will be prepared by the Director of Budget and Accounting Services, reviewed by the Director of Business Services, Treasurer and ratified by the Board of Trustees at the monthly Board meeting.

The Vice President of Business and Finance is authorized by the Board of Trustees to develop procedures for the administration of this policy.
BUSINESS

Revolving Funds (Imprest Funds)

Tuition Refunds

Two tuition refund accounts will be available, one for Oakton and one for Alliance for Lifelong Learning.

For all Funds

All disbursements must be supported by written receipts or other in accordance with generally accepted accounting principles. The reimbursement will be subject to ratification by the Board of Trustees with its monthly ratification of bills.
BUSINESS

Payroll Advances

There will be no payroll advances.
**B U S I N E S S**

**Check Signing Authorization**

Check signing authorization will be as follows:

<table>
<thead>
<tr>
<th>Bank Accounts</th>
<th>Check Signing</th>
<th>Treasurer or Alternate</th>
<th>Two Signatures (*)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll</td>
<td>Up to $3,000</td>
<td>$50,000</td>
<td>$50,000 and over</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>Up to $10,000</td>
<td>$50,000</td>
<td>$50,000 and over</td>
</tr>
<tr>
<td>Tuition Refund</td>
<td>Up to $2,000</td>
<td>$50,000</td>
<td>$50,000 and over</td>
</tr>
<tr>
<td>All other</td>
<td>$3,000</td>
<td>$50,000</td>
<td>$50,000 and over</td>
</tr>
</tbody>
</table>

The President, Treasurer, and all Vice Presidents will act as alternates.

Electronic disbursements also shall be subject to the criteria set forth above.

(*) From the following positions:
- President
- Treasurer
- All Vice Presidents
BUSINESS

**System of Accounts and Classification of Expenditures**

All accounts used in maintaining an accounting system will be set up in accordance with the Uniform Financial Reporting System (UFRS) issued by the Illinois Community College Board.

Where the ICCB UFRS does not provide guidance, Oakton Community College will look to the "Codification of Governmental Accounting and Financial Reporting Standards" and its updates published by the Governmental Accounting Standards Board (GASB) and to the Financial Accounting Reporting Manual issued by The National Association of College and Business Officers (NACUBO).
BUSINESS

Periodic Financial Reports - Treasurer's Report

Each month, except for July, the Treasurer will report to the Board of Trustees the current financial position of Oakton Community College and the status of income and expenses in relation to the budget for the fiscal year.
BUSINESS

Periodic Financial Reports - Annual Financial Statement

A statement of the financial condition of Oakton Community College will be published annually in local newspapers by the College Treasurer in accordance with the Illinois Community College Act.
BUSINESS

Periodic Financial Reports - Audit

The books and accounts of the College will be audited annually by an independent certified public accountant in conformance with the Illinois Community College Act and such other requirements of Federal, State, or private grants. The independent certified public accountant will be selected by the Board of Trustees. The duration of the engagement, in years, shall be established by the Board of Trustees. The audit, when completed, will be presented to the Board for examination and acceptance.
BUSINESS

Capital Assets

The Vice President for Business and Finance shall be responsible for the appropriate recording and reporting of all capital assets ensuring compliance with all statutes, grants and Governmental Accounting Standards Board (GASB) Statement No. 34 and generally accepted accounting principles (GAAP) when preparing the Basic Financial Statements.

Capital assets include land/site, site improvements, buildings, building improvements, equipment (vehicles, machinery, and instructional equipment), and intangible assets such as internally developed or externally purchased software. Purchased capital assets will be reported at historical costs, which includes the amount paid for the asset as well as all cost associated with placing the asset in service. This may include engineering fees, architectural fees, site preparation, freight, etc. Historical costs will also include the cost of any subsequent additions or improvements if the cost either enhances the asset’s functionality (effectiveness or efficiency), or it extends the capital asset’s expected useful life. The cost of repairs is excluded.

Land/Site

The total asset value for land shall include the acquisition cost and all cost to prepare the land for its intended use, such as excavating, leveling, grading, drainage, landscaping, etc. The cost of the land shall include all associated costs, such as legal fees, title searches and any other closing costs.

Site Improvements

Site improvements are the depreciable costs and betterments affixed to land that generally add to its value and functionality. Examples of site improvements include, but are not limited to, temporary structures, roads, sidewalks, parking lots, drainage systems, water and sewer system, fencing, lighting (e.g. lights in parking lots, lights along walkways), tunnels that connect buildings, as well as gas or electricity lines.
**Buildings**

The total asset value for buildings shall be the total cost of acquisition or construction. This will include all labor, material, professional services to construct the building as well as any indirect costs incurred during construction.

