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 December 9, 2014
   ▪ 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 December 9, 2014

Statement by the President

Comments by the Chairman

Public Participation

NEW BUSINESS

CONSENT AGENDA

1/15-1
  a. Approval of Adoption of Consent Agenda
  b. Approval of Consent Agenda, Items 1/15-2 through 1/15-8

1/15-2 Ratification of Payment of Bills for December 2014

1/15-3 Acceptance of Treasurer’s Report for December 2014

1/15-4 Acceptance of Quarterly Report on Investments

1/15-5 Ratification of Actions of Alliance for Lifelong Learning Executive Board

1/15-6 Supplemental Authorization to Pay Professional Personnel – Fall 2014

1/15-7 Authorization to Pay Professional Personnel

1/15-8 Approval of Clinical Practice Agreements

OTHER AGENDA ITEMS

R 1/15-9 Authorization to Approve January 2015 Purchase
  • Travel for Baseball Team

1/15-10 Preview and Initial Discussion of February 2015 Purchases

R 1/15-11 Approval of Law Enforcement Mutual Aid Agreement

R 1/15-12 Authorization to Hire Full-time, Tenure-track Faculty Member

R 1/15-13 Approval of New Unit of Instruction

V 1/15-14 Approval of Emeritus Appointments

R 1/15-15 Acceptance of Administrative Retirement

V 1/15-16 Acceptance of a Grant
R 1/15-17 Approval of Policy Revisions
V 1/15-18 First Read of Policy Revisions

ADJOURNMENT
Minutes of the Oakton Community College Board Meeting  
December 9, 2014

The 694th meeting of the Board of Trustees of Community College District 535 was held on Tuesday, December 9, 2014 at the Oakton Community College Des Plaines campus.

Call to Order and Roll Call
Chairman Bill Stafford called the meeting to order at 6:40 p.m. in room 1502; Secretary Ann Tennes called the roll:

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

Closed Session
Immediately after the roll call, Dr. DiLeonardi 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. Ms. Tennes seconded the motion and called the roll:

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

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; Mr. Robert Nowak, Vice President, Business and Finance; and Mr. Arnie Oudenhoven, Presidential Search Consultant. At 7:30 p.m. Ms. Harada made a motion to adjourn the session, seconded by Ms. Bashiri-Remetio. 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. Tennes called the roll:

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

Approval of Minutes
Mr. Stafford asked for a motion for the approval of the minutes of the November 18, 2014 meetings. Ms. Tennes made the motion which was seconded by Ms. Harada. A voice vote was called and the minutes were unanimously approved.

Statement by the President
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 offered condolences to Valerie Green, Academic Affairs Assistant, on the passing of her mother; Doreen Schwartz, Business Services Director, on the passing of her father; the family of Rudy Engman, who was an adjunct math instructor; and to the family and friends of former student government leader Chris Gentle. Dr. Lee congratulated and thanked all those who participated in the Empty Bowls event, which raised over $31,000 for local food pantries. The Ceramics Club Holiday Sale will be held on December 10 and 11; ten percent of all proceeds will be donated to the Marge Whitman Scholarship Fund. Dr. Lee announced that the nurses pinning ceremony for the fall semester will take place on December 18. In collaboration with other departments, the Learning Center will provide tutoring and other helpful activities, including breakfast at night, in preparation for final exams. Oakton’s Men’s and Women’s basketball team’s games will be live streamed on National Junior College Athletic Association television. President Lee acknowledged the work of Bruce Oates, Mick Reuter, Jesse Wallace, and the Media Services crew for making this happen.

In the wake of recent events regarding the issues of racism and race relations in Ferguson, Missouri and New York City, President Lee expressed her gratitude to Dr. Michael Anthony, Assistant Vice President for Access, Equity, and Diversity, for his eloquent statement to the College community. Dr. Lee stated that she is proud and grateful that Oakton has been recognized as a place that values cultural diversity. Recently, the Illinois Community College Board (ICCB) visited Oakton as part of the College’s five year recognition cycle. The team leader made a special note of Oakton’s diversity and inclusion efforts, which are leading edge and very commendable. Those inclusion efforts are lead in no small part by Oakton’s Diversity Council and Anti-racism team. President Lee recognized both of these groups and commended them for their work. President Lee wished everyone the joys of the holiday season, holidays that celebrate light in the midst of darkness as we begin another new year.

President Lee turned the floor over to Maya Evans, Director of Research and Planning, for the evenings report on the Economic Impact of Oakton Community College. Dr. Evans shared results from an ICCB commissioned economic impact study. The impact study seeks to answer two main questions: what is the impact of a community college education to the economic well being of our students; and what is the economic impact of the College on the local economy. Dr. Evans shared quotations from Oakton alumni on the impact of an Oakton education on their economic well being. Dr. Evans said that recently there is the question, is college worth the investment? It is in part why the ICCB commissioned the study, in order to quantify that college is not doomed, that colleges, especially community colleges, are not gouging students, and that our students are not graduating with debt for life like they are from many other institutions.

What effect does an Oakton education have on the economic well-being of students? The publicly released data by ICCB does not allow comparisons to other colleges, but it does allow comparisons to the state average. The first significant finding of the study is that within the first year of completion from Oakton, our students see a significant increase in earnings. For students who completed across all levels within that first year, they saw their wages increase by over $4,000 following completion, compared to a state average of $3,500. For students who completed an Associate of Applied Science degree or long term certificate, which is defined at thirty credit hours or more, they saw nearly a $10,000 wage increase within one year after completion at Oakton.
Completion matters to whether student’s earnings increase. Students who earned less than fifteen credit hours saw their wages increase by just under $2,000 within that one year after completion; student’s who have completed fifty or more credit hours, saw an increase of approximately $9,000. Many of our students do indeed experience a change in their quality of life after completion. ICCB projected forty years after completion, we expect Oakton program graduates to increase their wages by nearly $724,000 more than they would have earned if had not completed at Oakton. This is a net gain of just over $700,000 compared to the state average of students who have a net gain of $570,000. Another way to think about this, an Oakton education is an initial investment of $36,000, which will lead to a 23.3% annual rate of return for our students. It is a valuable, as well as smart investment for our students.

Dr. Evans summarized that that in-district employees contribute to the local economies of our district. Oakton is spending $48.6 million in operating and capital expenditures from fiscal year 2012. Using what ICCB calls the multiplier effect, the total economic impact of Oakton in fiscal year 2012 was $69 million dollars and 852 jobs. There are a number of areas where Oakton is impacting the economic well being of its students and the local community. Examples are, increasing the skills of the workforce; increasing the competitiveness of businesses; increasing local, state, and federal tax revenue; and job opportunities in the district.

Public Participation
Chairman Stafford echoed the comments of Dr. Lee regarding race relations that have taken place nationally. Mr. Stafford suggested to the audience that they read the book ‘Whistling Vivaldi: How Stereotypes Affect Us and What We Can Do”, by one of the nation’s preeminent social psychologists, Claude Steele. Mr. Stafford recommended the book as it is an interesting, analytical look at our society, and how stereo typing affects the lives of all of us. This is an important and timely issue.

Mr. Stafford welcomed the individuals who have asked to address the Board during the Public Participation portion of the meeting, and reminded them to restrict their comments, per Board policy, to three minutes. The following individuals addressed the Board: Barbara Dayton, Lorenz Boehm, Randy Felsenthal, Linda Gallagher, Chester Kulis, James Owens, Samir Patel, and Donna Ryan, regarding the decision not to rehire any retired annuitants as of July 1, 2015.

New Business

12/14-1a Approval of Adoption of Consent Agenda
Ms. Tennes offered:
"Be it resolved that the Board of Trustees of Community College District 535 approves adoption of the Consent Agenda."

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

12/14-1b Approval of Consent Agenda Items 12/14-2 through 12/14-6
Ms. Tennes offered:
"Be it resolved that the Board of Trustees of Community College District 535 approves the following items 12/14-2 through 12/14-6 as listed in the Consent Agenda."

12/14-2 Ratification of Payment of Bills for November 2014
"Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of $6,065,689.81 for all check amounts as listed and for all purposes as appearing on a report dated November 2014."

12/14-3 Acceptance of Treasurer’s Report for November 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 November 2014.”

12/14-4  Ratification of Actions of Alliance for Lifelong Learning Executive Board

“Be it resolved that the Board of Trustees of Community College District 535, in its capacity as governing board of the administrative district of the Alliance for Lifelong Learning Program, ratifies and approves the actions of the Executive Board in items a and b and hereby approves the expenditures in the amount not to exceed $6,588.50 for all funds listed in items a and b.”

a. Salary payments in the amount of $6,588.50 for part-time teaching services for the Alliance for Lifelong Learning Fall 2014.

b. Salary rescinds in the amount of $730.14 for part-time teaching services for the Alliance for Lifelong Learning Fall 2014.

12/14-5  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 $57,730.80 resulting in a revised total of $4,580,320.52."

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 $3,830.24 resulting in a revised total of $334,410.24"

12/14-6  Approval of Clinical Practice Agreements

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

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

For the Basic Nurse Assistant Training Program
Morton Grove Living and Rehab LLC d/b/a Bethany Terrace – Morton Grove

For the Nursing Program
Lieberman Center for Health & Rehabilitation – Skokie

For the Substance Abuse Counseling Program
The Child, Adolescent and Family Recovery Center, LLC – Lake Bluff.”

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

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

The motion carried; Student Trustee Alferes favored the resolution.

12/14-7  Approval of Board Meeting Schedule for Calendar Year 2015

Ms. Bashiri-Remetio offered:

“Be it resolved that the Board of Trustees of Community College District 535 hereby approves the established calendar of meetings of the Board for the 2015 calendar year for public notice as follows:

January 20, February 17, March 17, April 28, May 26, June 23, August 18, September 15, October 20, November 17, and December 15.”

“All meetings will begin at 7:30 p.m. in room 1506 at Oakton Community College, 1600 E. Golf Road, Des Plaines, Illinois, except where otherwise posted as required by law.”
Mr. Frank seconded the motion. Mr. Frank suggested that one of the meetings during 2015 be held at the Skokie campus. Chairman Stafford and the Board agreed; President Lee said that a date would be announced in the future.

Ms. Tennes called the roll:

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

12/14-8  Adoption of Resolution Setting Forth Tax Levies for 2014
Ms. Tennes offered:
"Be it resolved by the Board of Trustees of Community College District No. 535, County of Cook and State of Illinois, as follows:
SECTION 1; That the following sums be and hereby are levied as taxes for the year 2014 (to be collected in 2015) for the purposes set forth below, on the equalized assessed value of the taxable property of Community College District No. 535: the sum of Thirty-Nine Million and Three Hundred Forty-Nine Thousand Eight Hundred Dollars ($39,349,800) as a tax for Educational purposes; and the sum of Seven Million Nine Hundred Thousand Dollars ($7,900,000) as a tax for Operations and Maintenance purposes; and the sum of One Hundred Dollars ($100) as a special tax for Local Governmental and Governmental Employees Tort Immunity Act purposes; and the sum of One Hundred Dollars ($100) as a special tax for Social Security and Medicare purposes; and the sum of One Hundred Thousand Dollars ($100,000) as a special tax for Financial Audit purposes.
SECTION 2: That the Secretary of the Board of Trustees of Community College District 535, County of Cook and State of Illinois, is hereby authorized and directed to file a Certificate of Tax Levy in substantially the form that is attached hereto with the County Clerk of Cook County, Illinois, before the last Tuesday of December 2014.
SECTION 3: That this resolution shall be in full force and effect from and after its passage, approval and filing, as provided by law.
SECTION 4: That the Chairman is authorized to execute the attached Certificate of Compliance with the Truth in Taxation Law."

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

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

12/14-9  Adoption of Resolution Setting Forth Property Tax Extension Limitation Law (PTELL) Reduction Designation
Ms. Bashiri-Remetio offered:
WHEREAS, on December 9, 2014, the Board of Trustees (“Board”) of Community College District No. 535, Cook County, Illinois (“College District”) did adopt its 2014 tax levy; and
WHEREAS, the County Clerk has notified each Cook County taxing district subject to the
Property Tax Extension Limitation Law (PTELL) that it may direct the County Clerk’s Office, by proper resolution, to make specific and necessary reductions to its tax levy for the 2014 levy year in accordance with the requirement of Section 18-195 of the PTELL, 35 ILCS 200/18-195; NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Community College District No. 535, Cook County, Illinois as follows:

Section 1. That if the County Clerk is required to reduce the aggregate extension of the College District’s 2014 tax levy to meet PTELL requirements, the Board hereby authorizes and directs the County Clerk to make the necessary reductions, as follows:

- 100% of such reductions shall be made from the levy for Educational purposes
- 0% of such reductions shall be made from the levy for Operations and Maintenance purposes
- 0% of such reductions shall be made from the levy for Local Governmental and Governmental Employees Tort Immunity Act purposes
- 0% of such reductions shall be made from the levy for Social Security and Medicare purposes
- 0% of such reductions shall be made from the levy for Financial Audit purposes

Section 2. That the Chairman and Secretary of the Board be and are hereby authorized and directed to sign the Resolution on behalf of the Board of Trustees.

Section 3. That the President of the College District is hereby directed to file a certified copy of this Resolution with the County Clerk on or before the last Tuesday in December.

Section 4. That all other resolutions or parts of resolutions in conflict herewith be and the same are hereby repealed and this Resolution shall be in full force and effect forthwith upon its passage.”

Ms. Tennes seconded the motion and called the roll:

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

Authorization to Approve December Purchases

Ms. Tennes offered:

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Page(s)</th>
<th>Description</th>
<th>Vendor</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>12/14-10a</td>
<td>1 &amp; 2</td>
<td>Public Safety Vehicle</td>
<td>Currie Motors</td>
<td>$ 25,100.00</td>
</tr>
<tr>
<td>12/14-10b</td>
<td>1 &amp; 2</td>
<td>Travel Services for Summer 2015 Study Abroad Program in India</td>
<td>English and Foreign Language University</td>
<td>$ 25,200.00</td>
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<td>12/14-10c</td>
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<td>Field Study Course - Ireland</td>
<td>Four Seasons Travel</td>
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<td>1 &amp; 2</td>
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<td>Ace Computers</td>
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<td>12/14-10e</td>
<td>1</td>
<td>Continuation of Employee Health Insurance</td>
<td>Community College</td>
<td>$ 7,241,942.00</td>
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<td>12/14-10f</td>
<td>1 &amp; 2</td>
<td>Copier Lease and Maintenance Contract</td>
<td>Ricoh USA, Inc.</td>
<td>$ 625,375.40</td>
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</table>

Grand Total $ 8,041,769.23.”
Mr. Alferes seconded the motion. Trustee Frank questioned the purchase of a Public Safety vehicle. Mr. Nowak replied that currently there is only one squad car for the two campuses. The second vehicle will give Public Safety personnel the ability to make rounds in parking lots on both campuses, as well as being able to respond more quickly to any emergencies that may occur on either campus.

Ms. Tennes called the roll:

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

The motion carried; Student Trustee Alferes favored the resolution.

12/14-11 Preview and Information Regarding January 2015 Purchases
The following purchases will be presented for approval at the January 20, 2015 Board of Trustees meeting: travel for the Men’s baseball team.

12/14-12 Authorization to Hire a 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 Boguslaw Zapal for the 2014-15 academic year, beginning on January 12, 2015. He will receive the prorated salary associated with the lane and step described as follows: Assistant Professor of Manufacturing; Lane E, Step 5, Salary, $63,463.”

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

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

12/14-13 Approval of Policy Revisions
Dr. DiLeonardi offered:
“Be it resolved that the Board of Trustees of Community College District 535 hereby accepts the revisions to the Policies.”

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

Ms. Harada Aye
Mr. Frank Aye
Ms. Tennes Aye
Mr. Stafford Aye
Dr. DiLeonardi Aye
Ms. Bashiri-Remetio Aye
Mr. Wadhwa Absent
**Authorization to Purchase Contracted Instruction**

Ms. Tennes offered:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Contracted Instructional Training from Northeastern Illinois Public Safety Training Academy, 2300 Patriot Boulevard, Glenview, Illinois, 60025, for a total not to exceed $350,000.”

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

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

**Acceptance of Skokie Community Fund Grant**

Ms. Tennes offered:

“Be it resolved that the Board of Trustees of Community College District 535 accept a $5,000 grant from the Skokie Community Fund to partner with The Talking Farm and develop a curriculum and paid internship program.”

Ms. Bashiri-Remetio seconded the motion; a voice vote was called and the motion passed unanimously.

**First Read of Policy Revisions**

Mr. Alferes offered:

“Be it resolved that the Board of Trustees of Community College District 535 hereby accepts the proposed review and revisions of the 2000, 4000, 4100 and 4200 Series, with action to take place at the next regularly scheduled meeting of the Board of Trustees on January 20, 2015.”

Ms. Tennes 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, January 20, 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. Tennes. A voice vote was called and the meeting was adjourned at 8:55 p.m.

William Stafford, Chairman

Ann E. Tennes, Secretary

ec 12/2014

A video recording of the December 9, 2014 meeting was made and may be viewed by calling the Library and Instructional Media Services office at (847) 635-1640.
Approval of Adoption of Consent Agenda

“Be it resolved that the Board of Trustees of Community College District 535 approves adoption of the Consent Agenda.”
Approval of Consent Agenda Items 1/15-2 through 1/15-8

“We 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
1/15-3  Acceptance of Treasurer's Report for December 2014
1/15-4  Acceptance of Quarterly Report on Investments
1/15-5  Ratification of Actions of Alliance for Lifelong Learning Executive Board
1/15-6  Supplemental Authorization to Pay Professional Personnel – Fall 2014
1/15-7  Authorization to Pay Professional Personnel
1/15-8  Approval of Clinical Practice Agreements.”
Ratification of Payment of Bills for December 2014

The check register detailing the regular monthly bills for December, 2014 was sent out on January 16, 2015. The totals by fund are on page 2.

________________________________________
Board Chairman

________________________________________
Board Secretary

RJN:vb

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

That the Board adopt the following resolution:

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

OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535

I hereby certify that materials and/or services for the Education Fund, Operations, Building and Maintenance Fund, Operations, Building and Maintenance Fund (Restricted), Auxiliary Enterprise Fund, and Restricted Purposes, Working Cash, Trust/Agency, Audit, Liability, Protection & Settlement, and Social Security Medicare Fund represented by checks on pages 1-100 numbered, 106200-106243, 106245, 106247-106255, 106257-106294, 106296-106298, 106300-106305, 106307-106316, 106318-106324, 106326-106337, 106339-106359, 106361-106366, 106368-106391, 106394-106399, 106401-106406, 106408-106426, 106429-106430, 106432-106448, 106450-106479, 106481-106498, 106501-106516, 106518-106531, 106534-106560, 106622-106663, 106665-106758, 106761-106779, 106781-106821, 106823-106856, 106858-106892, 106894-106931 and 106933-106964 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

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<th>Fund</th>
<th>Gross Payroll</th>
<th>Accounts Payable</th>
<th>Sub-Total</th>
<th>Voided Checks (in)</th>
<th>Total</th>
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<td>(837.00)</td>
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<td>539,040.81</td>
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<td>and Maintenance Fund</td>
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<td></td>
<td></td>
<td></td>
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<td>Bond &amp; Interest</td>
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<td>(785.00)</td>
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<td>Audit</td>
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<td></td>
<td>12,500.00</td>
<td></td>
<td>12,500.00</td>
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<tr>
<td>Liability, Protection &amp; Settlement</td>
<td>10,041.84</td>
<td></td>
<td>10,041.84</td>
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<td>10,041.84</td>
</tr>
<tr>
<td>Social Security/Medicare</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loan</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTALS</td>
<td>$4,379,905.87</td>
<td>$2,976,197.16</td>
<td>$7,356,103.03</td>
<td>(1,714.00)</td>
<td>$7,354,389.03</td>
</tr>
<tr>
<td>Student Government</td>
<td>2,551.31</td>
<td>14,662.37</td>
<td>17,213.68</td>
<td></td>
<td>17,213.68</td>
</tr>
<tr>
<td>TOTAL PER REPORT</td>
<td>$4,382,457.18</td>
<td>$2,990,859.53</td>
<td>$7,373,316.71</td>
<td>(1,714.00)</td>
<td>$7,371,602.71</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 1-100 numbered 106244, 106246, 106256, 106295, 106299, 106306, 106317,
106325, 106338, 106360, 106367, 106392, 106393, 106400, 106407, 106428, 106431, 106449, 160480, 106499, 106500, 160517, 106533, 106621,
106664, 106760, 106780, 106822, 106857, 106893 and 106932 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 $17,213.68 for student activities as listed, and
ratifies release of those checks as listed above by the Treasurer of Community College District 535 for all purposes as appearing on a report dated
December 2014.

