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 April 28, 2015
   - semi-annual review of minutes of meetings lawfully closed under the Open Meetings Act
   - consider the appointment, employment, compensation, discipline, performance or dismissal of employees, pending litigation, collective negotiating matters
3. Consideration of a motion for adjournment
4. Adjournment

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

AGENDA

Call to Order and Roll Call

Pledge of Allegiance

V Approval of Minutes of April 28, 2015

Statement by the President

Report: Workforce Education: Truck Driving and Career Pathways

Comments by the Chair

Public Participation

1 of 3
NEW BUSINESS

CONSENT AGENDA

5/15-1  a. Approval of Adoption of Consent Agenda
        b. Approval of Consent Agenda Items 5/15-2 through 5/15-9

5/15-2  Ratification of Payment of Bills for April 2015

5/15-3  Acceptance of Treasurer’s Report for April 2015

5/15-4  Compliance with Open Meetings Act, Closed Session Minutes

5/15-5  Authorization for Destruction of Verbatim Recordings of Closed Session

5/15-6  Ratification of Actions of Alliance for Lifelong Learning Executive Board

5/15-7  Ratification of Actions of Alliance for Lifelong Learning Governing Board


5/15-9  Approval of Clinical Practice Agreements

OTHER AGENDA ITEMS

R  5/15-10  Authorization to Approve May Purchases
            a. Advertising Agency Services for FY 2016
            b. Printing of Oakton Class Schedules
            c. Oracle Database Software Maintenance and Support
            d. Exterior Signage Renovation

5/15-11  Preview and Initial Discussion of June 2015 Purchases

R  5/15-12  Authorization to Adopt 403(b) Adoption Agreement and 403(b) Plan Document

R  5/15-13  Approval of Staffing Requests for Fiscal Year 2016

R  5/15-14  Approval of Settlement Agreements

R  5/15-15  Authorization to Hire Full-time, Tenure-track Faculty Member

R  5/15-16  Approval of Personal Leave for Faculty Member

R  5/15-17  Approval of Funding for 2015-2016 Merit Lane Appointments

R  5/15-18  Acceptance of Administrative Resignations
V  5/15-19  Acceptance of a Grant

V  5/15-20  First Read of Policies

ADJOURNMENT
Minutes of the Oakton Community College Board Meeting
April 28, 2015

The 698th meeting of the Board of Trustees of Community College District 535 was held on Tuesday, April 28, 2015 at the Oakton Community College Des Plaines campus.

Closed Session
At 6:30 p.m. 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. Harada seconded the motion; Ms. Tennes called the roll:

Mr. Stafford  Aye
Ms. Harada  Aye
Ms. Tennes  Aye
Ms. Bashiri-Remetio  Aye
Dr. DiLeonardi  Aye
Mr. Frank  Aye
Mr. Wadhwa  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; Ms. Mum Martens, Executive Director, Human Resources; and Mr. Robert Nowak, Vice President, Business and Finance. At 7:35 p.m. Ms. Harada made a motion to adjourn the session, seconded by Mr. Alferes. A voice vote was called and the meeting was adjourned.

Call to Order and Roll Call
Chairman 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 March 17, 2015 meetings. Ms. Tennes made the motion which was seconded by Ms. Bashiri-Remetio. A voice vote was called and the minutes were unanimously approved.

New Business

4/15-1  Resolution Declaring Results of Board of Trustees Election Held April 7, 2015
Ms. Tennes offered:

“Whereas, on the 7th day of April 2015, there was held in and for community College District 535, an election for the purpose of electing two Trustees to serve on the Board; two six-year terms;
Whereas, it is the responsibility of the Cook County Clerk to canvass the election results 21 days following the election;
Whereas, the election authority has delivered the official Abstracts of Votes to the local election for Oakton Community College District 535;
Whereas, the Board must meet to declare the results of the election and hold their reorganizational meeting within the time period of between 21 and 28 days following the election and that the term of the new trustees must commence at the organizational meeting held within 28 days following the election;
Now therefore, be it resolved by the Board of Trustees of Community College District 535, County of Cook and State of Illinois that:

1. The election held on the 7th day of April 2015, was held in all respects as provided by law; and the returns of the election have been duly canvassed by the Cook County Clerk’s office and filed with the Secretary of the Board.