**Building Improvements**

Capitalization of building improvements shall include costs that are above the capitalization threshold and extend the useful life or, increase the capacity or, increase the efficiency or adapt to a new use of the building.

**Equipment**

The asset value of the equipment will be determined by the acquisition cost of the equipment plus any additional costs such as freight, insurance, preparation charges and any other charges associated with placing the asset in service. Equipment assets are typically moveable, non-consumable property. Equipment could include vehicles, instructional equipment, furniture and fixtures, office equipment, computers, etc.

**Software Purchased or Internally Developed**

Capitalizable costs will include the cost for materials and services in developing or purchasing software and interest cost incurred during development. Software upgrades or enhancements should be capitalized only to the extent they increase the functionality of the product.

**Capitalization Threshold**

The College’s capital assets are assets with individual unit costs of $10,000 or more and an estimated useful life of at least four years. Assets placed in service prior to fiscal year 2009 will use an accelerated useful life for depreciation and depreciation will begin in the month the capital asset is placed in service. Assets placed in service after fiscal year 2008 will be depreciated on a straight line bases with a half year depreciation recorded in the year the capital asset is placed in service. The following table provides the guidelines used in determining how a purchase is handled for accounting, tracking and depreciation purposes:

<table>
<thead>
<tr>
<th>Unit Value</th>
<th>Expense or Capital Asset</th>
<th>Depreciation</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; $10,000</td>
<td>Expense</td>
<td>Not depreciated</td>
</tr>
<tr>
<td>$10,000</td>
<td>Capital Asset</td>
<td>Depreciated</td>
</tr>
</tbody>
</table>
Capital Asset categories and depreciable (estimated useful) lives are as follows:

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>Depreciable (Useful) Life Pre 2009</th>
<th>Depreciable (Useful) Life</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land</td>
<td>Not depreciated</td>
<td>Not depreciated</td>
</tr>
<tr>
<td>Land Improvements</td>
<td>6 Years</td>
<td>8 Years</td>
</tr>
<tr>
<td>Site Improvements</td>
<td>6 Years</td>
<td>8 Years</td>
</tr>
<tr>
<td>Buildings</td>
<td>47 Years</td>
<td>50 Years</td>
</tr>
<tr>
<td>Building Improvements</td>
<td>7 Years</td>
<td>Specified number of years, or matches remaining life of building (includes only significant improvements)</td>
</tr>
<tr>
<td>Vehicles</td>
<td>8 Years</td>
<td>8 Years</td>
</tr>
<tr>
<td>Equipment</td>
<td>8 Years</td>
<td>8 Years</td>
</tr>
<tr>
<td>Furniture and Fixtures</td>
<td>7 Years</td>
<td>8 Years</td>
</tr>
<tr>
<td>O&amp;M Equipment</td>
<td>8 Years</td>
<td>8 Years</td>
</tr>
<tr>
<td>Computer Technology</td>
<td>4 Years</td>
<td>4 Years</td>
</tr>
</tbody>
</table>

Averaging conventions establish when the depreciation period begins and ends. Effective fiscal year 2009, the College elected to take a half year’s depreciation in the year the property is placed in service, a full year’s depreciation in each of the full years, and a half year of depreciation in the final year of the property’s depreciable life.

Salvage value is the estimated fair value of a capital asset remaining at the end of its estimated useful life. All assets will be given a zero salvage value given the related costs of disposal.

Library books, for asset and depreciation purposes, will be expensed, as allowed by GASB S-34.

All capital leases, regardless of dollar value, must be capitalized.

Donated Assets will be valued at the fair market value when donated. This may exclude certain museum items and/or teaching items such as motor vehicles and equipment when the time is on loan to the College and ownership of the asset is not transferred.

The Director of Business Services shall be responsible for an annual physical inventory of all capital assets.
BUSINESS

Cash Receipts

All monies in the College will be stored in the safe of the Cashier’s Office or Bookstore except for the small amount collected for fines in the Library. Petty cash funds may be maintained in Oakton departments solely for emergency purposes with the prior written approval of the Vice President for Business and Finance.

All funds will be deposited with the Business Office which will issue an appropriate receipt. No student, faculty member, or staff member may collect funds without specific written approval from the Vice President for Business and Finance.
BUSINESS

Non-Instructional Operations--Operation and Maintenance of Plant

An effective educational program requires clean, healthful, safe, businesslike, and attractive buildings and grounds. To operate an effective and efficient facilities program, the facilities staff is charged with the responsibility of maintaining, repairing and improving College buildings and grounds.
BUSINESS

Non-Instructional Operations--Operations and Maintenance of Plant

Keys

Grand master keys will be issued only to the President, the Vice Presidents, and all persons who have the need and who will be recommended by the Vice President for Business and Finance and approved by the President. All other administrators will be issued sub-masters to the offices of their principal activity.
BUSINESS

Non-Instructional Operations--Operations and Maintenance of Plant

Safety

The health, safety, and welfare of all persons at Oakton Community College is of importance to the Board of Trustees.