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

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

RJN: vb

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

That the Board adopts the following resolution:

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

December 2014

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

Page 4. Financial Position Statement

Cash and investments
The net cash and investments decreased by $3.1 million from the previous month. The monthly collections include $2.9 million in student tuition and fees, $974 thousand in federal and state funding, $337 thousand auxiliary revenues from the bookstore, ITFS lease, Early Childhood Centers and rental income, and $240 thousand in property and personal property replacement taxes.

Of the $974 thousand in federal and state funding referred to above, $437 thousand represents the September 2014 installment of the Base Operating Grant, and $537 thousand represents various state grants and MAP monies. In December, Oakton drew down $638 thousand of Pell and other federal financial aid monies. Of those monies, $207 thousand was disbursed directly to students after the Pell aid was applied to outstanding tuition and fee balances.

The December 2014 cash disbursements included $1.4 million for Master Plan Projects, and $6.4 million for operating expenses.

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

Revenues
At the end of December, revenues were $45.5 million or 98% of the pro-rata budget, compared to the $43.7 million, or 98% for the previous year. Property taxes (recorded on an accrual basis) were $22.3 million or 100% of the pro-rata budget. Tuition and fees totaled $21.3 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 $372 thousand, or 75% of the budget.

Expenditures
The current year’s total actual operating expenditures of $30.7 million are attributed to expected operating costs. The operating expenditures are above prior year’s actual expenditures of $30.1 million for the same period. Current year’s operating expenditures are in line with the budget with a reported 89% of the pro-rata budget spent.
### OAKTON COMMUNITY COLLEGE
#### FINANCIAL POSITION OF FUNDS AS OF DECEMBER 31, 2014
**IN THOUSANDS**

<table>
<thead>
<tr>
<th>ASSETS</th>
<th>Education</th>
<th>Operations &amp; Maintenance</th>
<th>Operations &amp; Maintenance (Restricted)</th>
<th>Bond And Interest</th>
<th>General Long term Debt</th>
<th>Working Cash</th>
<th>Auxiliary Agency</th>
<th>Investment in Plant</th>
<th>Social Security Medicare</th>
<th>Audit Tort</th>
<th>Total All Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>$ 7,571</td>
<td>$ 98</td>
<td>$ 629</td>
<td>$ 1,003</td>
<td>$ -</td>
<td>$ 2,679</td>
<td>$ -</td>
<td>$ 370</td>
<td>$ 12,350</td>
<td>$ -</td>
<td>$ 12,350</td>
</tr>
<tr>
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<td>39,268</td>
<td>7,903</td>
<td>-</td>
<td>3,273</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>100</td>
<td>50,544</td>
<td>-</td>
<td>50,544</td>
</tr>
<tr>
<td>Student Tuition Receivable</td>
<td>5,585</td>
<td>5</td>
<td>-</td>
<td>-</td>
<td>237</td>
<td>-</td>
<td>-</td>
<td>5,827</td>
<td>188</td>
<td>-</td>
<td>188</td>
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<tr>
<td>Government Funds Receivable</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>188</td>
<td>-</td>
<td>-</td>
<td>102</td>
<td>-</td>
<td>-</td>
<td>102</td>
</tr>
<tr>
<td>Accrued Interest</td>
<td>71</td>
<td>11</td>
<td>9</td>
<td>-</td>
<td>10</td>
<td>-</td>
<td>-</td>
<td>102</td>
<td>-</td>
<td>-</td>
<td>102</td>
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<tr>
<td>Other Receivables</td>
<td>417</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>215</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>632</td>
<td>-</td>
<td>632</td>
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<tr>
<td>Investments</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Short-term</td>
<td>63,687</td>
<td>10,405</td>
<td>5,091</td>
<td>-</td>
<td>-</td>
<td>5,520</td>
<td>-</td>
<td>642</td>
<td>85,345</td>
<td>-</td>
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</tr>
<tr>
<td>Long-term</td>
<td>11,782</td>
<td>1,925</td>
<td>942</td>
<td>-</td>
<td>5,749</td>
<td>-</td>
<td>-</td>
<td>119</td>
<td>20,517</td>
<td>-</td>
<td>20,517</td>
</tr>
<tr>
<td>Due from (to) Other Funds</td>
<td>(14,500)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(14,500)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Inventories - Prepards</td>
<td>101</td>
<td>-</td>
<td>162</td>
<td>-</td>
<td>1,701</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,964</td>
<td>-</td>
<td>1,964</td>
</tr>
<tr>
<td>Total Current Assets</td>
<td>113,982</td>
<td>20,347</td>
<td>6,833</td>
<td>4,276</td>
<td>30,799</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>177,469</td>
<td>1,232</td>
<td>178,691</td>
</tr>
<tr>
<td>Net Investment in Plant</td>
<td>-</td>
<td></td>
<td>-</td>
<td>-</td>
<td>105,941</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>105,941</td>
<td>-</td>
<td>105,941</td>
</tr>
<tr>
<td>TOTAL ASSETS</td>
<td>$ 113,982</td>
<td>$ 20,347</td>
<td>$ 6,833</td>
<td>$ 4,276</td>
<td>$ 30,799</td>
<td>$ 105,941</td>
<td>$ 1,232</td>
<td>$ 283,410</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

#### LIABILITIES AND NET POSITION

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Payables</td>
<td>$ 384</td>
<td>$ 6</td>
<td>-</td>
<td>-</td>
<td>86</td>
<td>19</td>
<td>-</td>
<td>-</td>
<td>$ 495</td>
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<td>$ 495</td>
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<tr>
<td>Accrued Interest Payable</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>130</td>
<td>-</td>
<td>-</td>
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</tr>
<tr>
<td>Deferred Tuition Revenue</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>47</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Accruals</td>
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<td>216</td>
<td>1,947</td>
<td>-</td>
<td>617</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>10,658</td>
<td>-</td>
<td>10,658</td>
</tr>
<tr>
<td>Bond Payable</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>48</td>
<td>48</td>
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<td>48</td>
</tr>
<tr>
<td>Total Liabilities</td>
<td>8,263</td>
<td>222</td>
<td>1,947</td>
<td>130</td>
<td>41,512</td>
<td>683</td>
<td>-</td>
<td>-</td>
<td>52,843</td>
<td>-</td>
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</tr>
<tr>
<td>Deferred Inflows of Resources - Property Taxes</td>
<td>38,563</td>
<td>14,500</td>
<td>2,956</td>
<td>3,236</td>
<td>41,598</td>
<td>683</td>
<td>-</td>
<td>98</td>
<td>49,609</td>
<td>-</td>
<td>49,609</td>
</tr>
<tr>
<td>Total Liabilities and Deferred Inflows of Resources</td>
<td>46,826</td>
<td>14,500</td>
<td>2,956</td>
<td>3,336</td>
<td>41,598</td>
<td>683</td>
<td>-</td>
<td>98</td>
<td>102,452</td>
<td>-</td>
<td>102,452</td>
</tr>
<tr>
<td>Net Position</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unrestricted</td>
<td>67,156</td>
<td>12,383</td>
<td>4,886</td>
<td>-</td>
<td>-</td>
<td>12,678</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>98,103</td>
<td>17,572</td>
</tr>
<tr>
<td>Restricted</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>16,438</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Debt Service</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>940</td>
<td>(41,598)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(40,658)</td>
<td>-</td>
<td>(40,658)</td>
</tr>
<tr>
<td>Plant</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>105,941</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>105,941</td>
<td>-</td>
<td>105,941</td>
</tr>
<tr>
<td>Total Net Position</td>
<td>67,156</td>
<td>12,383</td>
<td>4,886</td>
<td>940</td>
<td>(41,598)</td>
<td>30,116</td>
<td>-</td>
<td>-</td>
<td>180,958</td>
<td>-</td>
<td>180,958</td>
</tr>
<tr>
<td>TOTAL LIABILITIES &amp; NET POSITION</td>
<td>$ 113,982</td>
<td>$ 20,347</td>
<td>$ 6,833</td>
<td>$ 4,276</td>
<td>$ 30,799</td>
<td>$ 105,941</td>
<td>$ 1,232</td>
<td>$ 283,410</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**AGENDA ITEM 11.53**

4010
# OAKTON COMMUNITY COLLEGE
## EDUCATION AND OPERATIONS AND MAINTENANCE FUNDS
### SUMMARY OF REVENUES AND EXPENDITURES
#### SIX MONTHS ENDED DECEMBER 31, 2014

<table>
<thead>
<tr>
<th>Source of Revenues (cash and accrual basis)</th>
<th>Operating Budget (000)</th>
<th>Prorated Budget (000)</th>
<th>Actual (000)</th>
<th>As a % of Prorated Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Taxes (accrual basis)</td>
<td>$44,606</td>
<td>$22,303</td>
<td>$22,289</td>
<td>100%</td>
</tr>
<tr>
<td>Replacement Tax</td>
<td>1,070</td>
<td>535</td>
<td>409</td>
<td>76%</td>
</tr>
<tr>
<td>Chargebacks</td>
<td>75</td>
<td>38</td>
<td>45</td>
<td>120%</td>
</tr>
<tr>
<td>State Revenue</td>
<td>3,677</td>
<td>1,859</td>
<td>1,333</td>
<td>73%</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>22,210</td>
<td>21,589</td>
<td>21,336</td>
<td>99%</td>
</tr>
<tr>
<td>Other</td>
<td>508</td>
<td>254</td>
<td>131</td>
<td>52%</td>
</tr>
<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td><strong>72,146</strong></td>
<td><strong>46,557</strong></td>
<td><strong>45,543</strong></td>
<td><strong>98%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Source of Revenues (accrual basis)</th>
<th>Operating Budget (000)</th>
<th>Prorated Budget (000)</th>
<th>Actual (000)</th>
<th>As a % of Prorated Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructional</td>
<td>34,847</td>
<td>17,142</td>
<td>17,323</td>
<td>99%</td>
</tr>
<tr>
<td>Academic Support</td>
<td>10,198</td>
<td>5,099</td>
<td>4,058</td>
<td>80%</td>
</tr>
<tr>
<td>Student Services</td>
<td>6,904</td>
<td>3,452</td>
<td>3,038</td>
<td>88%</td>
</tr>
<tr>
<td>Public Services</td>
<td>536</td>
<td>268</td>
<td>250</td>
<td>93%</td>
</tr>
<tr>
<td>Operations and Maintenance</td>
<td>8,767</td>
<td>4,384</td>
<td>3,346</td>
<td>76%</td>
</tr>
<tr>
<td>General Administration</td>
<td>5,030</td>
<td>2,515</td>
<td>2,202</td>
<td>88%</td>
</tr>
<tr>
<td>General Institutional</td>
<td>1,822</td>
<td>911</td>
<td>481</td>
<td>53%</td>
</tr>
<tr>
<td>Contingency</td>
<td>1,090</td>
<td>545</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Chargebacks</td>
<td>1,352</td>
<td>68</td>
<td>24</td>
<td>36%</td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td><strong>69,329</strong></td>
<td><strong>34,665</strong></td>
<td><strong>30,722</strong></td>
<td><strong>88%</strong></td>
</tr>
</tbody>
</table>

Revenues over (under) expenditures  

<table>
<thead>
<tr>
<th>Type of Revenue</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>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>To Operation &amp; Maintenance (Rest.) Fund</td>
<td>(4,850)</td>
<td>(2,425)</td>
<td>(2,425)</td>
<td></td>
</tr>
<tr>
<td>To Auxiliary Fund and ALLiance</td>
<td>(946)</td>
<td>(473)</td>
<td>(473)</td>
<td></td>
</tr>
<tr>
<td>To Restricted Fund</td>
<td>(100)</td>
<td>(50)</td>
<td>(50)</td>
<td></td>
</tr>
<tr>
<td>From Working Cash Fund</td>
<td>29</td>
<td>15</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>To Liability, Protection &amp; Settlement Fund</td>
<td>(510)</td>
<td>(255)</td>
<td>(255)</td>
<td></td>
</tr>
<tr>
<td>To Social Security/Medicare Fund</td>
<td>(940)</td>
<td>(470)</td>
<td>(470)</td>
<td></td>
</tr>
</tbody>
</table>

Net Revenues over (under) expenditures  

<table>
<thead>
<tr>
<th>Type of Revenue</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 Revenue over (under) expenditures</td>
<td>$4,500</td>
<td>$8,234</td>
<td>$11,163</td>
<td></td>
</tr>
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</table>


AGENDA ITEM 1/15-3

OAKTON COMMUNITY COLLEGE
REVENUES AND EXPENDITURES
SIX MONTHS ENDED DECEMBER 31, 2014

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>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction Fee</td>
<td>$ 394</td>
<td>$ 343</td>
<td>87%</td>
</tr>
<tr>
<td>Interest and Investments Gain/Loss</td>
<td>45</td>
<td>17</td>
<td>38%</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total revenues</strong></td>
<td>439</td>
<td>360</td>
<td>82%</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Science &amp; Health Careers Building</td>
<td>9,445</td>
<td>3,392</td>
<td>36%</td>
</tr>
<tr>
<td>HVAC Upgrades</td>
<td>695</td>
<td>121</td>
<td>17%</td>
</tr>
<tr>
<td>Enrollment Center (DP)</td>
<td>2,670</td>
<td>1,243</td>
<td>47%</td>
</tr>
<tr>
<td>Construction Administration</td>
<td>139</td>
<td>59</td>
<td>42%</td>
</tr>
<tr>
<td>Laundry 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>187</td>
<td>19%</td>
</tr>
<tr>
<td>Site and Construction</td>
<td>531</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>West End Remodeling</td>
<td>1,230</td>
<td>2</td>
<td>0%</td>
</tr>
<tr>
<td>Other Projects</td>
<td>923</td>
<td>19</td>
<td>2%</td>
</tr>
<tr>
<td><strong>Total expenses</strong></td>
<td>19,244</td>
<td>6,226</td>
<td>32%</td>
</tr>
<tr>
<td>State Capital Contribution</td>
<td>1,241</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Transfer in</strong></td>
<td>4,850</td>
<td>2,425</td>
<td>50%</td>
</tr>
<tr>
<td><strong>Net</strong></td>
<td>$(12,714)</td>
<td>$(3,441)</td>
<td>27%</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>$ 1,215</td>
<td>39%</td>
</tr>
<tr>
<td>Instructional Technology</td>
<td>5,653</td>
<td>2,680</td>
<td>47%</td>
</tr>
<tr>
<td>ITFS Lease</td>
<td>433</td>
<td>251</td>
<td>58%</td>
</tr>
<tr>
<td>Business Inst./Career Training</td>
<td>298</td>
<td>39</td>
<td>13%</td>
</tr>
<tr>
<td>Copy Center</td>
<td>312</td>
<td>105</td>
<td>34%</td>
</tr>
<tr>
<td>Telecommunications</td>
<td>455</td>
<td>227</td>
<td>50%</td>
</tr>
<tr>
<td>Travel</td>
<td>60</td>
<td>45</td>
<td>75%</td>
</tr>
<tr>
<td>Athletics</td>
<td>19</td>
<td>68</td>
<td>258%</td>
</tr>
<tr>
<td>Child Care</td>
<td>511</td>
<td>322</td>
<td>63%</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>351</td>
<td>130%</td>
</tr>
<tr>
<td>Interest and Investments Gain/Loss</td>
<td>75</td>
<td>11</td>
<td>15%</td>
</tr>
<tr>
<td><strong>Total revenues</strong></td>
<td>11,198</td>
<td>5,321</td>
<td>48%</td>
</tr>
</tbody>
</table>

EXPENDITURES

<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>Expenses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookstore Operating Expenses</td>
<td>3,286</td>
<td>1,295</td>
<td>39%</td>
</tr>
<tr>
<td>Instructional Technology</td>
<td>6,870</td>
<td>3,442</td>
<td>50%</td>
</tr>
<tr>
<td>ITFS Lease</td>
<td>130</td>
<td>24</td>
<td>16%</td>
</tr>
<tr>
<td>Business Inst./Career Training</td>
<td>384</td>
<td>76</td>
<td>20%</td>
</tr>
<tr>
<td>Copy Center</td>
<td>458</td>
<td>160</td>
<td>35%</td>
</tr>
<tr>
<td>Telecommunications</td>
<td>321</td>
<td>137</td>
<td>43%</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>693</td>
<td>29%</td>
</tr>
<tr>
<td>Child Care</td>
<td>812</td>
<td>349</td>
<td>43%</td>
</tr>
<tr>
<td>PAC Operations</td>
<td>105</td>
<td>35</td>
<td>33%</td>
</tr>
<tr>
<td>Contingency</td>
<td>755</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Other</td>
<td>409</td>
<td>120</td>
<td>29%</td>
</tr>
<tr>
<td><strong>Total expenses</strong></td>
<td>15,978</td>
<td>6,363</td>
<td>40%</td>
</tr>
<tr>
<td>Transfers in (out)</td>
<td>642</td>
<td>321</td>
<td></td>
</tr>
<tr>
<td><strong>Net</strong></td>
<td>$(6,138)</td>
<td>$(721)</td>
<td></td>
</tr>
</tbody>
</table>
# ALLIANCE FOR LIFELONG LEARNING
## SUMMARY OF REVENUES AND EXPENDITURES
### SIX MONTHS ENDED DECEMBER 31, 2014

<table>
<thead>
<tr>
<th></th>
<th>Operating Budget (000)</th>
<th>Prorata Budget (000)</th>
<th>Actual (000)</th>
<th>Actual As a% Budget</th>
<th>Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Revenue</td>
<td>$ 426</td>
<td>$ 213</td>
<td>$ 154</td>
<td>36%</td>
<td>35%</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>860</td>
<td>430</td>
<td>513</td>
<td>60%</td>
<td>62%</td>
</tr>
<tr>
<td>Sale of Materials</td>
<td>58</td>
<td>29</td>
<td>34</td>
<td>59%</td>
<td>61%</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>152</td>
<td>152</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>Evening High School</td>
<td>100</td>
<td>50</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>54%</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>75</td>
<td>38</td>
<td>28</td>
<td>37%</td>
<td>27%</td>
</tr>
<tr>
<td><strong>Total revenues</strong></td>
<td>1,834</td>
<td>917</td>
<td>887</td>
<td>48%</td>
<td>47%</td>
</tr>
</tbody>
</table>

|                        |                        |                       |              |                     |           |
| **EXPENDITURES**       |                        |                       |              |                     |           |
| Administrative Support | 680                    | 340                   | 48           | 7%                  | 23%       |
| Instructional Programs |                        |                       |              |                     |           |
| Allied Health          | 652                    | 326                   | 312          | 48%                 | 47%       |
| Job-related            | 262                    | 131                   | 147          | 56%                 | 40%       |
| Home Related           | 21                     | 11                    | 11           | 52%                 | 33%       |
| Personal               | 109                    | 55                    | 52           | 48%                 | 45%       |
| Physical Fitness       | 16                     | 8                     | 7            | 44%                 | 40%       |
| Community Service      | 47                     | 24                    | 7            | 15%                 | 34%       |
| NIPSTA                 | 42                     | 21                    | 20           | 48%                 | 51%       |
| High School Programs   | 319                    | 160                   | 136          | 43%                 | 42%       |
| GED Programs           | 18                     | 9                     | 11           | 61%                 | 37%       |
| * Kids/Youth Program   | 15                     | 8                     | 3            | 20%                 |           |
| ESL Programs           | 656                    | 328                   | 326          | 50%                 | 47%       |
| **Total Programs**     | 2,157                  | 1,079                 | 1,032        | 48%                 | 44%       |
| **Total expenditures** | 2,837                  | 1,419                 | 1,080        | 38%                 | 39%       |

Revenue over (under) expenditures: $ (1,003) $ (502) (193)