2. The Board finds that the following total votes were cast in Oakton Community College District 535 in favor of the following candidates:

Votes were cast in the non-partisan election held on April 7, 2015, in Cook County, Illinois, to elect two individuals to serve full six-year terms on the Board of Trustees of Community College District No. 535, and we do hereby proclaim the results of the election as follows:

1. Five candidates named to serve two six-year terms received the number of votes ascribed opposite his/her name:

<table>
<thead>
<tr>
<th>NAME of CANDIDATE</th>
<th>NUMBER of VOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>William Stafford</td>
<td>12,998</td>
</tr>
<tr>
<td>Benjamin Salzberg</td>
<td>9,318</td>
</tr>
<tr>
<td>Theresa Bashiri-Remetio</td>
<td>8,342</td>
</tr>
<tr>
<td>Constantine Ress</td>
<td>8,063</td>
</tr>
<tr>
<td>Christopher Evdoxiadis</td>
<td>3,465</td>
</tr>
</tbody>
</table>

2. We do hereby further certify and proclaim that as a result of the election, William Stafford and Benjamin Salzberg were elected to serve six-year terms on the Board of Trustees of Community College District 535, County of Cook and State of Illinois.”

The motion was seconded by Theresa Bashiri-Remetio. Ms. Tennes called the roll:

<table>
<thead>
<tr>
<th>AYE</th>
<th>NAY</th>
<th>ABSENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>X</td>
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<td>X</td>
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</tbody>
</table>

Mr. Stafford administered the Oath of Office to Mr. Salzberg. Being an incumbent, Mr. Stafford was not required to take the oath. At this time, President Lee thanked outgoing Trustee Theresa Bashiri-Remetio for her service as a Trustee. Also a brief adjournment was taken in order for Mr. Salzberg to take his place at the Board table.

Another roll call was taken with the new Board member seated:

<table>
<thead>
<tr>
<th>Mr. Stafford</th>
<th>Chair</th>
<th>Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Harada</td>
<td>Vice Chair</td>
<td>Present</td>
</tr>
<tr>
<td>Ms. Tennes</td>
<td>Secretary</td>
<td>Present</td>
</tr>
</tbody>
</table>
Recommendation for Seating of Student Member of the Board of Trustees

Dr. DiLeonardi offered:

“SECTION 1: An election for the Student Member of the Board of Trustees was held on April 6, 7, and 8, 2015. The election was conducted in all respects as provided by law and according to Policy 1005. The election was conducted on line, using the Simply Voting software purchased by the Student Government Association. Currently enrolled students were provided a ballot via email and Simply Voting provided a secure method to permit students to vote from their computer or mobile device; 247 students cast ballots in the election.”

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

“SECTION 2: The Board of Trustees declares that William Dixon who ran uncontested and received 181 votes (95.3% of all votes cast) for the office of Student Member of the Board of Trustees, was selected to serve as the Student Trustee with a term commencing on April 28, 2015 and concluding at the Board of Trustees meeting in April 2016.”

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

Ms. Tennes seconded the motion. A voice vote was called and the resolution was passed unanimously. President Lee recognized outgoing Student Trustee Daniel Alferes for his service to the Board. A brief adjournment was taken in order for Mr. Dixon to take his seat at the Board table.

Another roll call was taken with the new student member of the Board seated:

Mr. Stafford Chair Present
Ms. Harada Vice Chair Present
Ms. Tennes Secretary Present
Dr. DiLeonardi Present
Mr. Frank Present
Mr. Salzberg Present
Mr. Wadhwa Absent
Mr. Alferes Present

Resolution Organizing the Board of Trustee for the Term Commencing April 28, 2015

Dr. DiLeonardi offered:

“Whereas, pursuant to College policy and in accordance with the Illinois Public Community College Act, as amended (110 ILCS 805/3-8), the Board of Trustees of Community College District No. 535 elects its officers, comprised of a Chair, Vice Chair, and Secretary, from its membership, and appoints a Treasurer, not a member of the Board, at its annual organizational meeting held in April.”

Mr. Stafford called for nominations for the office of Chair of the Board. Dr. DiLeonardi nominated Ms. Patricia Harada for Chair of the Board; Mr. Frank seconded the nomination. A voice vote was called, the motion carried.

Mr. Stafford nominated Ms. Ann Tennes for Vice Chair of the Board; Ms. Harada seconded the nomination. A voice vote was called, motion carried.
Ms. Tennes nominated Mr. William Stafford for the position of Secretary of the Board; Ms. Harada seconded the nomination. A voice vote was called and the motion carried.