The Vice President for Business and Finance will establish procedures for the regulation of traffic and parking on College property.

In accordance with Illinois Law, the College will report all incidents of a criminal nature to the Illinois Uniform Crime Reporting Program (IUCR)

The College will comply with the “Crime Awareness and Campus Security Act ” which requires all colleges and universities to document and make available to the college community the following types of criminal activity:

- Murder
- Negligent Manslaughter
- Forcible Sex Offense
- Non-Forcible Sex Offense
- Robbery
- Aggravated Assault
- Arson
- Burglary
- Burglary to Motor Vehicle
- Motor Vehicle Theft
- Other Thefts
Reports of Hate Crimes based on:

- Sexual Orientation
- Race
- Ethnicity
- Gender
- Religion
- Disability

Arrests for:

- Liquor Law Violation
- Drug Law Violation
- Illegal Weapons Possession

**Statistic on Reported Crimes**

The statistics on reported criminal offenses not only must include crimes reported to the College Public Safety Department within a calendar year but also must include:

1. Crimes reported to deans, directors, athletic coaches, faculty advisors for students and others not normally associated with campus security.

2. Crime statistics for adjacent off-campus property from local municipalities.

3. Crimes involving students while engaged in College sponsored athletic events or activities conducted off campus whether the location be in state, out of state or in another country.

Public Safety will make a good faith effort to collect the data and comply with the laws which require the statistics be publicized before October 1 of each calendar year. The statistics are published annually in the Crime Awareness Report and posted on the Oakton website. Federal law requires the direct link to that website be posted in the publication. It is www.oakton.edu/resource/campserv/ps/crimestats.htm.

Illinois law also requires colleges to provide a link to State of Illinois Sex Offender Registry data. There is a link to the Illinois State Police Sex Offender Registry on the Oakton website. The information can be obtained at: www.isp.state.il/us/sor.
BUSINESS

Non-Instructional Operations--Dissemination of Information, Posting of Notices, Signs and Advertisements

The Board of Trustees recognizes that the communication of information is part of the educational role of Oakton Community College. Therefore, the College has provided bulletin boards, posting space, information stands, and other information display devices from which information can be disseminated, which are the only authorized locations.

The College reserves the right to control access to its property and the time, manner, and place in which activities occur therein.
BUSINESS

Non-Instructional Operations--Fixed Charges

Insurance

The College currently obtains its liability and property insurance through a consortium of Illinois Community Colleges. The Vice President for Business and Finance will be the delegated College representative to the Consortium. Each year the Vice President for Business and Finance will report to the Board of Trustees and approve through resolution the level of coverage and the cost thereof.
BUSINESS

Travel

College related travel should always be arranged to serve the best interest of the College and the professional development objectives of the traveler. Travelers will follow published travel procedures.

These travel procedures apply to travel charged to all funds including state, institutional, contract, grant, agency, Board of Student Affairs, and gift funds. In all cases, reimbursement for travel expenses will be limited to actual expenses which are reasonable and necessary, but not to exceed the limitations set forth in the travel procedures.

The Vice President for Business and Finance is authorized by the Board of Trustees to develop procedures for the administration of the travel policy and other matters related to travel, including what constitutes approved College business, and the preparation of travel reimbursement vouchers.
BUSINESS

Red Flag Rule

OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 535
IDENTITY THEFT PREVENTION PROGRAM

Oakton Community College ("College") had developed an identity Theft Prevention Program ("Program") in accordance with The Federal Trade Commission's (FTC) Identity Theft Red Flag Rule ("Rule"), which implements Section 114 of the Fair and Accurate Credit Transactions Act of 2003. This program was developed with oversight and approval of the Board of Trustees.

PURPOSE

The purpose of this policy is to establish an Identity Theft Prevention Program designed to detect, prevent and mitigate identity theft in connection with the opening of a covered account or an existing covered account and to provide for continued administration of the Program. In addition, the Program must exercise appropriate and effective oversight of service provider arrangements and train staff, as necessary, to effectively implement the Program. The Program shall include reasonable policies and procedures to:

1. Identify and incorporate relevant Red Flags when accounts are fraudulent.
2. Procedures to prevent the establishment of false accounts.
3. Procedures to ensure existing accounts are not being manipulated.
4. Procedures to respond to identity theft.
   Ensure the Program is updated periodically to reflect changes in risks to Students and to the safety and soundness of the creditor from identity theft.