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

Net Position end of period: $2,125

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

<table>
<thead>
<tr>
<th>Program Generated Revenue</th>
<th>Revenue Allocated to Programs</th>
<th>Total Revenue and Allocation</th>
<th>Expenditures</th>
<th>Program Net Favor/Unfavor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity fees $504,292</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest income 600</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub total revenues 504,892</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>$88,625</td>
<td>$78,601</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 11,669</td>
<td>-</td>
<td>11,669</td>
<td>(18,484)</td>
<td>(6,815)</td>
</tr>
<tr>
<td>369919 Skokie Student Leaders</td>
<td>-</td>
<td>56,519</td>
<td>56,519</td>
<td>(19,403)</td>
</tr>
<tr>
<td>369920 SGA College Program Board</td>
<td>-</td>
<td>57,167</td>
<td>57,167</td>
<td>(26,731)</td>
</tr>
<tr>
<td>369922 Lunabot 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 75</td>
<td>203</td>
<td>278</td>
<td>(27)</td>
<td>251</td>
</tr>
<tr>
<td>369925 Otaku Society</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369926 Seeds</td>
<td>-</td>
<td>1,046</td>
<td>1,046</td>
<td>(87)</td>
</tr>
<tr>
<td>369927 Cheer &amp; Dance Team 573</td>
<td>2,114</td>
<td>2,687</td>
<td>(287)</td>
<td>2,400</td>
</tr>
<tr>
<td>369928 African Student Club 402</td>
<td>700</td>
<td>1,102</td>
<td>-</td>
<td>1,102</td>
</tr>
<tr>
<td>369930 Early Childhood Education Club</td>
<td>-</td>
<td>1,641</td>
<td>1,641</td>
<td>(19)</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 785</td>
<td>1,085</td>
<td>1,880</td>
<td>(106)</td>
<td>1,774</td>
</tr>
<tr>
<td>369933 UNICEF 759</td>
<td>3,825</td>
<td>4,584</td>
<td>(1,325)</td>
<td>3,259</td>
</tr>
<tr>
<td>369934 Hillel</td>
<td>-</td>
<td>1,528</td>
<td>1,528</td>
<td>(401)</td>
</tr>
<tr>
<td>369935 Honors Student Organization 150</td>
<td>1,396</td>
<td>1,546</td>
<td>-</td>
<td>1,546</td>
</tr>
<tr>
<td>369936 Ultra</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369938 Table Tennis Club</td>
<td>-</td>
<td>950</td>
<td>950</td>
<td>-</td>
</tr>
<tr>
<td>369939 French Club</td>
<td>-</td>
<td>618</td>
<td>618</td>
<td>-</td>
</tr>
<tr>
<td>369940 Trading Card Game Club</td>
<td>-</td>
<td>402</td>
<td>402</td>
<td>-</td>
</tr>
<tr>
<td>369941 Mongolian Club 75</td>
<td>255</td>
<td>330</td>
<td>-</td>
<td>330</td>
</tr>
<tr>
<td>369942 Astronomy Club</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369943 Japan Club</td>
<td>-</td>
<td>2,095</td>
<td>2,095</td>
<td>-</td>
</tr>
<tr>
<td>369944 South East Asian (SEA) Club</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</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>(2,401)</td>
<td>10,445</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>-</td>
<td>249</td>
<td>249</td>
<td>(54)</td>
</tr>
<tr>
<td>369950 Hispanic Club 150</td>
<td>463</td>
<td>613</td>
<td>(404)</td>
<td>209</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>-</td>
<td>462</td>
</tr>
<tr>
<td>369954 Stem Club 150</td>
<td>245</td>
<td>395</td>
<td>-</td>
<td>395</td>
</tr>
<tr>
<td>369955 Ecology Club 134</td>
<td>2,160</td>
<td>2,294</td>
<td>(500)</td>
<td>1,794</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 2,002</td>
<td>2,043</td>
<td>4,045</td>
<td>(2,167)</td>
<td>1,878</td>
</tr>
<tr>
<td>369959 Black Student Union</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</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>-</td>
<td>243</td>
<td>243</td>
<td>(41)</td>
</tr>
<tr>
<td>369964 Oakton Helping Others</td>
<td>-</td>
<td>240</td>
<td>240</td>
<td>-</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 455</td>
<td>843</td>
<td>1,298</td>
<td>(178)</td>
<td>1,120</td>
</tr>
</tbody>
</table>
# OAKTON COMMUNITY COLLEGE
## STUDENT ACTIVITIES FUND
### SUMMARY OF REVENUES AND EXPENDITURES (Continued)
#### SIX MONTHS ENDED DECEMBER 31, 2014

<table>
<thead>
<tr>
<th>Program Generated Revenue</th>
<th>Revenue Allocated to Programs</th>
<th>Total Revenue and Allocation</th>
<th>Expenditures</th>
<th>Program Net 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>3,498</td>
<td>1,859</td>
<td>5,357</td>
<td>(2,361)</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>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369982 Graphic Design Club</td>
<td>-</td>
<td>410</td>
<td>410</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>-</td>
<td>435</td>
<td>435</td>
<td>(7)</td>
</tr>
<tr>
<td>369992 Performing Arts Society</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Sub Totals</strong></td>
<td><strong>$64,159</strong></td>
<td><strong>$287,363</strong></td>
<td><strong>$351,524</strong></td>
<td><strong>($171,690)</strong></td>
</tr>
</tbody>
</table>

### Fund Summary
- **Total Revenues**: $569,051
- **Total Expenditures**: $(171,690)
- **Total Transfers to other funds**: $(303,067)
- **Excess revenue over expenditures**: 94,294
- **Net Position 6/30/14**: 337,446
- **Net Position, end of period**: $431,739
# OAKTON COMMUNITY COLLEGE
## AUTOMATIC CLEARING HOUSE (ACH) WIRE TRANSFERS & PAYMENTS
### DECEMBER, 2014

### 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>
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<tbody>
<tr>
<td>12/3/2014</td>
<td>$15,177.88</td>
<td></td>
<td></td>
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<tr>
<td>12/12/2014</td>
<td>$589,481.36</td>
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<td></td>
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<td>$589,481.36</td>
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<tr>
<td>12/17/2014</td>
<td>$48,680.91</td>
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<tr>
<td>12/19/2014</td>
<td>$4,477.00</td>
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<td>$4,477.00</td>
</tr>
<tr>
<td>12/19/2014</td>
<td>$1,520.00</td>
<td></td>
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</table>

**TOTAL**  
$659,337.15  
$63,858.79  
$1,520.00  
$589,481.36  
$4,477.00

### 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>
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<tbody>
<tr>
<td>12/5/2014</td>
<td>$301,347.87</td>
<td>$301,347.87</td>
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<tr>
<td>12/5/2014</td>
<td>$92,076.73</td>
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<td>$92,076.73</td>
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<tr>
<td>12/5/2014</td>
<td>$179,595.59</td>
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<td>$179,595.59</td>
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<tr>
<td>12/5/2014</td>
<td>$72,918.75</td>
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<td>$72,918.75</td>
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<tr>
<td>12/19/2014</td>
<td>$303,309.61</td>
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<td></td>
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<td>$2,334.25</td>
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<tr>
<td>12/19/2014</td>
<td>$177,753.17</td>
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<td>$177,753.17</td>
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<tr>
<td>12/19/2014</td>
<td>$71,107.30</td>
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<td>$71,107.30</td>
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</table>

**TOTAL**  
$1,290,443.27  
$604,657.48  
$184,410.98  
$357,348.76  
$144,026.05
Quarterly Report on Investments

Quarter ended December 31, 2014

At the end of December 2014, the fair market value of investments totaled $105.9 million compared to $115.1 million at the beginning of the year and $100.3 million for December of the previous year. The average yield for the second quarter (before fair value adjustment) of this year and last year was .61% and .95%, respectively. The average yield for the six months ending December 2014 and 2013 was .76% and .88%, respectively.

Interest income for the six months ending December 2014 and 2013, before fair value adjustment, was $446 thousand and $498 thousand, respectively.

The fair market value adjustment through the end of the 2nd quarter is an unfavorable $286,291 compared to a unfavorable $290,415 for the 2nd quarter last year. Fair market adjustment is a reflection of current economic conditions and fluctuating interest rates.

<table>
<thead>
<tr>
<th>Investments (FMV)</th>
<th>December 31, 2014 (000)</th>
<th>September 30, 2014 (000)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GENERAL FUNDS:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificates of Deposit</td>
<td>$ 9,212</td>
<td>$ 12,963</td>
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<td>Money Market:</td>
<td></td>
<td></td>
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<tr>
<td>Illinois Funds</td>
<td>23,102</td>
<td>34,538</td>
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<tr>
<td>ISDLAF - Liquid and Max General Fund</td>
<td>11,976</td>
<td>5,473</td>
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<tr>
<td>Chase</td>
<td>377</td>
<td>2,877</td>
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<tr>
<td>IMET</td>
<td>32,868</td>
<td>36,137</td>
</tr>
<tr>
<td>Treasury Notes</td>
<td>10,869</td>
<td>14,479</td>
</tr>
<tr>
<td>U.S. Treasury Obligations (GNMAs)</td>
<td>2,935</td>
<td>3,117</td>
</tr>
<tr>
<td><strong>GENERAL OBLIGATION BOND FUNDS:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificates of Deposit</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Money Market:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ISDLAF - Max General Fund (2014 Debt Certificates)</td>
<td>14,523</td>
<td>14,522</td>
</tr>
<tr>
<td><strong>Total Investments at FMV</strong></td>
<td>$ 105,862</td>
<td>$ 124,106</td>
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</table>

<table>
<thead>
<tr>
<th>Fair Market Value Adjustment</th>
<th>FY2015</th>
<th>FY2014</th>
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</thead>
<tbody>
<tr>
<td>1st Quarter</td>
<td>$ (147,419)</td>
<td>$ (115,258)</td>
</tr>
<tr>
<td>2nd Quarter</td>
<td>(138,872)</td>
<td>(175,157)</td>
</tr>
<tr>
<td>3rd Quarter</td>
<td></td>
<td>(108,890)</td>
</tr>
<tr>
<td>4th Quarter</td>
<td></td>
<td>(72,686)</td>
</tr>
<tr>
<td>Year to Date</td>
<td>$ (286,291)</td>
<td>$ (471,991)</td>
</tr>
</tbody>
</table>

President' 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 authorize the acceptance of the Quarterly Report on Investments for filing."
<table>
<thead>
<tr>
<th>Type of Security</th>
<th>OCC FUNDS</th>
<th>Coupon Rate</th>
<th>Fair Market Value *6</th>
<th>Par Value</th>
<th>Purchase Date</th>
<th>Maturity Date</th>
<th>Rate of Interest</th>
<th>Interest Earnings Y-T-D</th>
<th>Interest Payments Received</th>
<th>Interest Accrued (A)</th>
</tr>
</thead>
<tbody>
<tr>
<td>C-D</td>
<td>0.8000%</td>
<td>245,000</td>
<td>245,000</td>
<td>11-02-09</td>
<td>11-02-15</td>
<td>0.80%</td>
<td>862</td>
<td>2,132</td>
<td>383</td>
<td></td>
</tr>
<tr>
<td>C-D</td>
<td>1.0900%</td>
<td>247,325</td>
<td>247,325</td>
<td>11-13-09</td>
<td>11-13-15</td>
<td>1.09%</td>
<td>1,109</td>
<td>2,575</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>C-D</td>
<td>0.7200%</td>
<td>241,965</td>
<td>241,965</td>
<td>12-03-09</td>
<td>12-03-15</td>
<td>0.75%</td>
<td>895</td>
<td>-</td>
<td>1,644</td>
<td></td>
</tr>
<tr>
<td>C-D</td>
<td>0.7500%</td>
<td>246,084</td>
<td>246,084</td>
<td>12-09-09</td>
<td>12-09-15</td>
<td>0.75%</td>
<td>916</td>
<td>-</td>
<td>1,739</td>
<td></td>
</tr>
<tr>
<td>C-D</td>
<td>0.8789%</td>
<td>-</td>
<td>-</td>
<td>07-19-11</td>
<td>07-19-14</td>
<td>0.88%</td>
<td>4,358</td>
<td>56,248</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>C-D</td>
<td>0.9530%</td>
<td>-</td>
<td>-</td>
<td>07-13-12</td>
<td>07-14-14</td>
<td>0.95%</td>
<td>264</td>
<td>2,137</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>C-D</td>
<td>0.5500%</td>
<td>-</td>
<td>-</td>
<td>08-24-12</td>
<td>08-25-14</td>
<td>0.56%</td>
<td>462</td>
<td>4,449</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>C-D</td>
<td>0.8030%</td>
<td>-</td>
<td>-</td>
<td>10-10-12</td>
<td>10-10-14</td>
<td>0.80%</td>
<td>(254)</td>
<td>1,057</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>C-D</td>
<td>0.4010%</td>
<td>-</td>
<td>-</td>
<td>12-20-12</td>
<td>12-18-14</td>
<td>0.40%</td>
<td>4,358</td>
<td>20,013</td>
<td>-</td>
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</tr>
<tr>
<td>C-D</td>
<td>0.2500%</td>
<td>-</td>
<td>-</td>
<td>06-20-13</td>
<td>12-19-14</td>
<td>0.25%</td>
<td>1,219</td>
<td>3,754</td>
<td>-</td>
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</tr>
<tr>
<td>C-D</td>
<td>0.2500%</td>
<td>1,000,000</td>
<td>1,000,000</td>
<td>06-20-13</td>
<td>01-20-15</td>
<td>0.25%</td>
<td>1,233</td>
<td>-</td>
<td>3,767</td>
<td></td>
</tr>
<tr>
<td>C-D</td>
<td>0.2500%</td>
<td>1,000,000</td>
<td>1,000,000</td>
<td>06-20-13</td>
<td>02-20-15</td>
<td>0.25%</td>
<td>1,233</td>
<td>-</td>
<td>3,767</td>
<td></td>
</tr>
<tr>
<td>C-D</td>
<td>0.2500%</td>
<td>1,000,000</td>
<td>1,000,000</td>
<td>06-20-13</td>
<td>03-20-15</td>
<td>0.25%</td>
<td>1,233</td>
<td>-</td>
<td>3,767</td>
<td></td>
</tr>
<tr>
<td>C-D</td>
<td>0.2500%</td>
<td>1,000,000</td>
<td>1,000,000</td>
<td>06-20-13</td>
<td>04-20-15</td>
<td>0.25%</td>
<td>1,233</td>
<td>-</td>
<td>3,767</td>
<td></td>
</tr>
<tr>
<td>C-D</td>
<td>0.2500%</td>
<td>500,000</td>
<td>500,000</td>
<td>06-20-13</td>
<td>05-20-15</td>
<td>0.25%</td>
<td>616</td>
<td>-</td>
<td>1,884</td>
<td></td>
</tr>
<tr>
<td>C-D</td>
<td>0.2500%</td>
<td>500,000</td>
<td>500,000</td>
<td>06-20-13</td>
<td>06-19-15</td>
<td>0.25%</td>
<td>616</td>
<td>-</td>
<td>1,884</td>
<td></td>
</tr>
<tr>
<td>C-D</td>
<td>0.6010%</td>
<td>249,488</td>
<td>249,488</td>
<td>08-06-13</td>
<td>08-10-15</td>
<td>0.60%</td>
<td>864</td>
<td>864</td>
<td>493</td>
<td></td>
</tr>
<tr>
<td>C-D</td>
<td>0.5010%</td>
<td>249,738</td>
<td>249,738</td>
<td>08-06-13</td>
<td>08-14-15</td>
<td>0.50%</td>
<td>803</td>
<td>803</td>
<td>411</td>
<td></td>
</tr>
<tr>
<td>C-D</td>
<td>0.6020%</td>
<td>498,480</td>
<td>498,480</td>
<td>08-15-13</td>
<td>08-17-15</td>
<td>0.60%</td>
<td>1,605</td>
<td>1,605</td>
<td>987</td>
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</tr>
<tr>
<td>C-D</td>
<td>0.5010%</td>
<td>1,237,500</td>
<td>1,237,500</td>
<td>08-06-13</td>
<td>08-06-15</td>
<td>0.50%</td>
<td>3,057</td>
<td>-</td>
<td>8,561</td>
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</tr>
<tr>
<td>C-D</td>
<td>0.3440%</td>
<td>996,400</td>
<td>996,400</td>
<td>07-29-14</td>
<td>07-29-15</td>
<td>0.34%</td>
<td>1,409</td>
<td>-</td>
<td>1,409</td>
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</tr>
</tbody>
</table>

**SUBTOTAL**

25,337

98,012

33,863

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**GENERAL FUNDS**

**MONEY MARKET**

**ILLINOIS FUNDS**

CHASE

ISDLAF-LIQ+MAX FUND

IMET

**SUBTOTAL**

25,337

98,012

33,863

---

**T-NOTE**

7.5000% 892,734 792,000 06-10-09 11-15-16 3.58% 29,700 29,700 4,950

T-NOTE

3.2500% 1,043,902 1,003,000 07-39-19 06-30-16 3.92% 16,299 16,299-

T-NOTE

4.8750% 2,354,352 2,200,000 07-15-19 08-15-16 3.08% 53,625 53,625 35,750

T-NOTE

7.5000% 1,747,145 1,550,000 06-05-09 11-15-16 3.27% 58,125 58,125 9,688

T-NOTE

2.1250% - - 12-28-09 11-30-14 2.48% 9,978 10,774-

T-NOTE

2.6250% - - 12-31-09 12-31-14 2.63% 32,813 32,813-

T-NOTE

3.2500% 2,643,832 2,517,000 12-31-09 12-31-16 3.36% 40,901 40,901-

T-NOTE

7.5000% 1,070,798 1,030,000 12-28-09 11-30-16 3.26% 14,163 14,163 2,360

T-NOTE

3.7500% 1,115,861 1,030,000 12-28-09 11-15-19 3.79% 17,581 17,381 2,897

**SUBTOTAL**

10,888,824 10,172,000

271,984 273,780 55,645

## Earnings Report

**Six Months Ended December 31st, 2014 and 2013**

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<th></th>
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<th></th>
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<th></th>
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<tr>
<td><strong>GENERAL FUNDS</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Certificate of Deposit</td>
<td>$10,218</td>
<td>0.39%</td>
<td>$34,613</td>
<td>0.46%</td>
<td>$28,337</td>
<td>0.43%</td>
<td>$71,886</td>
<td>0.47%</td>
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<tr>
<td>Money Market</td>
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<td></td>
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</tr>
<tr>
<td>Illinois Funds</td>
<td>879</td>
<td>0.01%</td>
<td>896</td>
<td>0.03%</td>
<td>1,886</td>
<td>0.01%</td>
<td>1,337</td>
<td>0.02%</td>
</tr>
<tr>
<td>Chase</td>
<td>156</td>
<td>0.03%</td>
<td>6,821</td>
<td>0.12%</td>
<td>367</td>
<td>0.03%</td>
<td>19,246</td>
<td>0.17%</td>
</tr>
<tr>
<td>ISDLAF - Liq+Max Fund</td>
<td>98</td>
<td>0.01%</td>
<td>61</td>
<td>0.01%</td>
<td>174</td>
<td>0.01%</td>
<td>99</td>
<td>0.03%</td>
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<tr>
<td>IMET</td>
<td>31,350</td>
<td>0.27%</td>
<td>17,455</td>
<td>0.33%</td>
<td>66,196</td>
<td>0.38%</td>
<td>34,697</td>
<td>0.34%</td>
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<td>Savings</td>
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<td></td>
<td></td>
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<tr>
<td>Treasury Notes</td>
<td>135,094</td>
<td>3.32%</td>
<td>136,890</td>
<td>3.15%</td>
<td>271,984</td>
<td>3.23%</td>
<td>273,780</td>
<td>3.15%</td>
</tr>
<tr>
<td>GNMA</td>
<td>36,396</td>
<td>4.87%</td>
<td>45,433</td>
<td>4.89%</td>
<td>74,873</td>
<td>4.86%</td>
<td>94,763</td>
<td>4.89%</td>
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<tr>
<td><strong>GENERAL OBLIGATION BOND FUNDS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2011 ISDLAF - Max Fund</td>
<td>148</td>
<td>0.04%</td>
<td></td>
<td></td>
<td>760</td>
<td>0.04%</td>
<td></td>
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</tr>
<tr>
<td>Certificate of Deposit</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
<td>1,469</td>
<td>0.83%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2014 ISDLAF - Max Fund</td>
<td>1,318</td>
<td>0.04%</td>
<td></td>
<td></td>
<td>2,635</td>
<td>0.04%</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$215,508</td>
<td>0.61%</td>
<td>$242,318</td>
<td>0.95%</td>
<td>$446,452</td>
<td>0.76%</td>
<td>$498,038</td>
<td>0.88%</td>
</tr>
<tr>
<td>Fair Mkt Value Adj.</td>
<td>($138,872)</td>
<td>(0.84%)</td>
<td>($175,157)</td>
<td>(0.93%)</td>
<td>($286,291)</td>
<td>(1.74%)</td>
<td>($290,415)</td>
<td>(1.54%)</td>
</tr>
</tbody>
</table>

**Codes:**
- **Certificate of Deposit:** PMA Financial Network short term certificates of deposit
- **Money Market:** Illinois School District Liquid Asset Fund
- **ISDLAF - CITIBANK:** Illinois School District Liquid Asset Fund
- **ISDLAF - LIQ + MAX FUND:** Illinois School District Liquid Asset Fund
- **Illinois Funds:** Illinois Public Treasurer's Investment Pool
- **IMET:** Illinois Metropolitan Investment Fund
- **CHASE:** JP Morgan Chase High Yield Account
- **T-NOTES:** U.S. Treasury Notes, 2-10 year maturity
- **GNMA:** A share of pooled mortgages guaranteed by the Federal Government
Ratification of Actions of Alliance for Lifelong Learning Executive Board

The salary payments and rescinds include the following:

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.