Mr. Stafford continued reading the resolution:
“Now, therefore, be it resolved by the Board of Trustees of Community College District 535, County of Cook and State of Illinois that:
1. The Board is hereby organized for the term commencing April 28, 2015.
2. The time and place for the regular meetings of the Board for the calendar year 2016 shall be fixed as follows:
   January 19, February 16, March 15, April 19, May 24, June 28, August 16,
   September 20, October 18, November 15, and December 13.
   Beginning at 7:30 p.m., in the Board room (1506) at Oakton Community College, 1600 E. Golf Road, Des Plaines, Illinois, which times and place will be published, and proper notice and agenda to be posted as required by law.
3. All Board rules, policies, and procedures in effect during the previous year shall remain in effect.
4. Robert Nowak is hereby appointed Treasurer to serve at the pleasure of the Board for no additional compensation, provided that before entering upon his duties, the Treasurer shall execute and deliver to the Board a bond, as required by the Illinois Public Community College Act.”

Dr. DiLeonardi seconded the motion; Mr. Stafford called the roll:

Dr. DiLeonardi   Aye
Mr. Stafford   Aye
Ms. Tennes   Aye
Mr. Frank   Aye
Ms. Harada   Aye
Mr. Salzberg   Aye
Mr. Wadhwa   Absent

Motion passed. Mr. Dixon favored the resolution.

At this time, President Lee presented Mr. Stafford with a plaque to thank him for his year of service as Chair of the Board for the term 2014-2015.

Statement by the President
President Lee welcomed everyone, especially newly seated trustee Mr. Salzberg, who thanked his family, friends, and the community for their support in his candidacy for a seat on the Board. President Lee asked introductions of those present.

In the absence of Kathleen DeCourcey, Classified Staff Union President, John Donoghue, Vice President of the Classified Staff Union, presented Philip Cronin, Media Services; Eileen Cukierski, President’s Office; Patrick Cunniffe, Budget and Accounting Services; Krissie Harris, Office of Student Life; Karen Roth, Service Learning Coordinator, and Jesse Wallace, Media Services.

Katherine Schuster, Professor of Education, and Full-time Faculty Union President, presented Margaret Gas, Chair, Nursing; Hollace Graff, Professor, Philosophy; Safa Hamad, Professor, Mathematics; Rose Novil, Professor, Library Services; Michael Peat, Associate Professor, Automotive Technology; Lynne Steele, Professor, Medical Lab Technology; and Carol Ward, Professor, Biology.
Barbara Dayton, Lecturer of Sociology, and Adjunct Faculty President, introduced: Kalyani Banerjee, Lecturer, Chemistry; Linda Berendsen, Lecturer, English; Barry Dayton, Lecturer, Mathematics; Krissie Harris, Lecturer, Physical Education, and Cathy Willis, Lecturer, Psychology.

Student Trustee William Dixon introduced students: Daniel Alferes, Amber Drew, Andrew Duback, Lance Lindsey, Elizabeth Miller, Akash Patel, Daniel Saavedra, and Melissa Zb. Mr. Dixon also introduced his parents who were in attendance.

Administrators present included: Michael Anthony, Assistant Vice President, Access, Equity, and Diversity; Michael Carr, Assistant Vice President, Academic Affairs; Adam Hayashi, Dean, Science and Health Careers; Mark Kiel, Counseling and Health Services; Linda Korbel, Dean, Languages, Humanities and the Arts; Mum Martens, Executive Director, Human Resources; Leah Swanquist, Director, Facilities; Cheryl Warmann, Director, Enrollment Services; and Brad Wooten, Dean, Social Sciences and Business.

President Lee congratulated all of the newly elected incoming student government officers and students and extended her thanks to the outgoing student leadership for their service. President Lee announced that Ann Marie Barry, Director of Student Life, was recognized as the Phi Theta Kappa Advisor of the Year at their recent meeting in San Antonio. Dr. Lee congratulated Oakton’s Men’s baseball team, players, coaches and athletic director, who won the Illinois Skyway Collegiate Conference title by going 12-2 in league play. President Lee congratulated Cheryl Warmann on her successful defense of her dissertation at the University of Illinois, Urbana-Champaign. Congratulations were extended to the College Relations staff who were recognized by the National College Marketing and Public Relations organization with a silver paragon award for the annual report of the Oakton Educational Foundation. Bonnie Lucas, Kathleen DeCourcey, Web Communications Coordinator, and Nancy Nash-Sidlin, Production and Publications Manager, deserve tremendous amounts of the credit for their work on the publication. The Business and Finance team lead by Bob Nowak and Karen Epps, Director, Budget and Accounting Services, were awarded the Government Finance Officers Association award for their distinguished budget presentation; Patrick Cunniffe accepted the award for the department.