DEFINITIONS

Identify Theft – A fraud committed or attempted using the identifying information of another person without authority.

Covered Account –
1. An account that a financial institution or credit offers or maintains, primarily for personal, family, or household purposes, that involves or is designed to permit multiple payments or transactions, such as a credit card account, mortgage loan, automobile loan, margin account, cell phone account, utility account, checking account, or savings account.
2. Any other Account that a financial institution or creditor offers or maintains for which there is a reasonably foreseeable risk of identity theft to customers or a risk to the safety and soundness of the financial institution or creditor, including financial, operational, compliance, reputation, or litigation risks.

**Red Flag** – It is a pattern, practice or specific activity that indicates the possible existence of identity theft.

**IDENTIFICATION OF RED FLAGS**

1. The Program considers the following risk factors in identifying relevant Red Flags for covered accounts.
   a. The types of covered accounts as noted below:
   b. The methods provided to open covered accounts-- acceptance to the College and enrollment in classes requires the following information:
      i. Common application with personal information
      ii. High School Transcript
      iii. Official ACT
      iv. One of the following:
         1. Drivers License
         2. State ID
         3. 2 Current Bank Statements
         4. Utility Bill
   c. The methods provided to access covered accounts:
      i. Disbursement obtained in person requires picture identification.
      ii. Disbursements obtained by mail can only be mailed to an address on file.
   d. The College’s previous history of identity theft.

2. The College will incorporate Red Flags from sources such as:
   a. Incidents of identity theft that it has experienced.
   b. Methods of identity theft that the College has identified that reflect changes in identity theft risks.
   c. Applicable supervisory (regulatory) guidance.

3. The Categories of Red Flags will include but are not limited to:
   a. Alerts, notifications, or other warnings received from consumer reporting agencies or service providers, such as fraud detection services.
b. The presentation of suspicious documents.
c. The presentation of suspicious personal identifying information, such as a suspicious address change.
d. The unusual use of, or other suspicious activity related to an Account.
e. Notice from customers, victims of identity theft, law enforcement authorities, or other persons.
f. Regarding possible identity theft in connection with Accounts held by Nelnet.

COVERED ACCOUNTS
The College has identified four types of accounts.

1. College covered Accounts:
   a. A student’s Banner account whereby the account is used to track academic information, personal, and financial information including student tuition and fees, scholarships, awards and refunds relating to Federal, State, private awards, etc.
   b. Refund of credit balances involving PLUS loans.
   c. Refund of credit balance, without PLUS loans.

2. Service provider covered Account:
   a. Tuition payment plan administered by FACTS/Nelnet.

RESPONSE TO RED FLAGS
The College will document an appropriate response to each Red Flag detected, commensurate with the degree of risk posed. In determining an appropriate response, the College will consider factors that may heighten the risk of identity theft. Those factors include unauthorized access to a customer’s Account records or notification that a customer has provided information to someone who fraudulently represented themselves as affiliated with the College (for example, via e-mail or phishing). Appropriate responses may include the following:

1. Deny access to the covered account until other information is available to eliminate the Red Flag.
2. Contact the student.
3. Change any passwords, security codes or other security devices that permit access to a covered account.
4. Notify law enforcement.
5. Determine no response is warranted under the particular circumstances.
6. Reopening an Account with a new Account number.
8. Closing an existing Account.
9. Not attempting to collect on an Account or not selling an Account to a debt collector.

OVERSIGHT AND UPDATING THE PROGRAM
Responsibility for developing, implementing and updating this Program lies with the Vice President for Business and Finance. The person will also be responsible for the Program administration, for ensuring appropriate training of College’s staff on the Program, for reviewing any staff reports regarding the detection of Red Flags and the steps for preventing and mitigating Identity Theft, determining which steps of prevention and mitigation should be taken in particular circumstances and considering periodic changes to the Program.

This Program will be periodically reviewed and updated to reflect changes in risks to students and the soundness of the College from identity theft. At least once per year in October, the Vice President for Business and Finance will consider the College's experiences with identity theft, changes in identity theft methods, changes in identity theft detection and prevention methods, changes in types of accounts the College maintains and changes in the College's business arrangements with other entities. After considering these factors, the Program Administrator will determine whether changes to the Program, including the listing of Red Flags, are warranted. If warranted, the Vice President for Business and Finance will update the Program.