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 through c as stipulated above, and hereby approves the expenditures in the amount not to exceed $17,544.41 for all funds listed in items a and c.”
Supplemental Authorization to Pay Professional Personnel - Fall 2014

Comparative figures:

<table>
<thead>
<tr>
<th></th>
<th>Fall 2014</th>
<th>Fall 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part-Time</td>
<td>$4,605,084.70</td>
<td>$4,446,000.79</td>
</tr>
<tr>
<td>Overload</td>
<td>$345,900.96</td>
<td>$347,129.60</td>
</tr>
<tr>
<td>January 2014 Stipends</td>
<td></td>
<td>$1,095.00</td>
</tr>
</tbody>
</table>

TPH/vg
1/2015

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 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."

3. There are no stipends to report this month.
Authorization to Pay Professional Personnel

The 2015 Spring Semester classes began on January 20, 2015 and the first payroll for the 2015 Spring Semester Part-time Faculty and Adjunct Faculty is January 30, 2015 and Full-time Overload payments will be February 13, 2015. Since the list of the 2015 Spring Semester Professional Personnel will not be available until after the January 20, 2015 Board meeting, the Treasurer is requesting the authority to pay the Spring 2015 Semester Part-time and Adjunct Faculty on January 30, 2015 and Full-time Overload payments on February 13, 2015.

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 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.”
Approval of Clinical Practice Agreements

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

- Early Childhood Education
  New: **River Grove School District 85.5** – These are the College’s standard agreements for a five-year, six-month period to cover students in the ECE program affiliation and practicum.

- Substance Abuse Counseling
  New: **Maryville Academy** – This is the College’s standard agreement for a four-year, seven-month period.

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

That the Board adopt the following resolution:

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

**For the Early Childhood Education Program**
River Grove School District 85.5 – River Grove

**For the Substance Abuse Counseling Program**
Maryville Academy – Des Plaines.”
Authorization to Purchase Travel for Baseball Team

Each year, the Oakton Men’s Baseball program schedules a spring training team trip to Florida. This trip is an integral part of the baseball program and provides opportunities for team building activities and competition with many of the best community college baseball programs in the country.

For the last four years, the team has traveled to Auburndale, Florida and participated in the Russ Matt Baseball program. The trip is again planned for this year. Russ Matt Baseball is the largest operator of college baseball spring break tournaments in the United States with over 230 college baseball teams participating in three locations. Oakton will be scheduled to play twelve games during the trip with additional time for practice and team skill building activities.

Under current plans, the Oakton Men’s Baseball Team would leave on Thursday, March 12th and return on Sunday, March 22nd, 2015. The cost of the trip breaks down as follows:

<table>
<thead>
<tr>
<th>Cost Category</th>
<th>Cost</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coach Bus Transportation, Kobussen Trailways</td>
<td>$11,000</td>
<td>Bus transportation to and from Florida along with on-site ground transportation</td>
</tr>
<tr>
<td>1500 Forward Dr Sun Prairie, WI 53590</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Westgate Resorts</td>
<td>$700</td>
<td>Hotel for bus drivers</td>
</tr>
<tr>
<td>2801 Old Winter Garden Road Ocoee, FL 34761</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Westgate Resorts</td>
<td>$8,000</td>
<td>Rental of condo facilities for player housing</td>
</tr>
<tr>
<td>2801 Old Winter Garden Road Ocoee, FL 34761</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enterprise Car Rental</td>
<td>$1,300</td>
<td>On-site travel</td>
</tr>
<tr>
<td>Food</td>
<td>$6,500</td>
<td>Grocery purchase for on-site food preparation and limited dine out</td>
</tr>
<tr>
<td>Russ Matt Baseball</td>
<td>$2,100</td>
<td>Game Fees</td>
</tr>
<tr>
<td>Russ Matt Baseball</td>
<td>$300</td>
<td>Team Registration</td>
</tr>
<tr>
<td>Total</td>
<td>$29,900</td>
<td>Total estimated cost of trip</td>
</tr>
</tbody>
</table>
The cost of the trip will be paid for through fundraising efforts by the baseball team, so this is considered pass-through money. If adequate funds are not raised by February 15, 2015 to cover these costs, the trip will be cancelled.

BDO:ws
1/6/2015

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 Travel for Baseball Team from:

Kobussen Trailways, 1500 Forward Dr., Sun Prairie, WI 53590, for an amount not to exceed $11,000,

Westgate Resorts, 2801 Old Winter Garden Road, Ocoee, FL 34761 for an amount not to exceed $8,700,

Enterprise Rent-A-Car, Orlando International Airport, 9400 Airport Blvd., Orlando, FL 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, ME 04105 for an amount not to exceed $2,400,

for a grand total not to exceed $29,900.”
Preview and Initial Discussion of February 2015 Purchases

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

a) 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, Facilities, and Legat Architects, issued an Invitation to Bid on January 6, 2015. Bids are due to the College on January 27, 2015 and the results will be brought to the February 17, 2015 Board meeting. The work is expected to begin in early March and be completed by mid-July. Estimated cost of this project is $900,000.

b) 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 estimated cost for FY2015-16 is $29,000 due in part to additional equipment and licenses purchased for the Science and Health Careers Center and the Enrollment Center Remodeling.

While TIG has a vast knowledge of the College’s infrastructure and environment and a detailed understanding of the complex telephony system, the Business Office will prepare the appropriate paperwork to obtain competitive pricing for the FY2015-16 renewal and new support contract. The results will be presented to the Board of Trustees for approval at the February 17, 2015 Board meeting.
c) 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 budgeted at $105,000 for FY2015-16. A final proposal will be presented for approval at the February 17, 2015 Board meeting.

d) 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 2015-2016 include the men’s and women’s locker room renovations, noted in preview 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.
Approval of Law Enforcement Mutual Aid Agreement

Oakton Community College operates a professional Public Safety ("P/S") Department with offices at both the Des Plaines and Skokie campuses. Departmental personnel include police officers, security guards, and student cadets. An effective P/S Department is one that is capable of responding to situations in an effective and efficient manner taking into consideration the circumstances that are being encountered. While Oakton’s P/S Department serves as the first and primary responders to emergencies and other situations, there may be times that circumstances dictate that assistance be requested from other agencies.

A method by which public safety entities obtain assistance from other agencies is typically through an intergovernmental agreement. Such agreements are designed to provide additional personnel and/or equipment by which an agency can expand, on a temporary basis, its ability to respond to adverse or emergency circumstances.

Oakton has been a member of the Illinois Law Enforcement Alarm System ("ILEAS") since 2007. However, with the ever changing landscape of public safety, ILEAS is requesting that agencies enter into a new agreement. The new agreement enables Oakton to request law enforcement resources both regionally and state-wide at no cost. In addition, resources are available 24-hours a day/365 days per year, and can be requested simply by the Chief of Police. ILEAS will also assist Oakton with obtaining cost reimbursements from state or federal agencies in the case of declared disasters.

In order to authorize Oakton’s participation in the Law Enforcement Mutual Aid Agreement, Administration is requesting the approval 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 by Intergovernmental Cooperation. Both of these documents are attached for your review.

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 Resolution Authorizing the Execution of a Law Enforcement Mutual Aid Agreement and the Existence and Formation of the Illinois Law Enforcement Alarm System by Intergovernmental Cooperation in the form attached hereto.”
Oakton Community College, District 535
State of Illinois, County of Cook

A Resolution Authorizing the Execution of a Law Enforcement Mutual Aid Agreement and the Existence and Formation of the Illinois Law Enforcement Alarm System by Intergovernmental Cooperation

Whereas Oakton Community College District No. 535, State of Illinois, County of Cook (hereinafter “Oakton” or “District”) is a duly constituted public agency of the State of Illinois, and;

Whereas Oakton, as a public agency of the State of Illinois, is authorized and empowered by the Constitution of the State of Illinois (Ill. Const. Art. VII, § 10) and the Illinois Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.) to enter into intergovernmental agreements with other public agencies on matters of mutual concern and interest such as the provision of adequate law enforcement personnel and resources for the protection of students, faculty, staff, guests, residents of the District, and property of Oakton, and;

Whereas Oakton recognizes that certain natural or man-made occurrences may result in emergencies or disasters that exceed the resources, equipment and/or law enforcement personnel of a single given public agency, and;

Whereas, a given public agency can, by entering into a mutual aid agreement for law enforcement services and resources, effectively provide a broader range and more plentiful amount of law enforcement capability for the citizenry which it serves, and;

Whereas, in order to have an effective mutual aid agreement for law enforcement resources and services, Oakton recognizes it must be prepared to come to the aid of other public agencies in their respective times of need due to emergencies or disasters, and;

Whereas, Oakton recognizes the need for the District to develop an effective mutual aid agreement for law enforcement services and resources upon which it may call upon in its time of need and is prepared to enter into a mutual aid agreement for law enforcement services and resources with other like-minded public agencies, and;

Whereas, Oakton also recognizes the need for the existence of a public agency, formed by an intergovernmental agreement between two or more public agencies, which can serve to coordinate and facilitate the provision of law enforcement mutual aid between signatory public agencies to a mutual aid agreement for law enforcement services and resources, and;
Whereas, Oakton has been provided with a certain “Law Enforcement Mutual Aid Agreement” which has been reviewed by the Board of Trustees (the “Board”) and which other public agencies in the State of Illinois are prepared to execute, in conjunction with Oakton, in order to provide and receive law enforcement mutual aid services as set forth in the “Law Enforcement Mutual Aid Agreement,” and;

Whereas, it is the anticipation and intention of Oakton that this “Law Enforcement Mutual Aid Agreement” will be executed in counterparts as other public agencies choose to enter into the “Law Enforcement Mutual Aid Agreement” and strengthen the number of signatory public agencies and resources available from those public agencies, and;

Whereas, it is the anticipation and intent of Oakton that the “Law Enforcement Mutual Aid Agreement” will continue to garner support and acceptance from other currently unidentified public agencies who will enter into the “Law Enforcement Mutual Aid Agreement” over time and be considered as if all signatory public agencies to the “Law Enforcement Mutual Aid Agreement” had executed the “Law Enforcement Mutual Aid Agreement” at the same time.

Now, therefore, be it resolved by Oakton as follows:

1. This Resolution shall be known as, and may hereafter be referred to as, the “Resolution Authorizing the Execution of a Law Enforcement Mutual Aid Agreement and the Existence and Formation of the Illinois Law Enforcement Alarm System by Intergovernmental Cooperation.”

2. The Resolution Authorizing the Execution of a Law Enforcement Mutual Aid Agreement and the Existence and Formation of the Illinois Law Enforcement Alarm System by Intergovernmental Cooperation shall be, and hereby is, enacted as follows:

a. Authorization to enter into a Certain Agreement – The President or the Vice President for Business and Finance of Oakton are hereby authorized to sign, execute and deliver the agreement known as the “Law Enforcement Mutual Aid Agreement” and thereby enter into an intergovernmental agreement with such other public agencies of the State of Illinois as are likewise willing to enter into said “Law Enforcement Mutual Aid Agreement” and recognize the existence and formation of the Illinois Law Enforcement Alarm System as set forth in the said “Law Enforcement Mutual Aid Agreement.”

b. Savings Clause – If any section, paragraph, clause or provision of this Resolution shall be held invalid, the invalidity thereof shall not affect any of the provisions of this Resolution.
c. Effective Date – This Resolution shall be in full force and effect from and after its passage, approval and publication as provided by law.

Passed this ______ day of ______________. ______

Ayes: 
Nays: 
Absent: 
Abstain: 

Approved this ______ day of ______________. ______

President or Vice President for Business and Finance

Attest:

________________________
Board Secretary
Law Enforcement Mutual Aid Agreement

This Law Enforcement Mutual Aid Agreement (LEMAA) is executed, in multiple counterparts, by the Public Agency shown on last page hereof on the date that is set forth on the last page of this LEMAA for the uses and purposes set forth herein.

Whereas, the undersigned Public Agency of the State of Illinois does hereby declare that it is in the best interest of the Signatory Public Agency to make provision for law enforcement Mutual Aid in the event the undersigned Public Agency should need law enforcement Mutual Aid, and;

Whereas, the undersigned Public Agency of the State of Illinois recognizes that law enforcement Mutual Aid is only effective if those Public Agencies who could potentially benefit from law enforcement Mutual Aid are willing to provide law enforcement Mutual Aid to other Public Agencies who are willing to enter into a Mutual Aid agreement such as this Mutual Aid agreement, and;

Whereas, in the State of Illinois, there exist constitutional and statutory provisions enabling and supporting the formation of intergovernmental agreements on matters such as law enforcement Mutual Aid, towit, the Constitution of the State of Illinois (Ill. Const. Art. VII, § 10), the Illinois Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.), the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/7-101 et seq.) and the Illinois Municipal Code (65 ILCS 5/11-1-2.1), and;

Whereas, in order to have an effective law enforcement Mutual Aid system, it is necessary and desirable to have a third party entity that can support, centralize, coordinate and organize the provision of law enforcement Mutual Aid by and among Signatory Public Agencies to the law enforcement Mutual Aid agreement, and;

Whereas, this LEMAA is made in recognition of the fact that natural or man-made occurrences may result in Emergencies or Disasters that exceed the resources, equipment and/or Law Enforcement Personnel of a given Public Agency; each Public Agency which signs a copy of this LEMAA intends to aid and assist the other participating Public Agencies during an Emergency or Disaster by temporarily assigning some of the Responding Public Agency's resources, equipment and/or law enforcement personnel to the Requesting Public Agency as circumstances permit and in accordance with the terms of this LEMAA; the specific intent of this LEMAA being to safeguard the lives, persons and property of citizens of the State of Illinois during an Emergency or Disaster by enabling other Public Agencies to provide additional resources, equipment and/or Law Enforcement Personnel as needed, and;
Whereas, since approximately 2002, there has existed in the State of Illinois an Illinois Law Enforcement Alarm System law enforcement Mutual Aid agreement ("Prior Mutual Aid Agreement") which was initially executed by a multitude of signatory parties in the wake of the events of the 911 terrorist attacks and (even though the needs of law enforcement have changed, grown and advanced in various regards) the Prior Mutual Aid Agreement has never been updated, modified or changed since its inception, it is now the desire of the Signatory Public Agency to this LEMAA to enhance and reaffirm its commitment to law enforcement Mutual Aid in the State of Illinois while providing more particularity to the relationship that exists between each of the Signatory Public Agencies to this LEMAA and the third party agency, the Illinois Law Enforcement Alarm System, created by such Signatory Public Agencies,

Now, therefore, the undersigned Public Agency, does hereby enter into this LEMAA with each and every other Public Agency which signs a counterpart copy of this LEMAA and agrees and contracts as follows:

1. Definitions. The following definitions apply to this Mutual Aid Agreement (the plural version of any defined term meaning two or more instances of the defined term):

a. Disaster – An occurrence, or the reasonable threat or possibility of an occurrence of, any of the following: widespread or severe damage; injury or loss of life or property resulting from any natural or technological cause, including but not limited to, fire, flood, earthquake, windstorm, tornado, hurricane, severe inclement weather, hazardous materials spill or other water or ground contamination requiring prompt action to avert danger or damage; epidemics, contaminations, blight, extended periods of severe and inclement weather, drought, infestation and critical shortages of essential products, fuels and energy; explosion; riot; significant or large scale civil insurrection or disobedience; hostile military or paramilitary action, or; acts of domestic terrorism.

b. Emergency – A natural or man-made situation that threatens to cause, or causes, loss of life and/or property and exceeds the physical and/or organizational response capabilities of a unit of local, state or federal government.

c. Illinois Law Enforcement Alarm System (or the abbreviation “ILEAS”) – the third party Public Agency formed by Signatory Public Agencies to this LEMAA, or continued from the Prior Mutual Aid Agreement, to promote and facilitate law enforcement Mutual Aid in the State of Illinois, and;

d. Initial Governing Board – The first Governing Board of ILEAS established after two or more Public Agencies enter into this LEMAA.
e. Law Enforcement Personnel – An employee of a Signatory Public Agency to this LEMAA who is a law enforcement officer, county corrections officer or court security officer, as defined in Section 2 of the Illinois Police Training Act (50 ILCS 705/2).

f. LEMAA – This agreement.

g. Mutual Aid – Assistance provided by a Public Agency to another Public Agency pursuant to a definite and prearranged written agreement in the event of an Emergency or Disaster.

h. Prior Mutual Aid Agreement – a certain Mutual Aid Agreement having initial signatories in 2002 (with other signatory parties beginning their participation at a time later than the initial signatory parties) and which reflects a document modification date of “October 23, 2002” in the footer of the signature page (page 5).

i. Prior Signatory Public Agency – A Public Agency which executed the Prior Mutual Aid Agreement and has neither terminated its participation in the Prior Mutual Aid Agreement nor entered into this LEMAA.

j. Public Agency – Such units of government as are defined as a public agency by the Illinois Intergovernmental Cooperation Act (5 ILCS 220/2(1)).

k. Requesting Public Agency – A Signatory Public Agency to this LEMAA that has primary jurisdiction over the site of an Emergency or Disaster which, due to its perceived insufficient resources, equipment and/or Law Enforcement Personnel, would be unable to provide an adequate response to an Emergency or Disaster without the assistance of others.

l. Responding Public Agency – A Signatory Public Agency to this LEMAA that provides resources, equipment and/or Law Enforcement Personnel to a Requesting Public Agency during an Emergency or Disaster.

I. Signatory Public Agency – a Public Agency that has executed this LEMAA by signature of an authorized individual for the Public Agency under the authority of the Constitution of the State of Illinois (Ill. Const. Art. VII, § 10), the Illinois Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.) and the final approval required of the Public Agency in order to execute the LEMAA.

2. Agreement to Participate in Law Enforcement Mutual Aid.

The Signatory Public Agency to this LEMAA agrees that, in the event of an Emergency or Disaster, it will respond to requests for assistance by a Requesting Public Agency with such Law Enforcement Personnel, equipment, resources, facilities, or services as are, in the opinion of the Responding Public Agency,
available and useful and being requested by a Requesting Public Agency. Possible responses shall include, but not be limited to, merely being on "stand by," providing the benefit of prior experience or consultation and/or actual "hands-on" participation in law enforcement activities in the jurisdiction of the Requesting Public Agency any one of which may also entail the provision of equipment, resources, facilities or other services. Provided, however, that each Responding Public Agency reserves the right to refuse to render assistance or to recall any or all rendered assistance, whenever it believes that such refusal or recall is necessary to ensure adequate protection of its own jurisdiction's property, citizenry or personnel.

It is expected that requests for Mutual Aid under this Agreement will be initiated only when the needs of the Requesting Public Agency exceed its resources. Responding Public Agencies' resources will be released and returned to their own respective jurisdictions by the Requesting Public Agency as soon as the situation is restored to the point where the Requesting Public Agency is able to satisfactorily handle the emergency or disaster with its own resources or when a Responding Public Agency decides to recall its assistance.

Whenever an Emergency or Disaster is of such magnitude and consequence that it is deemed advisable by the highest-ranking officer present of the Requesting Public Agency to request assistance from a Responding Public Agency, he is hereby authorized to do so under the terms of this LEMAA. The highest-ranking officer present of the Responding Public Agency is authorized to, and shall forthwith take, the following actions:

- Immediately determine what type of assistance is being requested.

- Immediately determine if the requested resources, equipment and/or Law Enforcement Personnel can be committed to the Requesting Public Agency.

- Immediately dispatch, in consultation and coordination with the ILEAS dispatcher, the resources, equipment and/or Law Enforcement Personnel that are available to the Requesting Public Agency.

At the Emergency or Disaster site, the highest-ranking officer of the Requesting Public Agency who is present shall assume full responsibility and command for operations at the scene. Law Enforcement Personnel from the Responding Public Agencies shall report to, and shall work under, the direction and supervision of the Requesting Public Agency. Provided, however, that at all times, the personnel of the Responding Public Agency shall remain employees of their own agency and shall adhere to the policies and procedures of their own employer. While working under the direction of the Requesting Public Agency, Law Enforcement Personnel shall only be required to respond to lawful orders.
All equipment provided or services performed under this LEMAA shall be provided without reimbursement to the Responding Public Agency from the Requesting Public Agency. Nothing contained herein shall prohibit a Responding Public Agency or ILEAS from seeking reimbursement or defrayment of any expenses it may have incurred in responding to a Mutual Aid request from other sources. The Requesting Public Agency agrees to cooperate with any effort to seek reimbursement or defrayment of Mutual Aid expenses on the part of Responding Public Agencies or ILEAS.