April has been a month of observances and celebrations; Celebrate Diversity month; Sexual Assault Awareness month; and Earth Week in the middle of Earth month. President Lee gave special recognition to our sustainability specialist Debra Kutska, and the Green Committee who organized a number of activities on both campuses. President Lee talked about a group of students who met with her and President’s Council on the critical issues related to plastic bottles. President Lee commended Professors Graff and Stacewicz for their encouragement to their team taught class on this issue. President Lee also recognized Gloria Liu, STEM Coordinator, and her colleagues, faculty, staff, and students who advanced the work of the STEM programs at Oakton and recently celebrated STEM day at the College. President Lee thanked the Student Success team and subcommittees who have been meeting and working diligently to advance and support our student success efforts at the College. Our Achieving the Dream coaches commended their work during their recent visit. In preparation for finals, the Learning Center staff are preparing for the Study Breakfast that will take place on May 5. President Lee recognized Professors Carlos Briones, Peter Hudis and Katherine Schuster, who planned the recent Global Studies Conference at Oakton that focused on the Indigenous Peoples of the Americas. Thanks were extended to Michele Brown, Director, Student Recruitment and Outreach, Dr. Michael Anthony, and all of their colleagues who effectively organized admitted student preview evenings for students and their parents. The program encourages questions and answers from student and parents about the college experience and showcases the education richness of Oakton. At this time, Discovering Oakton, a video relating to student success that was created by Jesse Wallace and features Oakton students, was shown to the audience. President Lee thanked everyone who was a part in so many different ways at the gala in her honor on April 25. The planners, the organizers, the attendees, the donors, the speakers, and William Stafford, who served as the master of ceremonies, while quoting Shakespeare, it was an evening she will remember forever with great gratitude and joy.

Next, Dr. Joianne Smith introduced Krissie Harris, Coordinator of Student Life, who with some students that participated in the Oakton2Selma cultural immersion trip, and spoke to the powerful cultural experience that they
participated in as they walked in the footsteps of those who were on the Pettis Bridge in Selma, Alabama, fifty years ago. Ms. Karen Roth, Service Learning Coordinator and Ms. Harris worked to make this experience happen. Ms. Harris said part of her job is to take experiences out of the classroom and make them living experiences, and that is what we did. Through a college wide effort money was raised to rent transportation and provide hotel rooms for the students and employees who went on the trip.

Students Andrew Duback, Daniel Saavedra, and Amber Drew thanked all the donors who made the trip possible. The students said that the experience made a lasting impact on all of them individually and as a group, and they were very grateful for the experience. Ms. Roth said that the students in attendance are a small representation of the students and employees at Oakton who participated in this event. Ms. Roth said that one of her roles was to collect student reflections of this experience. Some of the students were able to relay to their classes what they learned through this experience, which is the point of service learning. It is connecting learning to the work that we do, a connection through knowledge and bringing it to practice. In conclusion, Ms. Harris said that she hopes to schedule more experiences like this in the future, taking our students out of the college experience and dropping them in real life situations. In appreciation, the students presented a book of pictures from the trip to President Lee and President-Elect Dr. Smith. Chair Patricia Harada thanked Ms. Harris and Ms. Roth for making the trip happen and to the students for sharing their experiences with the Board. Trustee DiLeonardi thanked the group for their reflections of the trip, and Trustee Tennes also thanked Ms. Harris and her colleagues for their efforts in organizing the trip.

Public Participation
Linda Berendsen and Malina Iqbal addressed the Board regarding the decision not to rehire any retired annuitants as of July 1, 2015.

Newly seated Chair Patricia Harada spoke about Oakton’s Board practice of rotating officers every year and how this contributes to a healthy Board leadership and serves the College well. Chair Harada mentioned that she is fortunate to work with incredibly dedicated trustees and that this Board operates at a high level and is a functional Board. She also reaffirmed that the Board is very committed to student success and it is a part of every decision that they consider. Ms. Harada also said that at the same time, the Board is very mindful of taxpayer dollars and this shows with Oakton’s excellent credit rating and very sound financial picture. Ms. Harada concluded by saying that this is going to be a very exciting year for Oakton and looks forward to serving as Chair.

4/15-4a Approval of Adoption of Consent Agenda
Ms. Tennes offered:
“Be it resolved that the Board of Trustees of Community College District 535 approves adoption of the Consent Agenda.”

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

4/15-4b Approval of Consent Agenda Items 4/15-2 through 4/15-10
Mr. Stafford offered:
“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 4/15-5 through 4/15-10 as listed in the Consent Agenda.”

4/15-5 Ratification of Payment of Bills for March 2015
"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 $6,244,995.82 for all check amounts as listed and for all purposes as appearing on a report dated March 2015.”
Acceptance of Treasurer’s Report for March 2015
"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 March 2015."