IDENTITY THEFT PREVENTION PROGRAM RED FLAGS
The Colleges Identity Theft Prevention Program includes, but is not be limited to, the following Red Flags, as they pertain to the individual types of covered Accounts:

Alerts, Notifications, or Warnings from a Consumer Reporting Agency
1. A fraud or active duty alert is included with a consumer report.
2. A consumer reporting agency provides a notice of credit freeze in response to a request for a consumer report.
3. A consumer reporting agency provides a notice of address discrepancy.
4. A consumer report indicates a pattern of activity that is inconsistent with the history and usual pattern of activity of an applicant or customer, such as:
   a. A recent and significant increase in the volume of inquiries.
   b. An unusual number of recently established credit relationships.
   c. A material change in the use of credit, especially with respect to recently established credit relationships.
   d. An Account that was closed for cause or identified for abuse of Account privileges by a financial institution or creditor.
Suspicious Documents
1. Documents provided for identification appear to have been altered or forged.
2. The photograph or physical description on the identification is not consistent with the appearance of the applicant or customer presenting the identification.
3. Other information on the identification is not consistent with information provided by the person opening a new Account or customer presenting the identification.
4. Other information on the identification is not consistent with readily accessible information such as the student’s recent application.
5. An application appears to have been altered or forged, or gives the appearance of having been destroyed and reassembled.

Suspicious Personal Identifying Information
1. Personal identifying information provided is inconsistent when compared against external information sources used by the College, for example:
   a. The address does not match any address in the consumer report.
   b. The Social Security Number (SSN) has not been issued or is listed on the Social Security Administration’s Death Master File.
2. Personal identifying information provided by the customer is not consistent with other personal identifying information provided by the customer, for example, there is a lack of correlation between the SSN range and date of birth.
3. Personal identifying information provided is associated with known fraudulent activity as indicated by internal or third-party sources used by the College, for example:
   a. The address on an application is the same as the address provided on a fraudulent application.
   b. The phone number on an application is the same as the number provided on a fraudulent application.
4. Personal identifying information provided is of a type commonly associated with fraudulent activity as indicated by internal or third-party sources used by the College, for example:
   a. The address on an application is fictitious, a mail drop, or prison.
   b. The phone number is invalid or is associated with a pager or answering service.
5. The SSN provided is the same as that submitted by other persons opening an Account or other customers.
6. The address or telephone number provided is the same as or similar to the Account number or telephone number submitted by an unusually large number of other persons opening Accounts or other customers.
7. The person opening the Account or the customer fails to provide all required personal identifying information on an application or in response to notification that the application is incomplete.

8. Personal identifying information provided is not consistent with personal identifying information that is on file with the College.

9. For areas that use challenge questions, the person opening the Account or the customer cannot provide authenticating information beyond that which generally would be available from a wallet or consumer report.

**Unusual Use of, or Suspicious Activity Related to, the Covered Account**

1. Shortly following the notice of a change of address for a covered Account, the institution or creditor receives a request for a new, additional, or replacement card or a cell phone, for the addition of authorized users on the account.

2. A new revolving credit account is used in a manner commonly associated with known patterns of fraud, for example:
   a. The majority of available credit is used for cash advances or merchandise that is easily converted to cash (e.g., electronics equipment or jewelry).
   b. The customer fails to make the first payment or makes an initial payment but no subsequent payments.

3. A covered Account is used in a manner that is not consistent with established patterns of activity on the account. There is, for example:
   a. Nonpayment when there is no history of late or missed payments.
   b. A material increase in the use of available credit.
   c. A material change in purchasing or spending patterns.
   d. A material change in electronic fund transfer patterns in connection with a deposit account.
   e. A material change in telephone call patterns in connection with a cellular phone account.

4. A covered Account that has been inactive for a reasonably lengthy period of time is used (taking into consideration the type of account, the expected pattern of usage and other relevant factors).

5. Mail sent to the customer is returned repeatedly as undeliverable although transactions continue to be conducted in connection with the customer’s covered Account.

6. The financial institution or creditor is notified that the customer is not receiving paper account statements.

7. The financial institution or creditor is notified of unauthorized charges or transactions in connection with a customer’s covered account.
BUSINESS

Capital Improvement Management Policy

This policy provides direction to the Vice President of Business and Finance on management of the College’s capital improvements. Capital improvements are defined as physical assets, constructed or purchased, such as buildings, grounds and related infrastructure.