All Requesting Public Agencies, Responding Public Agencies and ILEAS are required to keep expense and accounting records to identify the costs and expenses of any Mutual Aid provided under this LEMAA.

Each Responding Public Agency shall assume sole responsibility for insuring or indemnifying its own employees, as provided by state, federal law and/or local ordinance, and for providing personnel benefits, including benefits that arise due to injury or death, to their own employees as required by state or federal law just as if the employee would have been working as an employee of the Responding Public Agency in its own home jurisdiction. Each Responding Public Agency shall also be responsible, regardless of fault, for replacing or repairing any damage to its own vehicles or equipment that occurs while providing assistance under this LEMAA.

The Requesting Public Agency agrees that this LEMAA shall not give rise to any liability or responsibility for the failure of any other Signatory Public Agency to respond to any request for assistance made pursuant to this LEMAA.

Each Responding Public Agency under this LEMAA further agrees that each Responding Public Agency will be responsible for defending itself in any action or dispute that arises in connection with, or as the result of, this LEMAA and that each Responding Public Agency will be responsible for bearing its own costs, damages, losses, expenses and attorney fees.

3. The Illinois Law Enforcement Alarm System. By agreement by and between each Signatory Public Agency to this LEMAA, there is and was formed and exists a third party Public Agency, created by the Signatory Public Agency parties to this LEMAA and by virtue of this LEMAA, which shall be known as the Illinois Law Enforcement Alarm System (hereinafter referred to as "ILEAS"). The following provisions apply to ILEAS:

a. The Public Agency ILEAS shall have a governing board, consistent with the meaning of the phrase "governing board" in 5 ILCS 220/2(1), which shall be known as the "Governing Board."

1. Governing Board Composition and Voting. The Governing Board of ILEAS shall consist of the following individual
members, described as follows:

(a). Members of the Initial Governing Board – The individuals designated on Exhibit A will be members of the Initial Governing Board of ILEAS and shall serve until such time as their successors are elected or appointed, as the case may be.

(b). Composition of the Governing Boards of ILEAS after the Initial Governing Board members have served their term shall be as follows, who shall serve until such time as their successors are elected or appointed, as the case may be:

- 16 elected members representing eight (8) established ILEAS regions – there shall be one elected Sheriff member and one elected Chief of Police member from each of the eight (8) established ILEAS regions and the elected Sheriff member and the elected Chief of Police member shall be designated as the “Co-Chairs” from that region;

- a permanent, non-elective Governing Board membership for the Illinois State Police Director or the Director’s designee,

- a permanent, non-elective Governing Board membership for the President of the Illinois Association of Chiefs of Police or that President’s designee,

- a permanent, non-elective Governing Board membership for the President of the Illinois Sheriff’s Association or that President’s designee,

- two permanent, non-elective Governing Board memberships for the City of Chicago, Illinois or those persons designated by the Superintendent of Police, Chicago, Illinois.

Subject to the foregoing provisions of this subparagraph (b), no Public Agency shall be permitted to designate (as a candidate for election or appointment) a Governing Board Member unless that
Public Agency is a Signatory Public Agency and every Governing Board Member must be affiliated by employment with, or relation to, a Signatory Public Agency.

The President of ILEAS, with the advice and consent of the Governing Board of ILEAS, may appoint any number of Ex-Officio Governing Board consultants for the benefit of obtaining their counsel and advice but such individuals, if any, as are appointed to Ex-Officio Governing Board consultant positions shall not have any voting rights on matters to be decided by the Governing Board and, relative to the Board, are not agents or servants of the Governing Board, ILEAS or any Signatory Public Agency.

(c). Members of Governing Boards of ILEAS after the Initial Governing Board – For purposes of determining the elected members of the Governing Board after the Initial Governing Board, the State of Illinois shall be divided into eight (8) regions which are shown on Exhibit B hereto. Any Signatory Public Agency to this LEMAA may nominate any one or more eligible individuals from its region as a candidate for Governing Board membership, including an individual employed by the Signatory Public Agency. Only Signatory Public Agencies to this LEMAA may vote for representatives to be elected from their region. Each Signatory Public Agency to this LEMAA gets one vote for an elected Sheriff member and one vote for an elected Chief of Police member from its region. Starting in 2015, the election of Governing Board members shall occur every two years in March of the year on a date to be determined by the Governing Board members in office in the October prior to the date of the election. Should a given Governing Board member vote result in a tie between candidates, the two or more candidates with the same highest number of votes shall participate in a “coin toss” selection process to determine who shall fill that Governing Board member position.

(d). In the event that an elected Governing Board member dies, retires, resigns, is no longer employed by his employer in the same capacity as at the time of his
election or is otherwise unwilling or unable to serve the balance of that member’s term, then a replacement Governing Board member from the same region as the Governing Board member being replaced shall be chosen by the remaining Governing Board member from that Region and shall serve until the next Governing Board member vote. If both Governing Board members from a given Region are no longer in office at the same time, then, by majority vote of the remaining Governing Board members still holding office, two replacements shall be chosen from that same Region (in individual, separate votes) and shall serve until the next Governing Board member vote. The replacement Governing Board member shall be a Sheriff if a Sheriff is being replaced and shall be a Chief of Police if a Chief of Police is being replaced.

(e) Matters before the Governing Board for decision shall be decided by majority vote of a quorum of the voting members. A quorum for the conducting of the business of the Governing Board shall be established by the Bylaws promulgated by the Governing Board. Nothing contained herein shall prohibit the establishment of committees or subcommittees of the whole for the conduct of business as expressed in the Bylaws promulgated by the Governing Board.

2. Governing Board to Promulgate a Plan of Operation. The Governing Board shall cause to be promulgated a Plan of Operation for the giving and receiving of Mutual Aid under the provisions of the LEMAA and shall promulgate Bylaws for the management of ILEAS. Both the Plan of Operation and Bylaws may be modified from time to time based upon the majority vote of the then current members of the Governing Board.

3. Governing Board Compensation. All officers, members and ex-officio members of the Governing Board shall serve without compensation.

4. Regional Governing Boards. In each of the Regions, in addition to the co-chairs for that region, there may be elected a secretary, treasurer and sergeant at arms for that Region as well as any number of ex-officio members as that Region
b. The Public Agency ILEAS shall have a President, Vice President, Secretary, Treasurer and Sergeant at Arms who shall be appointed by and from the Governing Board of ILEAS, at its discretion. The officers shall have the duties, responsibilities and powers accorded to them by the Bylaws of ILEAS as the Bylaws are established and may be amended from time to time by the Governing Board.

c. The Public Agency ILEAS shall have an Executive Director, appointed by the Governing Board at its discretion, who shall be the chief operating officer of ILEAS and who shall have the duties, responsibilities and powers accorded to the Executive Director by the Bylaws of ILEAS as the Bylaws are established and may be amended from time to time by the Governing Board.

d. The Public Agency ILEAS shall have the authority, right and power to:

1. coordinate law enforcement Mutual Aid responses by and among Signatory Public Agencies to this LEMAA and act as a central receiving point for Mutual Aid requests;

2. solicit and receive commitments from Signatory Public Agencies to respond to a Mutual Aid request and coordinate and provide support for any legal documentation necessary or desirable to effectuate the provision of law enforcement Mutual Aid;

3. maintain an electronic mutual aid database to which all Signatory Public Agencies provide information related to each respective Signatory Public Agency’s manpower, resources and equipment necessary to respond to a Mutual Aid request and to which all Signatory Public Agencies have access;

4. identify through the mutual aid database individuals from Signatory Public Agencies with the ability, training and qualifications suitable for Mutual Aid responses, together with the necessary equipment and other resources as requested by the Requesting Public Agency;

5. coordinate and provide a facility for training exercises and education;

6. solicit, obtain and administer funds for the operations and functions of ILEAS and the provision of law enforcement
Mutual Aid in the form of grants, donations, endowments or allocations of funds from other governmental agencies or other sources (but not from the issuance of any debt obligations), to assess Board-approved dues on Signatory Public Agencies and to obtain reimbursement, payment, advances or funds from any governmental entity or agency which provides, allocates or administers funds to defray, pay or reimburse the expenses of those entities participating in Mutual Aid efforts;

7. provide accounting, budgeting, estimation, documentation, archival and general administrative support for law enforcement Mutual Aid deployments (actual, planned, proposed or contemplated) and the general operations of ILEAS;

8. obtain indemnity, casualty, liability and worker's compensation insurance for the operations of ILEAS in amounts and under terms deemed appropriate by the Governing Board;

9. employ support personnel to perform the functions and operations of ILEAS;

10. enter into contracts, agreements, purchase agreements and leases necessary to the functions and operations of ILEAS;

11. provide and display identification, signage, insignias, patches or other indicia which identify ILEAS employees and agents if and when such employees and/or agents are on site to coordinate or facilitate disaster and/or emergency relief performed by various Responding Public Agencies;

12. to own, hold, supply, borrow or lend, in ILEAS' name, such personal property as deemed necessary by the Governing Board to the purposes, functions and operations of ILEAS;

13. facilitate, enhance or enable interagency communication relative to the provision of Mutual Aid;

14. provide to Signatory Public Agencies to this LEMAA such information as is useful to them relative to what resources are available from ILEAS or other Signatory Public Agencies to this LEMAA;

15. maintain a listing or database of available equipment, available animals and alleged independent contractor
experts in various fields that would serve as a resource to ILEAS and any Signatory Public Agency to this LEMAA which listing would be made available to such Signatory Public Agencies with the understanding on the part of the requesting Signatory Public Agency that ILEAS:

(a) does not represent, provide, recommend or warrant to any Signatory Public Agency the appropriateness, integrity, quality, or qualifications of any listed resource, equipment or animal for a given use (such determination to be made solely by the requesting Signatory Public Agency), and;

(b) does not furnish, employ, provide, retain or have as its agent, any alleged expert whose contact information is provided to the Signatory Public Agency, such alleged expert being solely an independent contractor and, further, does not represent, recommend or warrant to any Signatory Public Agency the appropriateness, integrity, training, quality or qualifications of any alleged expert (such determinations to be made solely by the requesting Signatory Public Agency), and;

(c) relative to any animal, does not represent, recommend or warrant to any Signatory Public Agency the appropriateness, training, behavioral characteristics, quality or qualifications of any animal for a given use (such determination to be made solely by the requesting Signatory Public Agency).

16. engage in such other activities as support, enhance or enable Mutual Aid by and between the Signatory Public Agencies to this LEMAA.

e. It is not the function, responsibility or purpose of ILEAS to warrant or endorse the sufficiency or talents of, deploy, supply, direct, command or manage any Law Enforcement Personnel responding to Mutual Aid requests under this LEMAA. Any Law Enforcement Personnel responding to a law enforcement Mutual Aid request under this LEMAA shall be Law Enforcement Personnel of a Responding Public Agency (and not of ILEAS) and shall take their orders from commanding officers of either the requesting Public Agency or the Responding Public Agency, as otherwise detailed in this LEMAA. In general, ILEAS’ function in a Mutual Aid deployment is to receive the Mutual Aid request, identify and contact
appropriate potential responding Signatory Public Agency responders, obtain commitments from such potential Signatory Public Agency responders that they will respond to the Mutual Aid request, identify those Signatory Public Agencies who will respond to the Mutual Aid request of the Requesting Public Agency, provide ILEAS' expertise, services and experience relative to issues associated with Mutual Aid deployments and continue to monitor the adequacy of the Mutual Aid response to be able to respond if the Requesting Public Agency determines more assistance is needed and review the sufficiency of the Mutual Aid response that was made. ILEAS may, in its discretion, establish an on site presence at the Mutual Aid site when the Requesting Public Agency or the Responding Public Agencies believe such presence is useful to the purposes and functions of ILEAS and/or the Requesting Public Agency or the Responding Public Agencies.


a. Each Signatory Public Agency to this LEMAA agrees to maintain liability insurance with a Best's rated A- or better insurance company or a self insurance trust fund in the face or indemnity amount of at least one million dollars ($1,000,000.00) which would provide, *inter alia*, liability coverage for any activities in which the Signatory Public Agency to this LEMAA might engage under this LEMAA.

b. Each Signatory Public Agency to this LEMAA agrees to provide to ILEAS information about the equipment, resources and personnel of its Public Agency, jurisdictional and regional demographic information, contact information, National Incident Management Systems information and Reception Site Staging information which may be used by ILEAS to aid in ILEAS' support role under this LEMAA. The Executive Director of ILEAS shall prepare a document, which will be amended from time to time, which requests the information desired and send it to each Signatory Public Agency for completion and update. Each Signatory Public Agency to this LEMAA agrees that ILEAS may distribute any information obtained by the Executive Director to any other Signatory Public Agency to this LEMAA who may request such information for Mutual Aid purposes.

c. Each Signatory Public Agency to this LEMAA agrees that it will not hold itself out as an agent of ILEAS or any Public Agency other than itself and will instruct each of its employees that they are not to hold themselves out as employees or agents of ILEAS or any
Public Agency other than the one as to which they are actually agents or employees. Further, each Signatory Public Agency to this LEMAA agrees to monitor the activities of its agents and employees to maintain compliance with this provision of the LEMAA.

d. Each Signatory Public Agency to this LEMAA understands that, under the Constitution of the State of Illinois (Ill. Const. Art. VII, §10) and the Illinois Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.), ILEAS may only be delegated authority, abilities and powers that the Signatory Public Agency to this LEMAA has itself. To the extent that a Signatory Public Agency to this LEMAA does not have legal authority to participate in cooperative law enforcement mutual aid, this LEMAA is void and of no effect relative to such Signatory Public Agency.

e. It is the intent of each Signatory Public Agency to this LEMAA that ILEAS be created with all the powers enumerated herein and without further restrictions on those powers. Therefore, each Signatory Public Agency agrees that, if that Signatory Public Agency is determined to not have the authority or powers that are coextensive with those granted to ILEAS in this LEMAA or it is determined that the Signatory Public Agency is limited in the exercise of its authority or its powers to a greater extent than ILEAS is limited by this LEMAA, rather than limiting the powers of ILEAS, that finding will cause the Signatory Public Agency's participation in the creation of ILEAS to be void ab initio and Section 3 of this LEMAA shall not apply to such a Signatory Public Agency. Such a finding will not, however, invalidate the Signatory Public Agency's adoption of this LEMAA for purposes of providing and receiving law enforcement Mutual Aid.

f. Each Signatory Public Agency to this LEMAA warrants that:

1. It is a Public Agency under the laws of the State of Illinois.

2. It is authorized by the legal process and laws applicable to that Public Agency that it has the full authority and right to enter into this LEMAA.

3. To the extent that it is called upon to provide Law Enforcement Personnel as a Responding Public Agency, the Law Enforcement Personnel the Signatory Public Agency to this LEMAA provides have been properly credentialed by the Illinois Law Enforcement Training Standards Board to be a law enforcement officer, county corrections officer or court security officer in the State of Illinois and have been trained
relative to the types of tasks that the Law Enforcement Personnel will be undertaking relative to the mutual aid request.

4. To the extent that it is called upon to provide equipment as a Responding Public Agency, the equipment the Signatory Public Agency to this LEMAA provides is in good working order with no known defects, problems, faults or limitations that would make its use dangerous or impractical.

5. Termination of Participation in LEMAA

   a. Any Signatory Public Agency to this LEMAA has the right to terminate its participation in this LEMAA upon ninety (90) days notice to ILEAS. ILEAS shall notify remaining Signatory Public Agency parties to the LEMAA of the notice of termination.

   b. To the extent that a Signatory Public Agency incurs an obligation under this LEMAA prior to the expiration of the ninety (90) day notice of termination period, nothing contained in this section shall be interpreted to mean that that Signatory Public Agency should not meet its obligation under this LEMAA. Termination is automatically effective upon the expiration of the ninety (90) day period without further action by any party.

6. Non-Member Affiliates

   a. Definition of Status – A non-member affiliate of ILEAS is an incorporeal entity, which is not a public agency, but which has been vested with police powers by the State of Illinois, and which:

      1. would be eligible to request or provide law enforcement mutual aid, and;

      2. has agreed with ILEAS, under the provisions of this LEMAA, to be a non-member affiliate and abide by the provisions of this Agreement applicable to a non-member affiliates.

   b. Purpose of Non-Member Affiliate Status – While only Public Agencies may enter into this LEMAA and form ILEAS, there exists value to the public agencies forming ILEAS in having non-member affiliates to provide counsel, advice, experience and different points of view with respect to the problems and issues confronted and addressed by the Public Agencies which have formed ILEAS. As well, as situations sometimes call for coordination with entities with
police power which are not Public Agencies, advance cooperation, planning, coordination and sharing with such entities remains valuable to the Signatory Public Agencies forming ILEAS. As well, in situations of emergency or disaster and to the extent permitted by law, law enforcement services may be provided or given by non-member affiliates under agreements approved by the Governing Board of ILEAS.

c. Participation by Non-Member Affiliate – A non-member affiliate becomes or remains a non-member affiliate at the sole discretion and pleasure of the Governing Board of ILEAS.

- A non-member affiliate may:
  1. send its law enforcement officers to participate in ILEAS-organized training and educational events upon terms and conditions determined by ILEAS;
  2. have its representative agent serve, at the discretion of the President of ILEAS and with the advice and consent of the Governing Board of ILEAS, as an ex-officio Governing Board Consultant;
  3. at the discretion of ILEAS, provide advice and counsel to ILEAS relative to a mutual aid situation.
  4. to the extent permitted by law:
     (a) and under terms and conditions to be determined by the Governing Board of ILEAS, enter into agreements permitting peace officers of a non-member affiliate to provide law enforcement services, in an emergency or disaster, to Signatory Public Agencies and utilize ILEAS coordination services.
     (b) and under terms and conditions to be determined by the Governing Board of ILEAS, enter into agreements permitting Signatory Public Agencies to provide law enforcement services, in an emergency or disaster, to the non-member affiliate and utilize ILEAS coordination services.

- A non-member affiliate, or its representative(s) may not:
  1. represent to any third party or the public at large that it is a "member" of ILEAS or a Signatory Public Agency of ILEAS;
2. bind ILEAS, or any of the Signatory Public Agencies to this LEMAA, to any form of an agreement of any sort or kind;

3. disclose to any third party or the public at large:
   
   (a) the discussions to which its representatives may be privy at any Governing Board meeting,

   (b) any documents, strategems or other planning activities associated with the business or activities of ILEAS or its Signatory Public Agencies,

   (c) any information deemed by ILEAS or its Signatory Public Agencies as confidential in nature, with the presumption that, if the information was learned at any meeting or assemblage of ILEAS Directors, Officers or Signatory Party representatives, the information should be deemed confidential.

- A non-member affiliate shall:

  1. to the extent that it participates in ILEAS events, maintain liability insurance with a Best's rated A- or better insurance company or a self insurance trust fund in the face or indemnity amount of at least one million dollars ($1,000,000.00) which would provide, \textit{inter alia}, liability coverage for any activities in which the non-member affiliate might engage.

  2. advise any individual, who will be representing the non-member affiliate, of the terms and conditions of non-member affiliate status and direct that individual to act consistently with those terms and conditions.

  3. to the extent determined by the Governing Board of ILEAS, pay appropriate dues for a non-member affiliate.

- Evidence of Participation as Non-Member Affiliate – Upon the endorsement of approval by the President of ILEAS' Governing Board of an application for non-member affiliate status, the incorporeal entity applying for non-member affiliate with ILEAS shall become a non-member affiliate with ILEAS.