Acceptance of Quarterly Report
"Be it resolved that the Board of Trustees of Community College District 535 authorize the acceptance of the Quarterly Report on Investments for filing."

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 to b as stipulated above, and hereby approves the expenditures in the amount not to exceed $52,794.96 for all funds listed in item a.”

Supplemental Authorization to Pay Professional Personnel – Spring 2015
1. "Be it resolved that the Board of Trustees of Community College District 535 approves the adjustments of part-time faculty 2015 spring semester salaries in the amount of $262,594.39, resulting in a revised total of $4,535,194.30."
2. "Be it further resolved that the Board of Trustees of Community College District 535 approves the adjustments of overload faculty 2015 spring semester salaries in the amount of $22,377.60, resulting in a revised total of $420,098.00."

Approval of Clinical Practice Agreements
Be it resolved that the Board of Trustees of Community College District 535 approves the following cooperative agreements:
For the Nursing Program
Advocate Health and Hospitals Corporation d/b/a
  Advocate Lutheran General Hospital – Park Ridge
  Ravine Way Surgery Center – Glenview.”

Dr. DiLeonardi seconded the motion; Mr. Stafford called the roll:

Mr. Frank   Aye
Ms. Tennes   Aye
Ms. Harada   Aye
Mr. Salzberg Aye
Mr. Wadhwa  Absent
Dr. DiLeonardi Aye
Mr. Stafford Aye

The motion carried; Student Trustee Dixon favored the resolution.

Authorization to Approve April 2015 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>Agenda Item</th>
<th>Page(s)</th>
<th>Description</th>
<th>Vendor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/15-11a</td>
<td>1</td>
<td>Great America Tickets On Consignment</td>
<td>Six Flags Great America</td>
<td>$105,355.00</td>
</tr>
<tr>
<td>4/15-11b</td>
<td>1 &amp; 2</td>
<td>Skokie Campus Parking Lot Rehabilitation</td>
<td>Denler, Inc.</td>
<td>$163,819.34</td>
</tr>
<tr>
<td>4/15-11c</td>
<td>1 &amp; 2</td>
<td>Snap-On Tools</td>
<td>Snap-On Industrial</td>
<td>$78,826.00</td>
</tr>
<tr>
<td>4/15-11d</td>
<td>1</td>
<td>Grant Funded Microscopes</td>
<td>Olympus America, Inc.</td>
<td>$77,736.72</td>
</tr>
</tbody>
</table>
4/15-11e  1 & 2 Furniture with Design and Installation Service Forward Space LLC $ 64,364.00
4/15-11f  1 Paralegal Program Services Thomson Reuters $ 42,107.04
4/15-11g  1 & 2 Information Technology Service Management Beyond20 $ 125,000.00

Grand Total $ 657,208.10.”

Dr. DiLeonardi seconded the motion; Mr. Stafford called the roll:

Mr. Frank  Aye
Ms. Tennes   Aye
Mr. Salzberg  Aye
Ms. Harada  Aye
Mr. Stafford  Aye
Ms. Tennes  Aye
Mr. Wadhwa  Absent

The motion carried; Student Trustee Dixon favored the resolution.

4/15-12 Preview and Discussion of May 2015 Purchases
The following purchases will be presented for approval at the May 26, 2015 Board of Trustees meeting: Advertising Agency Services for FY 2016; Printing of the Oakton Class Schedules; Oracle Database Software Maintenance and Support; Adobe Software Licensing; Exterior Signage Renovation; and Vehicle for President.

Trustee Frank asked about the expense of printing the class schedules. Ms. Lucas replied that it is the Colleges’ biggest marketing piece and it is the only piece that is routinely sent every semester that goes to every household, that identifies what programs we have in place, as well as highlighting different special activities for the College. This is the only piece that the non-credit side has, it is their marketing material and by including the few pages that add the additional credit side, the additional cost is minimal. Ms. Lucas concluded that we have continuously cut back the number of pages that are printed and will probably continue to do so over time.

Trustee Tennes commented on the Advertising Agency Services item for the next fiscal year. She would welcome an analysis for next year as it appears that this will go up for bid. She questioned how a firm in Dubuque, Iowa can effectively market Oakton Community College in our metropolitan market. Ms. Tennes understands that because of the fact that the College does not have a marketing director currently in place, we need to leave the currently agency in place for another year. Trustee Tennes also mentioned the Exterior Signage Renovation item and hopes that the exterior signage at the Skokie campus will be included in that renovation.