Objective

The general principles the College will employ for the overall management of capital improvements include the following:

- The College will utilize its capital improvements in the ongoing fulfillment of its vision, mission and values
- The College will maintain and maximize the useful life of its capital improvements
- The College will fulfill periodic capital-improvement related reporting requirements of the ICCB
- The Vice President of Business and Finance is responsible of oversight of capital improvements

Comprehensive Facilities Master Plan

The College has engaged in a detailed study of its facilities resulting in a Comprehensive Facilities Master Plan. Such study will be updated every five years including analysis of the effectiveness of current facilities relative to the College’s vision, mission and values. The study will include an assessment of the College’s infrastructure.

Reporting Requirements

The College will fulfill periodic capital-asset related reporting requirements of the ICCB including the following:

- Submission of a Facilities Master Plan every five years
- Annual submission of Resource Allocation Management Plan (RAMP) by July 1st
- Required Capital Projects reporting
- Construction in Progress and Acreage by August 1st
- Existing Space in use of Educational Purposes (F3, F6, B3 and R3) at June 30th by September 1st
Resource Allocation

Sources of funding for capital improvement projects will be evaluated from a variety of alternatives including:

- Current revenues
- Debt financing
- RAMP monies
- Donor financing
- Capital fundraising activities
- Grant funding
- Net assets (fund balance)
- Net surplus (revenues in excess of expenditures and interfund transfers) from an individual fiscal year

Donor-financed capital projects and other capital fund-raising activities will generally follow the priorities determined by the strategic planning process rather than by donors. However, in certain instances, donor-specified projects that are consistent with the College’s mission and enhance the academic mission will be undertaken.
BUSINESS

Operating Funds Net Asset Policy

General

This policy provides direction on management of the Net Assets in the Education and the Operations and Maintenance Funds – referred to as the “Operating Funds.”

The College intends to maintain an appropriate balance in the College’s net assets in the Operating Funds in order to maintain a strong financial grounding and to mitigate current and future risks and to ensure stable tax rates.

Principles

The general principles the College will employ in the management of the Net Assets include the following:

- The use of Operating Fund net assets to finance current operations will not be permitted except to cover extraordinary circumstances.
- Bond ratings and credit implications will be considered.
- Targeted financial ratios will be utilized.
- Net assets may be used to support long term capital improvement plans and/or initiatives in fulfillment of its mission and strategic objectives.
- When both restricted and unrestricted resources are available for use, restricted resources will be used first and then unrestricted resources.
- The College’s dependence on its property tax base and its vulnerability to the state’s financial condition, student enrollment, and its ability to charge tuition and fees will be considered.
- Factors to be considered will include the relative significance and timing of both property taxes and state funding revenues to the Operating Funds. It should be noted that property taxes are collected by Cook County (only) two times per year and there are current uncertainties surrounding both the timing and receipt of state monies.
Targeted Financial Ratios

Bond rating agencies use a host of metrics to assess an institution’s creditworthiness. Some of the metrics are quantitative; some are not. The College will set targets for several key ratios that assess the College’s overall financial health. These targets are set based on median ratios of similarly rated organizations published by Moody’s and Standard & Poor’s.

The Financial Ratios are as follows:

- The Operating Funds will maintain unrestricted net assets in an amount greater than or equal of 50% of annual budgeted Operating Fund expenditures plus anticipated state apportionment funding. Such amount approximates 200 days of working capital and shall take the form of cash and short-term investments.

- The College will strive to maintain, restricted and unrestricted net assets in the amount of $35 million for working cash in recognition of the potential for delays and/or non receipt of state funding for recurring programs such as scholarships, credit hour reimbursement and adult education. This amount would also provide resources in the event of a natural disaster or operating emergency.

It should be noted that best practices published by the Government Finance Officers Association recommend unrestricted net assets equivalent to two months (or 17%) of operating expenditures.

Net Asset Utilization

The College may use net surpluses as follows:

- Maintain net assets in amounts projected necessary to maintain a strong financial grounding and to provide for operating contingencies that might arise from unforeseen circumstances
- Fund capital improvement projects
- Reduce (any) outstanding debt, to the extent permitted by underlying debt agreements

Replenishment of Unrestricted Net Assets

Should unrestricted net assets of the Operating Funds fall below the targeted financial ratios described above, the Vice President of Business and Finance must present to the Board for approval and adoption a plan to restore this balance.
The College will periodically assess the allocation of (any) net surplus of revenues over expenditures and interfund transfer between additions to net assets and designation for specified purposes such as capital improvements

- The College’s utilization of net assets will be governed by considerations including:
  - Maintenance of targeted financial ratios and bond ratings
  - Internal and external factors including economic health of the district and the underlying assessed value for property tax purposes, enrollment outlook for tuition/fee revenues, timing and probability of the receipt of state funding for credit hour reimbursement, adult education programs and scholarships and general inflationary indicators.
  - Limitations driven by (any) underlying debt covenants