- The granting of non-member affiliate status with ILEAS may be revoked at any time and for such reasons as the Governing Board sees fit in its sole discretion and choice.
2. Nothing associated with the granting of a status as a non-member affiliate shall be deemed to create a partnership, joint venture, or any other legal combination of entities, including but not limited to, any principal/agent status by or between the non-member affiliate and either ILEAS or a Signatory Public Agency.


a. Application of Law and Venue Provisions - This LEMAA shall be governed by, and interpreted and construed under, the laws of the State of Illinois. The exclusive venue for the enforcement of the provisions of this Agreement or the construction or interpretation of this Agreement shall be in a state court in Springfield, Illinois.

b. Compliance with Laws - All Signatory Public Agencies to this LEMAA agree to comply with all federal, state, county and local laws and ordinances as well as all applicable rules, regulations, and standards established by any agency of such governmental units, which are now or hereafter promulgated insofar as they relate to the Signatory Public Agencies’ respective performances of the provisions of this LEMAA.

c. Lack of Waiver - Acceptance of partial performance or continued performance after breach of this LEMAA shall not be construed to be a waiver of any such breach.

d. Status of a Signatory Public Agency – Nothing contained within this LEMAA shall be deemed to create, or be interpreted to intend to create, a joint venture, partnership or any other sort of legal association or combination of entities as between the Signatory Public Agencies to this LEMAA or as between ILEAS and any Signatory Public Agency to this LEMAA. Each Signatory Public Agency to this LEMAA is acting in its own individual capacity and not as the agent of any other Public Agency which is created by this or any other counterpart copy of this LEMAA or which is a Signatory Public Agency to this LEMAA.

e. Involuntary Termination of Participation in ILEAS – Under terms and conditions established by the Board of Governors of ILEAS, a Signatory Public Agency may have its participation in this LEMAA involuntarily terminated. The terms and conditions shall describe those situations where such involuntary termination may occur and
the process to be followed to make the determination as to whether involuntary termination shall occur.

f. Immunities - With respect to ILEAS and each and every Signatory Public Agency to this LEMAA, becoming a Signatory Public Agency to this LEMAA or performance under the terms of this LEMAA shall not be deemed to waive any governmental immunity or defense to which the Signatory Public Agency or ILEAS would otherwise be entitled under statute or common law in the absence of this LEMAA.

g. No Third Party Beneficiary -This LEMAA is not intended nor expected to confer upon or entitle any person or entity, other than ILEAS and the Signatory Public Agencies to this LEMAA, any information, benefits, advantages, rights or remedies. It is expressly understood and agreed that enforcement of the terms and conditions of this LEMAA, and all rights of action relating to such enforcement, shall be strictly reserved to ILEAS and the Signatory Public Agencies to this LEMAA and nothing contained in this LEMAA shall give or allow any claim or right of action by any other or third person or entity (including, but not limited to, members of the general public) based on this LEMAA. It is the express intention of ILEAS and the Signatory Public Agencies to this LEMAA that any person or entity (other than ILEAS and the Signatory Public Agencies to this LEMAA) who may be deemed to receive services or benefits under this LEMAA shall be deemed to be only an incidental beneficiary to this LEMAA.

h. Paragraph Headings - The captions and headings used in this LEMAA are only for convenience of reference and the organization of this LEMAA and shall not be construed as expanding, defining or limiting the terms and provisions in this LEMAA.

i. Severability - If any part, term, or provision of this LEMAA is held by the courts to be invalid, unenforceable, contrary to law or in conflict with any of the laws of the State of Illinois, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the Parties to this LEMAA shall be construed and enforced as if the LEMAA did not contain the particular part, term, or provision held to be invalid, unenforceable, contrary to law or in conflict with any law of the State of Illinois.
j. Parol Evidence and Prior Mutual Aid Agreements - This LEMAA constitutes the entire agreement between the Signatory Public Agencies concerning this LEMAA’s subject matter, whether or not written, and may not be modified except as otherwise provided herein.

- As between Signatory Public Agencies, this LEMAA supersedes, in its entirety, the Prior Mutual Aid Agreement concerning its subject matter.

- As between Signatory Public Agencies to this LEMAA and Prior Signatory Public Agencies who have not executed this LEMAA, this LEMAA does not supersede the Prior Mutual Aid Agreement.

- Nothing contained herein shall be deemed to affect other Mutual Aid agreements that a Signatory Public Agency to this LEMAA may have executed.

k. Amendments – As it may be desirable, from time to time, to amend this LEMAA, this subsection shall govern that process. In the event that one or more signatory public agencies wishes to propose an amendment to this LEMAA, such signatory public agency(ies) shall communicate the proposed amendment to the Governing Board in the form of a resolution as to which there can be a vote for the resolution or against the resolution. No resolution may come to a vote unless at least ten (10) then-current signatory public agencies (including the signatory public agency(ies) proposing the amendment) endorse their written desire to have a vote on the resolution. In not less than 30 days nor more than 180 days after receipt of the proposed amendment with the requisite minimum of ten (10) endorsements, the Board shall communicate the proposed amendment to all then-current signatory public agencies to the LEMAA together with the date and time by which the signatory public agency must cast its vote for or against the resolution. Each then-current signatory public agency is entitled to one vote. The vote of the signatory public agency should be sent to whomever is the Executive Director at the time of the cutoff for receipt of the votes and such votes may be sent by letter, fax or email but may not be communicated orally (in person or by telephone). The sender assumes all risk that the communication of the vote will not be received in time so early voting is encouraged. The cutoff date and time for the vote to be received by the Executive Director must
not be sooner than fourteen 14 days after the Board has sent out its communication that an amendment has been proposed. The Executive Director shall be the sole individual to determine if the vote was received in a timely fashion in order to be counted and all votes shall be tallied within one day after the date when the voting was terminated. The resolution shall carry if the votes in favor of the amendment constitute greater than fifty percent (50%) of the total votes cast and shall fail if the votes against the amendment constitute less than or equal to fifty percent (50%) of the total votes cast. If the resolution carries, unless the resolution, by its terms, provides for a later date when it would be effective, the amendment is effective upon the determination by vote tally that the resolution carried. As soon as reasonably possible after the results of the voting have been determined, the Executive Director shall communicate the results of the voting to all then-current signatory public agencies.

1. Notices - Notices concerning the withdrawal of a Signatory Public Agency from the terms and conditions of this LEMAA under Section 5 of this LEMAA shall be made to ILEAS at 1701 E. Main St., Urbana, Illinois 61802. Notice of any alleged or actual violations of the terms or conditions of this LEMAA shall be made to ILEAS at 1701 E. Main St., Urbana, Illinois 61802 and each other Signatory Public Agency to this LEMAA who is alleged to have committed the alleged or actual violation of the terms or conditions of this LEMAA.

m. Counterparts - This LEMAA may be, and is anticipated to be, executed in counterparts, each of which shall be deemed to be an original of this LEMAA.

Balance of this page is intentionally left blank before the signature page.
In Witness Whereof, the Signatory Public Agency designated below enters into this LEMAA with all other Signatory Public Agencies who have signed or will sign this LEMAA pursuant to legal authorization granted to it under the Constitution of the State of Illinois (Ill. Const. Art. VII, § 10), the Illinois Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.) and the final approval required of an entity such as the undersigned Public Agency.

________________________________________
Public Agency Name

By: ________________________________
Legally Authorized Agent

_______________________________
Printed Name:

_______________________________
Title:

_______________________________
Date:

_______________________________
State of Illinois )

) ss

_______________________________
County of

_________________________________, after being duly sworn on oath, deposes and states under penalty of perjury that he/she is the duly authorized agent for the Public Agency shown above, that he/she has read the cover letter accompanying the LEMAA in its entirety, that the entity shown above the “Public Agency Name” line, above, is a Public Agency within the meaning of 5 ILCS 220/1 et seq. and that he/she signs this document pursuant to proper authority granted by that public agency.

Notary Public

My Commission Expires:
Exhibit A

- William Smith, Captain, Illinois State Police
- Wayne Gulliford, Deputy Chief, Chicago Police Dept
- Steve Georgas, Deputy Chief, Chicago Police Dept
- Eric Smith, Chief of Police, Sherman, Illinois
- Tom Schneider, Sheriff, Macon County, Illinois
- David Snyders, Sheriff, Stephenson County, Illinois
- Victor Moreno, Chief of Police, East Moline, Illinois
- Thomas Roman, Chief of Police, Waubonsee Community College
- Roger Scott, Sheriff, DeKalb County, Illinois
- Steve Neubauer, Chief of Police, Tinley Park, Illinois
- John Zaruba, Sheriff, DuPage County, Illinois
- Mike McCoy, Sheriff, Peoria County, Illinois
- Brian Fengel, Chief of Police, Bartonville, Illinois
- Don Volk, Chief of Police, Washington, Illinois
- Derek Hagen, Sheriff, Iroquois County, Illinois
- Richard Miller, Chief of Police, Granite City, Illinois
- Jim Vazzi, Sheriff, Montgomery County, Illinois
- Andrew Hires, Sheriff, Richland County, Illinois
- Bill Ackman, Chief of Police, Robinson, Illinois
- Jody O’Guinn, Chief of Police, Carbondale, Illinois
- Keith Brown, Sheriff, Saline County, Illinois

or their respective successors per this LEMAA
Authorization to Hire Full-time, Tenure-track Faculty Member

The recommendation to hire Kristin McCartney to a full time, tenure track faculty position in Philosophy for the 2014-15 academic year, beginning in January 2015, was made after reviewing the College’s need for faculty in the Philosophy program.

The position was posted on the Oakton Community College website and on Oakton job boards around the Des Plaines and Ray Hartstein campuses. The positions were advertised in 5 print publications including the Chicago Tribune, the Chronicle of Higher Education, and three diversity publications. The position was posted on nineteen websites, including the Chicago Tribune’s careerbuilder.com website; Jobs for Philosophers, and eleven for diversity recruitment.

There were 134 applicants for the Philosophy position. The search committee conducted 6 on campus interviews for this search and selected 2 finalists to bring to campus for interviews with Ms. Linda Korbel, Dean of the Languages, Humanities and the Arts division and Dr. Thomas Hamel, Vice President for Academic Affairs before a recommendation of hire was made for Dr. Kristin McCartney to the full time, tenure track Philosophy position.

Dr. Kristin McCartney earned her BA in Interdisciplinary Studies from Miami University of Ohio, and her MA and Ph.D. degrees in Philosophy from DePaul University. Dr. McCartney has been serving as a Visiting Assistant Professor of Philosophy at DePaul University. Prior to this position, Dr. McCartney has been an adjunct and filled a one year Philosophy faculty position with Oakton; she had been an adjunct, teaching fellow and teaching assistant at DePaul. Dr. McCartney comes highly recommended to the Philosophy position.

MRM/ca
1/14/2015

President’s Recommendation:
That the Board adopt the following resolution:

“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 2014-15 academic year, beginning on January 12, 2015. She will receive the prorated salary associated with the lane and step described as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Academic Rank and Assignment</th>
<th>Lane, Step, Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kristin McCartney</td>
<td>Associate Professor of Philosophy</td>
<td>E-4 $60,924</td>
</tr>
</tbody>
</table>
Approval of New Unit of Instruction

Illinois Community College Board (ICCB) rules require the College to submit extensive documentation, including Board of Trustees approval, when a “new unit of instruction” is proposed. The College would like to create an 11-credit-hour General Programmer Certificate from existing courses. According to the Bureau of Labor and Statistics, between 2012 and 2022, the job outlook (projected percent change in employment) for web developers is +20% and for software developers is +22%.

The General Programmer Certificate is comprised of courses that will enable students to focus their studies on a specific area of programming. The certificate will be updated as new technologies emerge (e.g., mobile programming apps), making this ideal for those who want to maintain currency in the field or become more marketable.

GENERAL PROGRAMMER CERTIFICATE
11 Semester Credit Hours
Curriculum: VOTEC 0118

Courses for a Certificate: Credit Hours

Select a minimum of 11 credit hours in courses from the following list or from courses approved by the program coordinator:

- CIS 171 Advanced Web Page Development 4
- CIS 180 Introduction to Visual Basic .NET Programming 4
- CIS 188 Active Server Pages 4
- CIS 208 Visual Basic for Applications 4
- CIS 209 Database Programming for PCs 4
- CIS 210 Visual Basic .NET Programming Using Files and Databases 4
- CIS 211 Java Programming 4
- CIS 213 Advanced Topics in Visual Basic .NET Programming 4
- CIS 215 Assembly Language for Microcomputers 4
- CIS 220 Introduction to C Programming 4
- CIS 222 Java Programming using Files and Databases 4
- CIS 227 C# Programming 4
- CIS 230 C++ Programming for Business Applications 4
- CIS 231 Advanced Java Programming 4
- CIS 232 Web Scripting 4
- CIS 248 Web Database Management 4
- CIS 257 Apps Programming for Apple Mobile Devices 4
- CIS 258 Apps Programming for Android Mobile Devices 4
- CIS 267 Advanced Apps Programming for Apple Mobile Devices 4
- CIS 268 Advanced Apps Programming for Android Mobile Devices 4
- CSC 240 C++ Data Structures or CSC 241 Java Data Structures 3
- CSC 255 Objects and Algorithms 3

Total Semester Credit Hours for Certificate: 11
President’s Recommendation:

“Be it resolved that the Board of Trustees of Community College District 535 approves the General Programmer Certificate as a New Unit of Instruction.”

NP:pt
1/14/2015
Approval of Emeritus Appointments

Full-time faculty who retire from the College with at least ten years of full time service may request a Faculty Emeritus appointment within four years of the effective date of retirement as stipulated in the Agreement between the College and the Full-time Faculty Association.

Faculty Emeritus and Administrator Emeritus members will be entitled to have their name listed in a section of the College catalog, to receive tuition waivers for three courses of their choice taken during a calendar year, to access and check out library materials and to have inter-library loan privileges.

Bernard Krule, Professor of Art, retired at the end of the 2013 summer semester. George Klein, Professor of Sociology and Anthropology, retired at the end of the 2014 spring semester and Mary Pat Martin, Professor of Early Childhood Education, retired at the end of 2014 summer semester.

TPH:vg
1/2015

President’s Recommendation:

That the Board adopts the following resolution:

“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.”
Acceptance of Administrator Retirement

Mr. Gary Newhouse, Dean of Library and Online Learning has provided the College with his notice of retirement under the provisions of College retirement policies for administrators, effective May 1, 2016.

Mr. Newhouse has served the College in an exemplary manner, and we wish him well in his future endeavors.

MM:vb
1/2015

President’s Recommendation:

That the Board adopts the following resolution:

“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.”
Acceptance of Sub-grant through National Able Network

The National Able Network workforce services provider has received a Workforce Investment Act National Emergency Grant through the Chicago Cook Workforce Partnership and Illinois Department of Commerce and Economic Opportunity. The grant enables National Able to provide comprehensive employment and training services to eligible dislocated workers. National Able has in turn provided a sub-grant to Oakton Community College for $21,000 to provide information technology training to 10 individuals looking to start a career in the IT field. The online program is offered through Oakton’s continuing education and workforce training programs. Dr. Jesse Ivory, Manager of Business and Community Programs, is project manager for the grant, which continues through June 30, 2016. Dr. Colette Hands, Director of Workforce Development and Corporate Training, is the administrative supervisor for the grant.

RM:al
1/14/2015

President’s Recommendation:

That the Board adopt the following resolution (if not approved en bloc):

“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.”
Approval of Policy Revisions

At the December 9, 2014 meeting of the Board of Trustees, draft revisions to the 2000, 4000, 4100 and 4200 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
1/2015

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.”
Series 2000
Administrative Organization
ADMINISTRATIVE ORGANIZATION

Chief Administrative Officer – President

In fulfillment of the provision of the Illinois Public Community College Act (Illinois Compiled Statutes, 110 ILCS 805/1-1 through 110 ILCS 805/8-2), the Board of Trustees makes the appointment and considers the entire compensation package for the President. The provision for establishing additional administrative positions is set forth in Policy 2001.
ADMINISTRATIVE ORGANIZATION

Additional Administrative Positions

The Board may, from time to time, upon the recommendation of the President, establish additional administrative positions, which are necessary to implement the policies of the Board, the regulations of the Administration, and the demands of the College programs. The President or his or her designee will be responsible for seeing that a job description, including a statement of qualifications for each such position, is developed and maintained and that existing positions meet current needs.
ADMINISTRATION

Organizational Structure

A set of organizational charts for the College will be developed and kept current, so that titles reflect duties and responsibilities, which are reconfigured from time to time, as indicated in Policy 2001.
ADMINISTRATIVE ORGANIZATION

Temporary and Part-Time Administrative and Supervisory Personnel

The Board may, from time to time, upon the recommendation of the President, and without establishing a job description or list of qualifications, such as would be required for a permanent position, employ administrative or supervisory interns, on a temporary or part-time basis, or may employ consultants in planning, research, accreditation, or other areas of importance to the College, as temporary or part-time adjuncts to the regular administrative personnel of the College.
ADMINISTRATIVE ORGANIZATION

Administrative Operations

The Board will determine the policies to guide the decision-making process governing all activities of the College. In setting these policies, it will seek the advice and assistance of the faculty, staff, and student body of the College, and of other relevant persons, through the President.

The President is responsible to the Board for the administration of the College under the applicable laws and the policies of the Board. In addition, the President, in cooperation with the administrative staff, shall prepare, in detail, where applicable, the procedures for implementing the approved policies. If a situation demanding decision is not covered by an existing policy or by regulations, the President or his designee is empowered to make the decision deemed best, later reporting to the Board.

Policies and procedures are adopted to govern the various constituencies within the College. All members of the College community are governed by the applicable policies and procedures.

The President shall balance responsibility with commensurate authority subject to the reserve and legal powers of the Board. That is, a member of the staff when assigned a responsibility or a position shall be given the authority to make the decisions necessary to perform the tasks.
ADMINISTRATIVE ORGANIZATION

Line of Responsibility

The President in administering this policy shall be guided by the knowledge that the Board values the freest possible interchange of ideas outside the framework of direct responsibility. Nothing provided herein is intended to interrupt the free and open flow of ideas and assistance among personnel at every level.

Each employee of the College, except the Treasurer of the Board, the auditor, and legal counsel, shall be responsible to the Board of Trustees through the President.

All employees shall have the right to appeal any decision made by an administrative officer to the next higher authority and through appropriate successive steps to the President.
ADMINISTRATIVE ORGANIZATION

Channels of Communication

In the development of plans and procedures the President shall include in the discussion preceding implementation, whenever feasible, representatives of the persons and groups likely to be affected by such plans and procedures.

The President will provide channels within the institution for prompt communication. The President is expected to give careful consideration to counsel given by other administrators, faculty, exempt and non-exempt classified personnel, and students especially that given by persons or groups designated to represent large constituencies, and to include reports of all such counsel in reporting administrative action and in recommending actions to the Board of Trustees.

In addition, the President will consult with such committees of the faculty, staff, administration, student body, or any combination of these groups, as may be organized from time to time, either as standing committees or ad hoc committees or task forces.
ADMINISTRATIVE ORGANIZATION

The President's Council

In order to be of assistance in making decisions and administering the policies of the Board, the President has designated an advisory group known as the President's Council. The Council is a deliberative, not a voting body.

The President’s Council consists of the President, the Vice Presidents, other administrators as determined by the President. Other persons may be invited to attend and participate in the meetings of the Council from time to time.
ADMINISTRATIVE ORGANIZATION

Oakton Community College Faculty Association, IEA-NEA

The Administration and Board of Trustees recognize the existence of the Oakton Community College Faculty Association, IEA-NEA, elected by the full-time faculty to represent them. The Board of Trustees recognizes the President of the Oakton Community College Faculty Association, IEA-NEA, as the faculty’s designated delegate during the term of office. As such, the Board provides a place for the President of the Oakton Community College Faculty Association, IEA-NEA, at all public meetings, and invites contributions to the deliberations or the Board at whatever point the interests of the faculty require these interests be voiced.
ADMINISTRATIVE ORGANIZATION

Classified Staff Association, a Chapter of the Cook County College Teachers Union Local 1600, American Federation of Teachers

The President and Board of Trustees recognize the existence of the Classified Staff Association, a chapter of the Cook County College Teachers Union, Local 1600, American Federation of Teachers (hereinafter Classified Staff Association) as the staff group elected by the members of the classified employees of the college to represent them and speak for them in discussions with the administration and Board of Trustees.

The Board of Trustees recognizes the President of the Classified Staff Association as the classified staff’s designated delegate during the term of office. As such, the Board provides a place for the President of the Classified Staff Association at all public meetings, and invites contributions to the deliberations of the Board at whatever point it is believed the interests of the classified staff require these interest to be voiced.
ADMINISTRATIVE ORGANIZATION

Adjunct Faculty Association/ Illinois Education Association/National Education Association at Oakton Community College

The President and Board of Trustees recognize the existence of the Adjunct Faculty Association/ Illinois Education Association/National Education Association at Oakton Community College as the group elected by the members of the adjunct faculty to represent them and speak for them in discussions with the administration and Board of Trustees.

The Board of Trustees recognizes the President of the Adjunct Faculty Association/Illinois Education Association/National Education Association at Oakton Community College as the adjunct faculty’s designated delegate during the term of office. As such, the Board provides a place for a President of the Adjunct Faculty Association/Illinois Education Association/National Education Association at Oakton Community College at all public meetings, and invites contributions to the deliberations of the Board at whatever point it is believed the interests of the adjunct faculty require these interest be voiced.
ADMINISTRATIVE ORGANIZATION

Oakton Community College Public Safety Department/Fraternal Order of Police

Oakton Community College police officers are appointed by the Board of Trustees as “conservators of peace.” Within the intent of the Illinois Community College Act (Chapter 110, Illinois Compiled Statutes, Section 805/3-42.1), members of Oakton Community College Public Safety Department shall be conservators of the peace and as such shall have all the powers possessed by policemen in cities, and sheriffs in counties, including the power to make arrest on view or warrants of violations of state statutes and city or county ordinances of the county in which Oakton is located. Campus police shall be appropriately trained and equipped as required to insure for the protection of the college properties and interests, and its students and personnel. Public Safety Department Personnel cooperate with all law enforcement agencies and investigate crime reports from members of the college community.