4/15-13 Authorization to Lease Property
Mr. Frank offered:
“Be it resolved that the Board of Trustees of Community College District 535 authorizes a three year Lease of Property to Chicago North Men’s Senior Baseball League, 4432 N. Clifton 3N, Chicago, Illinois, 60640 for a total of at least $130,138 for the period May 2015 to October 2017.”

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

Dr. DiLeonardi  Aye
Ms. Tennes  Aye
At this time, Trustee Tennes asked for a moment of privilege from the Chair to return to the subject of special marketing pieces for Evanston that appeared in the prospective budget, a line item for printed outreach a couple of years ago. Ms. Tennes asked for an analysis on the effectiveness of that piece; what data we have to show any changes in enrollment on the part of students from Evanston zip codes; and would like to know what other plans there are to expand into other Oakton communities. Dr. Lee replied that details relating to that specific marketing will be provided to Ms. Tennes and the Board.

4/15-14  Acceptance of Grants
Dr. DiLeonardi offered:
"Be it resolved that the Board of Trustees of Community College District 535 accept the attached resolutions, 4/15-14a and 4/15-14b, for the following grants:
Illinois Board of Higher Education Cooperative Work Study Program Grant in the amount of $24,640; and National Aeronautics and Space Administration (NASA) Minority Innovation Challenges Institute Grant in the amount of $1,700, for a total of $26,340."

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

4/15-15  Approval of New Unit of Instruction
Ms. Tennes offered:
“Be it resolved that the Board of Trustees of Community College District 535 approve the Medical Assistant Certificate as a New Unit of Instruction.”

Dr. DiLeonardi seconded the motion; Mr. Stafford called the roll:

<table>
<thead>
<tr>
<th>Name</th>
<th>Academic Rank and Assignment</th>
<th>Lane, Step, Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Tennes</td>
<td>Aye</td>
<td></td>
</tr>
<tr>
<td>Ms. Harada</td>
<td>Aye</td>
<td></td>
</tr>
<tr>
<td>Dr. DiLeonardi</td>
<td>Aye</td>
<td></td>
</tr>
<tr>
<td>Mr. Frank</td>
<td>Aye</td>
<td></td>
</tr>
<tr>
<td>Mr. Stafford</td>
<td>Aye</td>
<td></td>
</tr>
<tr>
<td>Mr. Salzberg</td>
<td>Aye</td>
<td></td>
</tr>
<tr>
<td>Mr. Wadhwa</td>
<td>Absent</td>
<td></td>
</tr>
</tbody>
</table>

The motion carried; Student Trustee Dixon favored the resolution.

4/15-16  Authorization to Hire Full-time, Tenure-track Faculty Member
Dr. DiLeonardi offered:
“Be it resolved that the Board of Trustees of Community College District 535 approves the full-time, tenure-track faculty hire of Stacy Cameron for the 2015-16 academic year, beginning on August 17, 2015. She will receive the 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>Stacy Cameron</td>
<td>Assistant Professor of English</td>
<td>A-5, $56,599.</td>
</tr>
</tbody>
</table>
Dr. DiLeonardi seconded the motion; Mr. Stafford called the roll:

Ms. Tennes  Aye  
Dr. DiLeonardi  Aye  
Mr. Salzberg  Aye  
Mr. Frank  Aye  
Ms. Harada  Aye  
Mr. Salzberg  Aye  
Mr. Wadhwa  Absent  

The motion carried; Student Trustee Dixon favored the resolution.

4/15-17  Authorization to Hire Full-time, Temporary Faculty Member

Ms. Tennes offered:
“Be it resolved that the Board of Trustees of Community College District 535 approve the full time, one year appointment to a term position in Anthropology/Sociology of Megan Klein for the 2015-16 academic year, beginning on August 17, 2015. She will receive the 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>Megan Klein</td>
<td>Assistant Professor, Anthropology and Sociology</td>
<td>E-6, $71,239</td>
</tr>
</tbody>
</table>

Mr. Frank seconded the motion; Mr. Stafford called the roll:

Ms. Tennes  Aye  
Mr. Stafford  Aye  
Mr. Frank  Aye  
Ms. Harada  Aye  
Dr. DiLeonardi  Aye  
Mr. Salzberg  Aye  
Mr. Wadhwa  Absent  

The motion carried; Student Trustee Dixon favored the resolution.

Adjournment
Chair Harada announced that the next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535, will be Tuesday, May 26, 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, Ms. Harada asked for a motion to adjourn the meeting. Ms. Tennes made the motion, which was seconded by Mr. Stafford. A voice vote was called and the meeting was adjourned at 9:00 p.m.