**Definitions**

The College’s Net Assets are classified as follows:

- Invested in capital assets – this represents the College’s total investment in capital assets, net of accumulated depreciation
- Restricted net assets – this includes resources that the College is legally or contractually obligated to spend in accordance with restrictions imposed by external third parties
- Unrestricted net assets – this includes resources derived from student tuition and fees, state appropriations, and sales and services of educational departments and auxiliary enterprises. These resources are used for transactions relating to the educational and general operations of the College.
BUSINESS

Debt Management Policy

General

The Board of Trustees is responsible for establishing an overall debt policy and approving the issuance of all external debt, including all short and long-term obligations and instruments that commit the College to future payments.

The College may incur debt to maintain and enhance the physical plant and infrastructure through capital projects with economic/useful lives of the assets of greater than five years.

The amount of external debt that the College has at any given time will be a function of its ability to service that debt without diminishing the resources necessary for general operating expenses and other non-capital priorities and the desire to maintain a high-quality credit rating while sustaining overall financial health.

Principles

The general principles the College will employ for the overall management of debt include the following:

- Long-term debt will not be used to finance current operations
- The term of bonds issued will not be more than the economic/useful lives of the underlying assets which they finance
- The College will seek to maintain an acceptable balance between interest rate risk and the long-term cost of capital
- The College’s debt portfolio will be evaluated in the context of all of its assets and liabilities. Diversification within the debt portfolio may be used to balance risk and liquidity across the College
- The College will consider the use of capital and operating leases, especially for the acquisition of equipment, to the extent such transactions are compatible with and help achieve its overall objectives concerning the use the debt
Debt Limitations

The College’s debt limitations will be evaluated and determined by the considerations of its Legal authorizations and limitations and credit considerations including the College’s credit rating.

Legal Authorizations and Limitations

Legal limitations are determined by the College’s Legal Limit, Legal Debt Margin and Debt Service Extension Base as follows:

- Debt Limit = Equalized Assessed Valuation x Debt Limit Rate of 2.875%
- Legal Debt Margin = Debt Limit – Net Debt Applicable to Debt Limit
- Debt Service Extension Base = $2,949,650 increased by annual CPI

Credit Considerations

Credit considerations encompass an array of factors that affect how the College is viewed by the financial and capital markets. Many of these factors are analyzed by the credit rating agencies in the determination of the College’s credit rating. As such, the College’s credit rating is an important reflection of the College’s operating, management and financial strengths, and a significant determinant of both its access to and cost of capital. In addition, there is a direct correlation between an institution’s credit rating and its cost of borrowing.

The College’s credit strength is also highly dependent on its property tax base, vulnerability to the state’s financial condition, student enrollment, the ability to charge tuition and fees, the quality of its academics, and strong academic and financial management.

In accordance with the above, the College seeks to maintain long-term bond ratings in the “investment grade” category. More specifically, the pro forma issuance of debt, when supported by the full faith and credit of the College, will not result in a rating below the double A-level from Moody’s Investor Services and Standard & Poor’s.
Targeted Financial Ratios

Bond rating agencies use a host of metrics to assess an institution’s creditworthiness. Some of the metrics are quantitative; some are not. Financial ratios, therefore, are important criteria, even though they are not the only ones used to evaluate the College’s creditworthiness.

The Board of Trustees has set the following targets for several key ratios that assess the College’s overall financial health. These targets are set based on median ratios of similarly rated organizations published by Moody’s and Standard & Poor’s.

Debt Burden Indicators

- Debt as a percentage of the fair market/equalized assessed value of taxable property in the College’s district. (Measure of the district’s wealth available to support present and future taxing capacity in order to meet obligations. This tax-base concept reflects the predominant use by community colleges of property taxes as the earmarked source of service for general obligation bonded debt.) Target range: 0.15% to 0.4%.

- Debt per capita. (This tax-base concept reflects the philosophy that all taxes, and therefore the total principal on outstanding debt, are paid by the citizenry.) Target range: $100 to $250

- Debt per capita as a percentage of personal income per capita. (This concept incorporates an ability-to-pay component into the assessment of debt burden.) Target range: 0.25% to 0.75%

- Debt Applicable to Legal Debt Margin. Target range: 5% to 13.5%

Debt Service Indicators

- Debt Service as a percentage of (all) property tax revenue. (This resource measure reflects the traditional source of debt service payments for general obligation bonds.) Target range: 8% to 22%

- Debt Service as a percentage of budgeted operating expenditures. (This concept is an encompassing measure of day-to-day spending since it includes expenditures from all funds.) Target range: 5% to 20%.
Debt Issuance Process

The College will follow prescribed state statutes for the issuance of debt by community colleges as contained in the Public Community College Act, 110 ILCS 805, ARTICLE IIIA BONDS.