The President and Board of Trustees recognize the existence of the Illinois Fraternal Order of Police Labor Council/Oakton Community College Public Safety Officers as the group elected by the members of the public safety officers to represent them and speak for them in discussions with the administration and Board of Trustees.
ADMINISTRATIVE ORGANIZATION

Student Government Association

The Administration and Board of Trustees recognize the existence of the Student Government Association as the student group elected by the student body at large to represent them and provide general leadership from among their peers. The Board of Trustees recognizes the President of the Student Government Association as the Student Government Associations' leader.
ADMINISTRATIVE ORGANIZATION

Control and Communications Systems

The President of the College is responsible for the establishment of control and communication systems for the dissemination of policy information and for any other information of benefit and interest to the employees of the College.
ADMINISTRATIVE ORGANIZATION

Policy and Regulations Systems

The President of the College is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board and the administrative procedures needed to put them into effect.

Accessibility is to extend to all who seek information on these matters.
ADMINISTRATIVE ORGANIZATION

Memberships and Subscriptions

The Board encourages the President and the other administrators of the College to participate in appropriate professional organizations such as the American Association of Community Colleges, the Council of North Central Two Year Colleges, the Higher Learning Commission and other associations related to the work of the College on a local, state, regional, national, or international level. The College assumes the cost of appropriate institutional memberships.
ADMINISTRATIVE ORGANIZATION

In-Service Development and Training

The President is responsible for the establishment and maintenance of a system of in-service development and training.
This 4000 series of Oakton Community College Policies incorporates all policies that apply to every employee of Oakton Community College, regardless of his/her status as administrator, faculty, staff, or student employee. The re-codification index at the end of this manual indicates which policies have been placed in this Series 4000.
ALL PERSONNEL

General Personnel Policy Statement

Through its personnel policies, the Board of Trustees wishes to establish conditions that will attract and retain the best qualified people for all positions throughout Oakton Community College. The Board expects that they will devote themselves to the education and welfare of Oakton Students.

The Board directs the administration to establish necessary procedures to keep the College's personnel policies--and corresponding administrative regulations--in the highest state of effectiveness to achieve these purposes.
ALL PERSONNEL

Employment of Related Persons or Spouses

The Board expects the President to ensure the most demonstrably qualified candidate is appointed to fill each open position at the College. In support of its mission as the community’s college and in keeping with its stated values and commitment to anti-bias policies and practices, the Board discourages any preferential consideration or favoritism based on existing familial relationships.

Because of the potential for perceived or actual conflicts of interest, the following restrictions apply to the hiring of a relative:

- No person shall be hired, transferred or promoted to a position under the direct supervisory responsibility of an immediate relative; neither shall any individual who enters into a marriage or domestic partner relationship while in the employ of the College remain in a position which involves supervising or being supervised by such a relative.
- No employee shall participate in the appointment, compensation, evaluation, promotion, discipline, or other employment decisions involving a relative.

For the purposes of this policy, “relative” includes, but is not necessarily limited to the following: those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, cousin, nephew, niece, husband, wife, domestic partner, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual’s spouse, domestic partner, and the individual’s fiancé or fiancée.

The President may recommend to the Board of Trustees the hiring of a relative when there are no alternatives to a relative hire or when a relative hire is in the best interest of the College.
ALL PERSONNEL

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 require units of local government and school districts to implement regulations that are at least as restrictive as those contained in the Act, and to impose penalties for violations of those regulations that are equivalent to those imposed by the Act, notwithstanding that such penalties may exceed the general authority granted to units of local government to penalize ordinance violations; 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, 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, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse, domestic partner, 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
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.

(8) 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.

(9) 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.

(10) 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.

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

(12) 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 an 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.
ALL PERSONNEL

Family Medical Leave Act (FMLA)

Oakton Community College will grant up to 12 weeks of family and medical leave during any 12-month period to eligible employees, in accordance with the Family and Medical Leave Act of 1993 (FMLA) and up to 26 weeks of leave in any 12-month period in compliance with the expansion of FMLA under The Support for Injured Service members Act of 2007, and any amendments to those Acts. The leave is unpaid, however an employee may use any accumulated paid leave (sick, vacation, floating holiday) or a combination of paid and unpaid leave depending on the circumstances of the leave and as specified in this policy. An employee in an unpaid status on a FMLA leave does not accrue sick or vacation time while on leave.

Use of Paid Leave

An employee who is using the Family Medical Leave Act (FMLA) as described above may use all paid leave prior to using unpaid leave. Vacation and/or sick time will accrue when an employee maintains a minimum of half pay status while on FMLA.

Victims Economic Safety and Security Act (VESSA)

In accordance with Illinois Public Act 93-590, the college does not discriminate against employees who are victims of domestic or sexual violence or who are “perceived” as victims of domestic or sexual violence.

Illinois Public Act 93-590 requires an employer of 50 or more employees to provide up to 12 weeks of unpaid intermittent leave for employees who are victims of domestic or sexual violence, or have family members that are victims of domestic or sexual violence.
Uniformed Services Employment and Reemployment Rights Act (USERRA)

Oakton Community College provides employees who are members of the uniformed services of the United States of America granted leaves of absence in accordance with the Federal Uniformed Services Employment And Reemployment Rights Act of 1994 (USERRA), and any amendments to that act.

The primary purpose of USERRA is to assist employees with re-entry into the workforce after up to five years of voluntary or involuntary “service in the uniformed services.” It also grants to eligible employees certain rights in connection with pensions and other employee benefit plans.

Oakton Community College provides that employees who are spouses/partners or parents of a person called to military service shall be eligible for a protected leave of absence in specific situations, in accordance with Public Act 094-0589 of the State of Illinois (see Family Medical Leave Act). This leave provision shall apply to all Oakton employees, regardless of state of residence.
Personnel – Faculty
Series 4100
PERSONNEL - FACULTY

Contracted Personnel

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

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

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

Appointment

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

Contracts

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

Personnel Records (Confidentiality of Personnel Records)

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

Oral Language Proficiency for Classroom Instruction

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

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

Professional Development Activities

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

Health Examinations

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

Workload-Full-Time Faculty

Refer to Workload Policy which is part of the Contract between the Oakton Community College Faculty Association and the Board of Trustees of Community College District 535.

Workload – Adjunct Faculty Members

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

Academic Rank

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

Academic Freedom and Responsibility

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

Ethical Standards

General Statement

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

Commitment to the Student

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

In fulfilling their obligation to the student, faculty members:

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

In fulfilling their obligation to the public, faculty members:

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

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

**Commitment to the Profession**

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

In fulfilling their obligation to the profession, faculty members:

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

Standards of Ethical Conduct

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

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

Evaluation

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

Attendance Accountability

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

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

I. Purpose and Definition of Terms

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

II. Preservation of Federal and State Constitutional and Statutory Rights

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

III. Non-tenured Faculty

A. Legal and Institutional Context of Tenure Decisions

Oakton Community College follows the provisions for awarding tenure described in Sec. 3B-2 of the Public Community College Act (110 ILCS 805/).

All faculty in their first three years of employment at Oakton Community College are considered to be on non-tenured faculty probation. During this period their performance will be evaluated by their supervisors on an ongoing basis in accordance with Procedure P4113, Faculty Evaluation Procedure. If, in accordance with that evaluation procedure, the administration deems a faculty member unsuitable for continued employment, he/she will not be rehired as a full-time faculty member for the subsequent year.
In each of these first three years of employment, the faculty member will be notified by the President by March 1 if he/she will not be rehired for the subsequent year. If he/she is not rehired, no internal appeal procedure will be available to him/her, except as specified in the OCCFA collective bargaining agreement. Termination of employment for non-tenured faculty members is subject to approval by the Board of Trustees. If, by March 1 of their third year of employment, a faculty member has not been notified that their employment is terminated, or that the Board has extended the probation period for one additional year, as specified in the Public Community College Act (110 ILCS 805/), the faculty member will enter upon tenure.

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

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

B. Dismissal of Non-Tenured Faculty

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

1. Completion of a full-time temporary appointment.

2. Layoff pursuant to a reduction in the number of faculty members employed by the Board, or a discontinuance of some particular type of teaching service or program, as provided in the OCCFA Collective Bargaining Agreement.

3. Non-reemployment based upon the Administration’s recommendation pursuant to Faculty Evaluation Procedure P4113.

4. Discharge for unprofessional, unsatisfactory, or insubordinate conduct that constitutes cause for dismissal. (Note: This only applies to mid-year terminations and not contract renewals.) If the Administration recommends termination of a non-tenured faculty member during the academic year for cause, he/she will be afforded appropriate procedural due process rights in a hearing conducted by the President or his/her designee. The faculty member shall be informed of his/her right to have
an OCCFA representative at the hearing and will be given the opportunity to rebut the dismissal charges. Upon conclusion of the hearing, the President will determine whether or not there is cause for termination, and, if so, will recommend dismissal to the Board. A faculty member may be suspended with pay prior to Board action. The Board will review the President’s recommendation and take such action as it deems advisable.

C. Un satisfactory Performance or Conduct by Non-Tenured Faculty

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

IV. Tenured Faculty

A. Reasons for Termination of Employment

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

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

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

B. Termination of Employment Because of Reduction in Faculty

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

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

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

D. **Unsatisfactory Performance and Probation for Tenured Faculty**

1. **Basis of Evaluation**

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

2. **Unsatisfactory Performance of Tenured Faculty**

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

   If the faculty member exercises his or her right to refuse the remediation plan, or if subsequent evaluation reveals continuing deficiency, the Dean may initiate probation procedures, as described in Procedure P4115.
3. **Unsatisfactory Performance Consequences for Tenured Faculty**

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

V. **Board Dismissal of a Tenured Faculty Member for Cause**

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

Substitute Teachers

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

Part-Time/Adjunct Faculty

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

Professionals in Clinical Settings

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

Professional Development

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

Tuition Reimbursement

Because the Board is committed to supporting a faculty member’s efforts to remain current and academically vital and to maintain the high quality of instruction at the College, and because the Board is also interested in supporting the efforts of a faculty member who wishes to earn an advanced degree, the College will provide tuition reimbursement for full-time faculty members enrolled in regionally accredited, credit-bearing programs of study and pre-approved non-credit seminars, workshops and programs of study. In addition, the College will provide registration fees for pre-approved non-credit workshops and seminars according to the terms specified in P4131.31.
PERSONNEL - FACULTY

Tuition Waiver for Faculty Members and Immediate Relatives

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

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

The Office of Human Resources will administer tuition waiver procedures.
PERSONNEL - FACULTY

Travel (Attendance at Professional Meetings)

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

Grievances

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

Fringe Benefits

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

Salary

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

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

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

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

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

Non-appointed Faculty Compensation: Substitute Teaching

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

Retirement Compensation

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

Tax Sheltered Annuities

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

A list of approved annuities may be obtained from the Vice President for Business and Finance.
PERSONNEL - FACULTY

Employment-Related Accommodations

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

Leaves

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

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

Paid Leave – Illness

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

Paid Leave – Bereavement

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

Paid Leave - Professional Purposes

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

Paid Leave – Personal

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

Paid Leave – Sabbatical

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

Unpaid Long Term Leave - Personal or Professional

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

Health Benefits for Retirees

Health benefits for retirees will be accorded as defined in the current Agreement negotiated between the Board and Oakton Community College Faculty Association/IEA-NEA.
Personnel - Classified Staff
Series 4200
PERSONNEL – CLASSIFIED STAFF

Definitions

**Classified Personnel; Classified Employee(s); Classified Staff**: Person(s) employed in non-faculty, non-administrative positions with Oakton Community College.

**The Association**: The Oakton Community College Classified Staff Association, a chapter of the Cook County College Teachers Union Local 1600, American Federation of Teachers.

**The Agreement**: The agreement currently in effect between Community College District 535 and the Association.

**Association Employees**: Members of the Association.

**Confidential Employees**: Supervisory and/or confidential employees who are not members of the Association.

**Full-time Employees**: Classified Personnel who regularly work 40 hours per week, 12 months per fiscal year.

**Part-time Employees**: Classified Personnel who regularly work 25 hours per week.

20 Hour Employees: Classified Personnel who work 20 hours per week.

Other Continuing Employees: Classified Personnel who regularly work less than 20 hours per week.

**Contingent Employees**: Employment in which the employee is not a regular college employee. These employees do not have an implicit or explicit contract for ongoing employment. There are three types of contingent employees: casual, short term temporary, and college term.

**Grant Employees**: Grant employees who are hired to fulfill grants, contracts and other needs of the College, working hourly, at will, in a position created with budgeted funds for a period of one year or less, but may be renewed. Grant positions are recommended by the area Vice President to the Chief Human Resources Officer and approved by the President.

**Tutors**: Working hourly, at will, on an as-needed basis. Tutors are hired by the Learning Center within a salary range approved by the Chief Human Resources Officer.

**The College**: Oakton Community College District 535. Officers of the College include the President and Vice Presidents.

**The Board**: The Board of Trustees of the College.
PERSONNEL – CLASSIFIED STAFF

Philosophy--Policy Statement

The Board seeks competent and qualified Classified Staff as a vital and contributing population of the College.

The Board will compensate Classified Employees at salary rates of prevailing community wage levels and benefits for similar types of work.

The Board expects Classified Employees to be competent in the performance of their assigned duties. The Board expects Classified Employees to work the prescribed hours, and to comply with College policies, rules and regulations as herein and may otherwise be set forth by proper authority.

Grant and contingent positions are approved by the President. Grant positions are temporary in nature and carry no expectation of continuity. Any Classified Staff positions funded in whole or in part by grant funds remain Classified Staff positions which are subject to approval by the Board.
PERSONNEL – CLASSIFIED STAFF

Filling Positions

All employees of the College are eligible to apply for any open positions within the College.

Association positions will be filled in accordance with the Agreement.
PERSONNEL – CLASSIFIED STAFF

Abolition of Job Classifications

The Board reserves the right to eliminate a position in instances where the Board determines such a need.

Association Employees are subject to the terms of the Agreement. Confidential Employees shall be given consideration for open positions they are qualified to hold.
PERSONNEL – CLASSIFIED STAFF

Personnel Records

A. Accessibility of Personnel Records
   Personnel records are intended solely for the use of the Board and the Administration. Unless obligated by law, personnel records are accessible to no one but the Board, the Administration, the Classified Employee, or a designated representative (if the Classified Employee has given written consent for the representative to review his/her file).

B. Location and Content of Personnel File
   One official personnel file shall be kept in the Human Resources Office for each Classified Employee. No other official file will be kept on Classified Employees except records relating to grievances, discrimination complaints, or affirmative action complaints. The materials in this file will be the only personnel records that can be used in any proceedings that affect the discipline of a Classified Employee.

C. Placing Materials in the Personnel File
   No material may become a part of a Classified Employee's record until the Classified Employee has received a copy of the material and has had an opportunity to acknowledge receipt of same. Derogatory materials may be placed in the file by the appropriate supervisor whose name shall be noted on the material.

   The Classified Employee has the right, at any time, to insert in his/her personnel file information pertinent to employment.

D. Viewing the Personnel File
   A Classified Employee has the right to inspect his/her personnel file, by appointment, at any reasonable time. A Board representative may be present during such inspection.

   Nothing shall be permanently removed from a personnel file except by mutual consent of the Board and the Classified Employee.

   Classified Employees will be able to copy materials from their personnel file.
PERSONNEL – CLASSIFIED STAFF

Employee Health and Safety

The College places the highest emphasis on the safety of its employees and endeavors to make working areas throughout the College as safe as possible. Therefore, the College agrees to comply with applicable federal, state and local laws concerning the safety and health of employees.

Association Employees have specific rights under the Agreement.
PERSONNEL – CLASSIFIED STAFF

Health Examinations and Fitness for Duty

The Board or the President may require a health examination for any Classified Employee when there is reason to believe that the health of the Classified Employee is harmful to the welfare of students, other employees, or to the Classified Employee. When such examinations are deemed appropriate, the Classified Employee may select the physician with the President's approval. In the event that the Classified Employee and the President cannot agree on the selection, the President will designate three physicians from whom the Classified Employee will select one.

Should the physician determine that a health disability impairs the satisfactory performance of essential duties, or is harmful to the welfare of students, other employees, or to the Classified Employee, the Classified Employee may be allowed to use accumulated sick and vacation time. Upon exhaustion of all accumulated time, if the Classified Employee is still unable to return to regular duties, the provisions of College policy relating to permanent disability shall apply.
PERSONNEL – CLASSIFIED STAFF

**Hours of Work**

The typical workday shall be 8¾ hours, including a ¾-hour unpaid lunch period.

During the summer session, as defined by the Classified Staff Contract, the College will adopt a four (4) day week, Monday through Thursday. The normal workday shall be 9¼ hours, including a ¾-hour unpaid lunch period.

Except as the needs of the College otherwise require, the normal workweek for employees is five consecutive days.
PERSONNEL – CLASSIFIED STAFF

Transfers

Classified Employees may be transferred at the convenience of the College to another position in the same job title, with five (5) days notice. No base salary adjustment shall be made as a result of such transfers.
PERSONNEL – CLASSIFIED STAFF

Classification Review

Classification review for Association Employees is subject to the terms of the Agreement. Confidential Employees shall be entitled to the same rights and privileges afforded Association Employees except:

If the Confidential Employee requesting reclassification or salary grade change is not satisfied with the recommendation of the Chief Human Resources Officer, the Confidential Employee may submit his/her rationale to his/her area's Vice President. If the area Vice President supports the appeal, it shall be submitted to a review committee consisting of a Personnel Specialist, the Chief Human Resources Officer and an administrator designated by the President. The decision of the committee, including the reasons therefore, shall be forwarded to the President who will act on the committee's determination. The President's decision will be in his/her sole discretion, non-precedential and final.
PERSONNEL – CLASSIFIED STAFF

Training

The Board recognizes the need for training and development of Classified Employees to provide more efficient and effective services and to give Classified Employees the opportunity to develop their skills and potentials. In recognition of this principle, the Board shall endeavor to provide Classified Employees with reasonable orientation and training with respect to current procedures, forms, methods, techniques, materials equipment and periodic changes thereof, including, where applicable, procedural manuals normally used in Classified Employees’ work assignments.

When operational changes occur, because of technological innovations, the Board shall consider the training of affected Classified Employees a priority.
PERSONNEL – CLASSIFIED STAFF

Probation, Evaluation and Re-Employment

A. Probation for Association Employees

Probation and evaluation of Association Employees shall be subject to the terms of the Agreement.

B. Probation for New Confidential Employees

All new Confidential Employees shall be considered probationary employees until they complete a probationary period of sixty-five workdays. Days worked during the summer shall be credited as one and one-quarter days toward completion of the probationary period. Upon completion of the probationary period, the Confidential Employee will advance one step in the appropriate pay grade. At the discretion of the area administrator, the probationary period may be extended an additional twenty workdays.

C. Probation for Promoted Confidential Employees

A probationary period of not more than twenty workdays shall be served by a post-probationary Confidential Employee receiving a promotion. Days worked during the summer workweek shall be credited as one and one-quarter days toward completion of the probationary period. If the promoted Confidential Employee fails to satisfactorily complete the probationary period in the promoted position because of inability to perform the required work, the Board shall place the Confidential Employee in his/her previous position. If the Confidential Employee's previous position is unavailable, the Confidential Employee shall be placed in the most comparable, non-bargaining unit position available for which the Confidential Employee is qualified, at a salary level commensurate with the salary range and placement prior to promotion. In the case whereby no comparable position is available at the time, the Confidential Employee shall be given the first opportunity to apply for other available, non-bargaining unit positions for which he/she is qualified.
D. Re-Employment of Classified Employees

If a former Classified Employee is re-employed in the same or similar position within thirty work days of resignation or termination of employment, the returning Classified Employee shall not be subject to a probationary period and service shall be continuous. If a former Classified Employee is re-employed more than thirty work days after resignation or termination of employment, the returning Classified Employee shall be in an initial probationary status. There shall be no bridge of service.
PERSONNEL – CLASSIFIED STAFF

Disciplinary Action

Disciplinary action(s) shall be corrective rather than punitive to the extent possible. A series of timely and progressive disciplinary actions, however, shall result in suspension and eventual dismissal in accordance with the following guidelines. These guidelines apply to non-probationary Classified Personnel. Classified Employees with probationary status or on a nonpermanent basis may be dismissed without recourse to the following guidelines or the established grievance procedure.