Patricia Harada, Chair

William Stafford, Secretary

ec
4/2015

A video recording of the April 28, 2015 meeting was made and may be viewed by calling the Library and Instructional Media Services office at (847) 635-1640.
Approval of Adoption of Consent Agenda

“Be it resolved that the Board of Trustees of Community College District 535 approves adoption of the Consent Agenda.”
Approval of Consent Agenda Items 5/15-2 through 5/15-9

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 5/15-2 through 5/15-9 as listed in the Consent Agenda.

5/15-2 Ratification of Payment of Bills for April 2015
5/15-3 Acceptance of Treasurer's Report for April 2015
5/15-4 Compliance with Open Meetings Act, Closed Session Minutes
5/15-5 Authorization for Destruction of Verbatim Recordings of Closed Session
5/15-6 Ratification of Actions of Alliance for Lifelong Learning Executive Board
5/15-7 Ratification of Actions of Alliance for Lifelong Learning Governing Board
5/15-9 Approval of Clinical Practice Agreements.”
Ratification of Payment of Bills for April 2015

The check register detailing the regular monthly bills for April, 2015 was sent out on May 22, 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 $6,083,296.57 or all check amounts as listed and for all purposes as appearing on a report dated April 2015."
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 1-116 numbered, 109155-109171, 109173-109207, 109210-109223, 109225, 109227-109264, 109266-109332, 109334-109343, 109345-109414, 109416-109429, 109431-109460, 109462-109471, 109473-109509, 109511-109527, 109529-109534, 109536, 109538-109589, 109591-109598, 109600-109628, 109630-109635, 109637-109690, 109692-109740, 109743-109744, 109746-109753, 109755-109756, 109758-109784, 109786-109790, 109792-109799, 109801-109812, 109814-109815, 109817-109853, 109855-109877, 109880-109888, 109890, 109892-110019, 110021-110084 and 110086-110118 on the check register, have been received, supporting invoices audited and that these checks were in order for issuance and are hereby listed for ratification by the Board of Trustees.

Treasurer, Oakton Community College District 535

---

**RECAPITULATION**

<table>
<thead>
<tr>
<th>Fund</th>
<th>Gross Payroll</th>
<th>Accounts Payable</th>
<th>Sub-Total</th>
<th>Voided Checks</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education</td>
<td>$3,384,921.69</td>
<td>$556,429.12</td>
<td>$3,941,350.81</td>
<td>(1,645.33)</td>
<td>$3,939,705.48</td>
</tr>
<tr>
<td>Operations, Building and Maintenance Fund</td>
<td>295,033.59</td>
<td>258,679.86</td>
<td>553,713.45</td>
<td></td>
<td>553,713.45</td>
</tr>
<tr>
<td>Maintenance Fund (Restricted)</td>
<td>7,190.16</td>
<td>325,240.43</td>
<td>332,430.59</td>
<td>(62,641.63)</td>
<td>269,788.96</td>
</tr>
<tr>
<td>Bond &amp; Interest</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auxiliary Enterprise</td>
<td>581,123.28</td>
<td>326,054.91</td>
<td>907,178.19</td>
<td></td>
<td>907,178.19</td>
</tr>
<tr>
<td>Restricted Purposes</td>
<td>158,573.34</td>
<td>120,392.31</td>
<td>278,965.65</td>
<td></td>
<td>278,965.65</td>
</tr>
<tr>
<td>Working Cash</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trust/Agency</td>
<td>325.48</td>
<td>44,002.61</td>
<td>44,328.09</td>
<td>(169.05)</td>
<td>44,159.04</td>
</tr>
<tr>
<td>Audit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Liability, Protection &amp; Settlement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Security/Medicare Loan</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTALS</td>
<td>$4,427,167.54</td>
<td>$1,631,451.74</td>
<td>$6,058,619.28</td>
<td>(64,456.01)</td>
<td>$5,994,163.27</td>
</tr>
<tr>
<td>Student Government</td>
<td>3,061.60</td>
<td>21,615.69</td>
<td>24,677.29</td>
<td></td>
<td>24,677.29</td>
</tr>
<tr>
<td>TOTAL PER REPORT</td>
<td>$4,430,229.14</td>
<td>$1,653,067.43</td>
<td>$6,083,296.57</td>
<td>(64,456.01)</td>
<td>$6,018,840.56</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 1-116 numbered 109172, 109209, 109224, 109226, 109265, 109333, 109344, 109415, 109430, 109461, 109472, 109510, 109528, 109535, 109537, 109590, 109599, 109629, 109636, 109691, 109741, 109742, 109745, 109745, 109754, 109757, 109785, 109791, 109800, 109813, 109816, 109854, 109878, 109879, 109889, 109891, 110020 and 110085 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 $24,677.32 for student activities as listed, and ratifies release of these checks as listed above by the Treasurer of Community College District 535 for all purposes as appearing on a report dated April 2015.