Funding of Debt Service – General Criteria for Debt-Financed Projects

In evaluating its capacity for external debt, the College will also consider what revenue sources might be available specifically to pay debt service. Property tax levies and student activity, facility and other fees will be considered when planning for capital projects and debt associated with these income streams. In general, the College will consider the level of self-support and external revenue support associated with capital projects in assessing debt affordability within the College’s budget. The College will also consider its ability to leverage additional debt within the College’s overall balance sheet.

Debt Administration Oversight

The Board of Trustees will be advised by the Vice President of Business and Finance on all debt-related issues. This will include regular reports on the status of the College’s debt portfolio, the College’s credit rating and key financial ratios compared to targeted levels.
BUSINESS

Debt Compliance Policy

General

The Board of Trustees is responsible for establishing an overall debt compliance policy relating to issued and outstanding bonds of the College.

Issued and outstanding bonds of the College may be subject to one or several reporting obligations to bondholders and the IRS and the College has covenanted generally to take all action necessary to remain in compliance with bond requirements and to preserve the tax exemption of the interest paid on the bonds.

Principles

The general principles the College will employ for the overall compliance with debt requirements include the following:

- The College will make timely payments of principal and interest
- The College will maintain sufficient records to demonstrate compliance with debt requirements
- The College will comply with all statutory regulations concerning its issued and outstanding debt obligations including arbitrage rules set forth in the Internal Revenue Code of 1986
- The College will comply with the requirements of the Continuing Disclosure Undertaking associated with issued and outstanding debt obligations including ongoing disclosure requirements in accordance with SEC Rule 15c2-12
- The Vice President for Business and Finance will oversee the application of this policy. In administering this oversight, the Vice President for Business and Finance may designate responsibility to College staff members or utilize the services of third party legal and financial professionals. Recognizing the complexity of these matters, the Vice President of Business and Finance may consult with outside counsel, consultants and experts to assist in completing these matters.
Payment of Principal and Interest

Scheduled payments of principal and interest are provided in the bond agreements. Utilizing the services of a paying agent, the College will make timely payments of all principal and interest due.

Bond Record Keeping

The College has issued Bonds the interest on which is not includable in “gross income” for federal income tax purposes and the College has covenanted generally to take all action necessary to preserve the tax exemption of the interest paid on the Bonds. Therefore, it is necessary and in the best interest of the College to maintain sufficient records to demonstrate compliance with such covenants.

In compliance with this policy and with corresponding commitments associated with (any) bond issues, the Vice President for Business and Finance, or his/her designee, will keep all records with respect to each Bond issuance. The Vice President for Business and Finance shall report to the Board of Trustees at least annually that all of the required records are in his/her possession or that appropriate action is being taken to obtain or recover such records.

Arbitrage Rebate Liability

The Vice President for Business and Finance (or designee) will review the agreements of the College with respect to each issue of Bonds and determine whether or not the College has any rebate liability to the U.S. Treasury.

In the event of a rebate liability, information about the computations and related amount will be reported to the Board of Trustees. In this instance, the College will timely file IRS Form 8038-T and make such rebate repayment.

Continuing Disclosure

The Securities and Exchange Commission (SEC) regulates both primary disclosure (the initial marketing of bonds) and continuing disclosure (the ongoing information to the market about the status of the issue and issuer). The College will comply with SEC requirements and with the Continuing Disclosure Undertaking associated with each Bond issue to:

- Provide updated annual financial information within six months of the fiscal year end to the Municipal Securities Rulemaking Board’s (“MSRB”) Electronic Municipal Market Access (“EMMA”) system,
• Provide Annual Financial Information as contained in the Undertaking associated with each Bond issue; and,
• Disseminate in a timely manner (not in excess of ten business days after the occurrence) a Reportable Events disclosure (as defined by SEC Rule 15c2-12 to the MSRB).

Application of this Policy

The Business section of the OCC Procedures Manual will contain detailed procedures for the following:

• Payment of Principal and Interest
• Bond Record Keeping
• Arbitrage monitoring
• Continuing Disclosure

The College will utilize the “Post Issuance Compliance Checklist” as published by the National Association of Bond Lawyers and the Government Finance Officers Association to ensure overall compliance with debt requirements. Annually, the Vice President for Business and Finance and the Director of Budget and Accounting Services will review and sign off the checklist to confirm compliance with such matters and provide documentation of such.