A. Just Cause for Dismissal

Dismissal of non-probationary Classified Employees shall be for just cause. Just cause shall mean and include, but not be limited to, the following:

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

Because of their serious nature, causes listed in items 1 through 4, shall constitute reasons for immediate dismissal. For items 5 and 6, the progressive discipline concept shall apply. There shall be no more than one year between the steps taken for items 5 and 6.

B. Steps for Disciplinary Action(s), Suspension and Dismissal

1. Verbal Warning

   Upon first offense the Supervisor/Administrator shall discuss the problem(s) with the Classified Employee in private and alert the Classified Employee that improvement is necessary or further disciplinary action shall be taken.
2. **Written Reprimand**

Upon second offense, the responsible administrator shall issue to the Classified Employee a formal warning, in writing, stating the extent of the problem(s) with suggested courses for corrective action within a specified time period, or the Classified Employee shall face further disciplinary action. The Classified Employee shall be notified that a copy of the reprimand will be filed with the Office of Human Resources.

3. **Discipline Other than Oral or Written Warnings**

For discipline other than oral or written warnings, the Board shall notify the Classified Employee and schedule a pre-disciplinary meeting with the Classified Employee. At this meeting, the Board shall inform the Classified Employee of the reason(s) for the contemplated discipline. The Classified Employee shall have the right to rebut or to clarify the reasons for such discipline.

Guidelines for discipline beyond oral or written warnings shall be as follows:

a. **One-Day Suspension**

   Upon third offense, the Classified Employee shall be given a one-day suspension from work without pay by the Chief Human Resources Officer at the recommendation of the responsible administrator.

b. **Three-Day Suspension**

   Upon fourth offense, the Classified Employee shall be given a three-day suspension without pay by the Chief Human Resources Officer at the recommendation of the responsible administrator.

c. **Recommendation for Dismissal**

   Upon fifth offense, the Classified Employee shall be given a ten-day suspension from work without pay. Chief Human Resources Officer shall proceed immediately to recommend dismissal to the President, or the President’s designee, in writing, with a summary of events leading to the recommendation.
d. **Notification of Dismissal**
   Upon formal approval by the President, or the President’s designee, the Chief Human Resources Officer shall issue a letter to the Classified Employee notifying the Classified Employee of the College's decision of terminating his/her employment and the reason(s) therefore.

Association Employees have additional rights pursuant to the terms of the Agreement with respect to disciplinary action.
PERSONNEL – CLASSIFIED STAFF

Separation - Resignation

A Classified Employee wishing to resign in good standing shall file with the appropriate supervisor and the Chief Human Resources Officer a written resignation giving not less than ten working days notice of intention to leave. If the Classified Employee fails to give at least ten days notice, the Classified Employee's file shall be so noted.
PERSONNEL – CLASSIFIED STAFF

Professional Development

Within budgetary limits, the Board may reimburse Classified Employees for authorized expenses for hotel, food, registration, and transportation costs incurred while attending authorized conferences or other activities, the purpose of which is related to training or operations within the assigned duties of the Classified Employee.

No additional salary shall accrue because of this policy.
PERSONNEL – CLASSIFIED STAFF

Grievances – Association Employees

The grievance procedure steps for Association Employees are found in the Collective Bargaining Agreement with Classified Staff.
PERSONNEL – CLASSIFIED STAFF

Grievances - Confidential Employees

A grievance by a Confidential Employee is defined as a complaint that there has been a violation, misinterpretation or misapplication of the Board policies.

Step 1. A Confidential Employee, having tried and failed to resolve his/her complaint, may initiate a grievance by submitting it in writing to his/her immediate supervisor, who shall thoroughly investigate all aspects of the grievance. If the grievance is not within the sphere of authority of the immediate supervisor, or the grievance is not resolved in a satisfactory manner, the grievance shall be appealed to the Chief Human Resources Officer in writing within five working days, with a copy to the Confidential Employee's immediate supervisor.

Step 2. The immediate supervisor, the Confidential Employee, and the Chief Human Resources Officer shall review the grievance, and the Chief Human Resources Officer shall make a written finding to all parties involved within ten working days of the completion of Step 1. If this finding is not satisfactory to the aggrieved, a written appeal should be made to the President within three working days of the receipt of the decision of Step 2.

Step 3. The President shall appoint an impartial group of one College Administrator and a Vice President, not in a supervisory position over the Confidential Employee, and one Classified Employee to sit as a committee and inquire into the grievance.

The Vice President shall chair the meeting and make a written recommendation to the President. The President shall review the grievance and the findings to this point and may conduct further inquiries in order to reach a decision in the case. The President's decision shall be in his/her sole discretion, non-precedential and final.

This step should be accomplished within twenty working days.
PERSONNEL – CLASSIFIED STAFF

Standards of Ethical Conduct

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

1. Shall not receive gifts or benefits of value from students, citizens, or vendors. Such gifts include but are not limited to money, services of any kind, or consumer goods other than samples.

2. Shall not use the College's time, facilities, or mailing lists in connection with any activity not associated with the College.

3. Shall not accept reimbursement from vendors for travel or other expenses incurred in the process of inspecting the vendor's goods or services.
PERSONNEL – CLASSIFIED STAFF

Compensation

Salary Guides

Salary schedules shall reflect pay scales that are competitive with those of employers within the geographical region of the College and in accordance with the contract between the Board and the Association.

Classified Employees shall be paid in accordance with the salary schedules found in the Agreement, or in an auxiliary schedule for grade classifications not listed in the Agreement.

Salary Checks and Deductions

Paydays shall be biweekly.

Deductions at prevailing rates shall be made for federal withholding tax, Illinois income tax, and the State Universities Retirement System (SURS), if required. Medicare tax shall also be withheld for employees hired after March 31, 1986.

Association dues or fair share deductions shall be withheld for Association Employees.

Overtime Pay

Overtime for Association Employees shall be paid in accordance with the terms of the Agreement. Non-exempt Confidential Employees are entitled to the same rights and privileges afforded Association Employees with respect to overtime pay.

Call-Back Pay

An Association Employee called back to work on any day after completing his/her work shift shall be paid in accordance with the terms of the Agreement. A non-exempt Confidential Employee called back to work on any day after completing his/her work shift is entitled to the same rights and privileges afforded Association Employees.
Stand-By Pay

An Association Employee who is placed on stand-by shall be paid in accordance with the terms of the Agreement. A non-exempt Confidential Employee who is placed on stand-by is entitled to the same rights and privileges afforded Association Employees.

Temporary Assignment

When a Classified Employee is assigned to work temporarily for at least twenty (20) calendar days in a higher paying classification, the Classified Employee shall be paid at his/her current step in the higher classification.

The Chief Human Resources Officer shall authorize the compensation for temporary assignment upon the recommendation of the appropriate Vice President.
PERSONNEL – CLASSIFIED STAFF

Benefits

Insurance

Association Employees shall receive health, dental and life insurance benefits in accordance with the terms of the Agreement. Confidential Employees shall receive the same health, dental and life insurance benefits offered Association Employees. All Classified Employees are covered under Workers’ Compensation laws.

Retirement Compensation

Each Classified Employee shall participate in the State Universities Retirement System (SURS). Payments to SURS shall be made by payroll deduction on a before-tax basis. In the event of an Internal Revenue Service ruling disallowing this method of payment, the Classified Employee shall indemnify and hold harmless the College from loss or liability as a result of implementation of this policy.

Tax-Sheltered Annuities

Classified Employees may participate in the tax-sheltered annuity programs approved by the Board. The Board shall service such programs through payroll deductions. A list of approved annuities may be obtained from the Accounting Department.

Tuition Waiver for Classified Personnel and Members of Their Immediate Families

Association Employees shall be entitled to tuition waivers for College credit courses in accordance with the terms of the Agreement. Confidential Employees shall be entitled to the same rights and privileges afforded Association Employees. Tuition waivers are not available for courses, seminars or workshops offered by Alliance for Lifelong Learning (ALL).

Temporary Leaves

Temporary leaves include leaves for bereavement, jury duty, military, election, parental, sick and personal (including religious observances) and as approved pursuant to the Family Medical Leave Act. Temporary leaves shall be granted to Association Employees in accordance with the terms of the Agreement. Confidential Employees shall be entitled to the same rights and privileges afforded Association Employees.
**Vacations**

Paid vacations shall be granted to Association Employees in accordance with the terms of the Agreement. Confidential Employees shall be entitled to the same rights and privileges as Association Employees.

**Holidays**

Established holidays for Association Employees are set forth in the Agreement. Confidential Employees shall be entitled to the same rights and privileges as Association Employees.

**Benefits for Temporary Employees**

Temporary Employees are not entitled to health benefits. Full-time Temporary Employees shall be entitled to the paid holidays listed in the Agreement after one year of service, and to pro-rated vacation of ten days after two years of service. Temporary Employees working 20-25 hours per week shall be entitled to pro-rated paid holidays after one year of service, and to pro-rated vacation after two years of service. Temporary Employees shall not advance beyond the first step on the salary schedule except in unusual circumstances upon the recommendation of the Chief Human Resources Officer and as approved by the President. Temporary Employees who terminate employment shall be paid for all accrued vacation leave. All accrued vacation time not used within three months of the end of the fiscal year shall be forfeited.

**Benefits for Grant Employees**

Full-time Grant Employees are entitled to the same benefits received by Full-time Classified Employees, including salary increases as provided for in the Agreement, when the applicable grant has sufficient funds to support full-time benefits. The Executive Director of College Development shall inform the Chief Human Resources Officer and the grant administrator of any budget limitations, and the Chief Human Resources Officer shall inform the affected Grant Employee of the resulting limited benefits.
PERSONNEL – CLASSIFIED STAFF

Tuition Reimbursement

The Board supports a Classified Employee’s efforts to upgrade current job skills, enrich personal and occupational development, and to acquire job-related abilities that will qualify them for future opportunities at the College; therefore, the College will provide tuition reimbursement for full-time Classified Employees in pre-approved regionally accredited, credit-bearing programs of study. In addition, the College shall provide registration fees for pre-approved non-credit workshops and seminars.

Rates of reimbursement are subject to budget limitations without requiring separate formal policy action by the Board.
PERSONNEL – CLASSIFIED STAFF

Occupational Disability Leave

All accidents or occurrences sustained while employed will be reported at the time of the incident, but no later than the morning of the following working day. It shall be the Classified Employee's responsibility, if reporting to work the next day, to report such incidents to his or her immediate supervisor. If the Classified Employee does not report to work the next day, then it shall be the supervisor's responsibility to report the incident on the College’s Supervisor’s Report of Injury or Accident form.

Where compensation for such disability leave may originate from more than one source, the total amount of compensation for salary should not exceed the Classified Employee's normal salary.
PERSONNEL – CLASSIFIED STAFF

Permanent Disability

An Association Employee who has exhausted all accumulated sick leave and vacation time and is unable to return to regular duties as a consequence of illness or disability shall be granted leave in accordance with the terms of the Agreement. Confidential Employees shall be entitled to the same rights and privileges afforded Association Employees.
PERSONNEL – CLASSIFIED STAFF

Other Long-Term Leaves

Association Employees may be granted other unpaid long-term leaves in accordance with the terms of the Agreement. Confidential Employees shall be entitled to the same rights and privileges afforded Association Employees.
PERSONNEL – CLASSIFIED STAFF

Parental Leave

Association Employees shall be entitled to parental leave in accordance with the terms of the Agreement. Confidential Employees shall be entitled to the same rights and privileges afforded Association Employees.
PERSONNEL – CLASSIFIED STAFF

Early Retirement

Early retirement benefits shall be available to Association Employees in accordance with the terms of the Agreement. Confidential Employees shall be entitled to the same rights and privileges afforded Association Employees.
PERSONNEL – CLASSIFIED STAFF

Health Benefits for Retirees

Effective July 1, 1999, all retiree health benefits shall be administered by the State of Illinois Plan. Until then, retiree health benefits for Association Employees are covered by the Agreement, and Confidential Employees are afforded the same rights and privileges.
First Read of Policy Revisions

This resolution presents the 1000, 1100 and 3000 series of Board policies for the first reading in January with Board action to be taken in February. In anticipation of accreditation review, it is imperative that we demonstrate a timely, comprehensive review of all policies. While there are many policies that do not require changes, there are others that must be revised in order to come into compliance with legal and legislative mandates. All policies will be presented, including those that are reviewed as well as revised.

MBL:ec
1/2015

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 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.”
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 Chairman of the Board 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.
BOARD OF TRUSTEES

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 453,000* 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: 2000 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.
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 Board of Student Affairs and implemented by the Director of Student Activities.
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 keep costs in line 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 expenditure limitations 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.
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 may include familiarization with various aspects of the community college and 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 shall may appoint ad hoc committees deemed necessary by the Board such as: Personnel, Finance, Facilities, Policy, and Technology. 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 ad hoc committees will not make decisions, but will report trends and happenings in their area of responsibility and/or 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 (revised in 1981 and again in 1988) 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 Perseus Books 1990 9th edition.

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

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
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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.
The Board may hold such meeting closed to the public, upon a majority vote of a quorum present, taken at a meeting open to the public.

Closed sessions may be held only to discuss collective bargaining, probable or pending litigation, matters relating to the purchase or sale of real estate, security or the safety of staff and students, filling a vacancy on the Board, and personnel matters relative to employment or dismissal of an employee, salary schedules and hearings or complaints filed against an employee.

Any proposal emanating from an executive session may only be acted upon, at a subsequent regular or special meeting which is open to the public. In other words, no official action may be taken at these sessions and all discussion shall be considered confidential.

**Budget Meeting Hearing**

A public hearing on the budget is held each year prior to its adoption. Notice of the hearing is published in the local newspapers. All of the provisions specified in the Public Community College Act for adoption of the Annual Budget shall be followed.
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 emergent 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 open to the inspection of the public at any reasonable posted on the website time 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 tape 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 require units of local government and school districts to implement regulations that are at least as restrictive as those contained in the Act, and to impose penalties for violations of those regulations that are equivalent to those imposed by the Act, notwithstanding that such penalties may exceed the general authority granted to units of local government to penalize ordinance violations; 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, stepson, stepdaughter, stepbrother, stepsister, 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, veteran’s 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.

Sexual Harassment

It is the intent of this policy to prevent any occurrence of sexual harassment at the College and to inform all members of the College community of the procedures to follow if questions or problems arise. Sexual harassment is illegal under both state and federal law and objectionable under any circumstance. To provide an environment conducive to learning and professional performance and development, the College shall not tolerate sexual harassment in any form by any employee, student or third persons.

It is the College’s policy that no member of the College community may sexually harass any other member of the College community. The College shall not condone sexual harassment of or by students, faculty members, staff members or administrators. Sexual advances, requests
for sexual favors or other verbal or physical conduct of a sexual nature constitute harassment when:

1. Submission to such conduct is deemed to be either explicitly or implicitly a term or condition of an individual's employment or education;

2. Submission to or rejection of such conduct by an individual is deemed to be used as the basis for academic or employment decisions affecting that individual; or

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive educational or employment environment. This includes any program or activity under the auspices of the College.

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, as follows:

Sexual Harassment

Any employee or student or third person, who believes she/he has been sexually harassed, should report such incidents to the Associate Vice President for Human Resources or to the Vice President for Student Affairs or designated administrator. All reports or complaints shall be promptly investigated.

Other Basis of Harassment

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 Associate Vice President for 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 Assault Misconduct

It is the intent of this policy to prevent any occurrence of sexual assault at the College and to inform all members of the College community of the procedures to follow if questions or problems arise. Sexual assault is illegal under both state and federal law; the College shall not tolerate sexual assault in any form.

Sexual assault is constituted by:

1) Physical contact of a sexual nature that is against one's will or without one's consent;
2) Rape, including acquaintance rape, defined as sexual intercourse that is against one's will or without one's consent.

In addition to any criminal prosecution that is initiated, the College shall pursue disciplinary action through its own channels when there is reason to believe that the College's regulations against sexual assault have been violated. Thus a member of the College community may be prosecuted by the state and disciplined by the College at the same time, and even if criminal authorities choose not to prosecute, the College may pursue disciplinary action.

Those wishing to file a sexual assault complaint against another member of the College community for violation of this policy should so inform the Vice President for Student Affairs, Director of Human Resources or designated administrator as soon as possible after the incident has occurred. The Vice President for Student Affairs, Director of Human Resources or designated administrator will proceed in accordance with the formal procedures of Policy 1101. All reports or complaints shall be promptly investigated. Substantiated charges shall result in appropriate corrective action up to and including discharge or expulsion of the offending party. In responding to complaints of sexual assault, rights of due process shall be afforded. At all times, the parties' rights to confidentiality shall be respected and protected. Any person who, in good faith, brings forth a complaint of sexual assault shall not be subject to retaliation.

We are intellectually indebted to: Rice University, University of Richmond, and the University of Florida for the development of this policy.

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 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.

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/iles/iles3.asp?ChapterID=53&ActID=1876
2 Policy 1101
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.

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 Director of Human Resources 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 Smoke Free Illinois Act

Effective January 1, 2008, the College will comply with the Smoke Free Illinois Act (410 ILCS 82/1) in regard to smoking in and around any College owned building and in any College owned vehicle, including but not limited to the following:

- Smoking is prohibited within a minimum exterior distance of 15 feet from entrances, exits, windows that open, and ventilation intakes that serve the College buildings or enclosed areas.
- The College may designate with posted signage, specific outside areas beyond the 15 foot limitation as non-smoking such as courtyards and outdoor classroom space.
- The College may assess monetary fines in relation to non-compliance of the Smoke Free Illinois Act.

Effective September 17, 2013 the College will restrict the use of e-cigarette products to designated smoking areas. Violation of this restriction will result in monetary fines consistent with those assessed for tobacco violations.

Compliance with Smoke Free Campus Act

Effective July 1, 2015, the College will comply with the 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

8) or opportunity pool loans in exchange for providing a lender with a specified number of loans, specified loan volume, or a preferred lender arrangement;

9) Requesting or accepting assistance from any lender with call center or financial aid office staffing; and

10) Taking any other action that results in a personal gain or benefit.
The Code of Conduct allows:

1) Requesting standard loan materials, workshops, training, or other programs for student loan related topics such as default aversion, default prevention or financial literacy. Brochures must identify the lender who provided them.
2) Accepting food, refreshments, training or information materials furnished to all participants as part of a professional development training program intended to improve the services of a lender, guarantor, or servicer;
3) Agreeing to favorable terms, conditions and borrower benefits if the terms, conditions, or benefits are provided to all Oakton 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 Student Financial Assistance Enrollment Services.

The Director of Student Financial Assistance 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 Department 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 have having carried a weapon or firearm onto the property of the College knowingly, or found to be carrying or have 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 have having carried a weapon or firearm onto the property of the College knowingly, or be carrying or have 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 hire or 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. Certificate 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 provided by the FDIC.
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.

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 (i)</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><strong>50%</strong></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>

(i) 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).

(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 the 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) method 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 generally be approved in 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 a 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. The Board of Trustees will be notified of all grant proposals by means of quarterly reports submitted through the Office of the Director of Grants and Alternative Funding.

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.
BUSINESS

Check Signing Authorization

Check signing authorization will be as follows:

<table>
<thead>
<tr>
<th>Bank Accounts</th>
<th>Check Signing Machine</th>
<th>Treasurer or Alternate</th>
<th>Two Signatures (*)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll</td>
<td>Up to $3,000</td>
<td>Less Than $50,000</td>
<td>$50,000 and over</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>Up to $10,000</td>
<td>Less Than $50,000</td>
<td>$50,000 and over</td>
</tr>
<tr>
<td>Tuition Refund</td>
<td>Up to $2,000</td>
<td>Less than $50,000</td>
<td>$50,000 and over</td>
</tr>
<tr>
<td>All other</td>
<td>$3,000</td>
<td>Less than $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 for a period not to exceed three years. 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 has elected to take a half year’s depreciation in the year the property is placed in service, and a full year’s depreciation in each of the full subsequent years, and a half year of depreciation in the final year of the property’s remaining 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 several 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

Beverage Consumption

Consumption of beverages, except water, shall be limited to the cafeteria, offices, lounges, and areas adjacent to vending machines.
BUSINESS

Non-Instructional Operations

Smoking

Oakton Community College’s smoking policy is specifically designated to incorporate the smoking laws established by the State of Illinois Public Act 095-0017 “Smoke Free Illinois Act.”

Compliance with Smoke Free Campus Act

Effective July 1, 2015, the College will comply with the 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.
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 1\textsuperscript{st}
- Required Capital Projects reporting
- Construction in Progress and Acreage by August 1\textsuperscript{st}
- Existing Space in use of Educational Purposes (F3, F6, B3 and R3) at June 30\textsuperscript{th} by September 1\textsuperscript{st}
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.