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

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

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 April 2015.”
AGENDA ITEM 5/15-3
2 of 10

OAKTON COMMUNITY COLLEGE

COMMUNITY COLLEGE DISTRICT 535

TREASURER’S REPORT

April 2015

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

Page 4. Financial Position Statement

Cash and investments
The net cash and investments decreased by $969 thousand from the previous month. The monthly collections include $1.3 million in property taxes and PPRT, $160 thousand in TRIO and other federal grant funding, $1.6 million in state funding from various grants, $2.5 million in student tuition and fees, and $339 thousand on auxiliary revenues from the bookstore, ITFS lease, Early Childhood Centers and rental income.

Of the $1.6 million state funding cited above; $873 thousand represents the January and February 2015 installment payments on the Base Operating Grant, $203 thousand represents the January to March 2015 installment payments on the ICCB State – Basic, Performance, and Public Assistance Grant, and $478 thousand represents payments from the ISAC MAP Grant.

The April 2015 cash disbursements included $263 thousand for Master Plan Projects, and $6.3 million for operating expenses, and $136 thousand for Pell refunds to students.

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

Revenues
At the end of April, revenues were $65.2 million or 102% of the pro-rata budget, compared to the $63.5 million, or 103% for the previous year. Property taxes (recorded on an accrual basis) were $37.9 million or 102% of the pro-rata budget. Tuition and fees totaled $22.8 million year to date, or 101% of the pro-rata budget. Revenues from tuition and fees are recorded as billed; however, amounts billed to date for the Summer and Fall 2015 semesters will not be earned as revenue until the new fiscal year. 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 $567 thousand, or 114.5% of the budget.

Expenditures
The current year’s total actual operating expenditures of $53 million are attributed to expected operating costs. The operating expenditures are $2 million (3.9%) above prior year’s actual expenditures of $51 million for the same period. Current year’s operating expenditures are in line with the budget with a reported 92% of the pro-rata budget spent.
# Oakton Community College

**Financial Position of Funds As of April 30, 2015**

**(In Thousands)**

<table>
<thead>
<tr>
<th>Education Operations &amp; Maintenance</th>
<th>Operations &amp; Maintenance (Restricted)</th>
<th>Bond And Interest</th>
<th>General Long Term Debt</th>
<th>Working Cash &amp; Auxiliary Agency Restricted</th>
<th>Investment In Plant</th>
<th>Social Security Medicare Audit Tort</th>
<th>Total All Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASSETS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>$3,590</td>
<td>$445</td>
<td>$665</td>
<td>$2,500</td>
<td>$2,542</td>
<td>$617</td>
<td>$10,395</td>
</tr>
<tr>
<td>Taxes Receivable</td>
<td>20,087</td>
<td>4,043</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>25,855</td>
</tr>
<tr>
<td>Student Tuition Receivable</td>
<td>5,239</td>
<td>5</td>
<td></td>
<td>$1,674</td>
<td></td>
<td></td>
<td>5,445</td>
</tr>
<tr>
<td>Government Funds Receivable</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$201</td>
<td></td>
<td>374</td>
</tr>
<tr>
<td>Accrued Interest</td>
<td>138</td>
<td>20</td>
<td>14</td>
<td></td>
<td>$374</td>
<td></td>
<td>192</td>
</tr>
<tr>
<td>Other Receivables</td>
<td>1,017</td>
<td>104</td>
<td>47</td>
<td></td>
<td>$19</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Investments</td>
<td>74,555</td>
<td>11,194</td>
<td>5,137</td>
<td></td>
<td>$9,904</td>
<td>662</td>
<td>101,452</td>
</tr>
<tr>
<td>Short-term</td>
<td>12,202</td>
<td>1,825</td>
<td>817</td>
<td></td>
<td>1,680</td>
<td>94</td>
<td>16,618</td>
</tr>
<tr>
<td>Long-term</td>
<td>(14,500)</td>
<td></td>
<td></td>
<td></td>
<td>14,500</td>
<td></td>
<td>1,688</td>
</tr>
<tr>
<td>Due from (to) Other Funds</td>
<td>137</td>
<td></td>
<td>80</td>
<td></td>
<td>1,471</td>
<td></td>
<td>1,688</td>
</tr>
<tr>
<td>Inventories - Prepaids</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Current Assets</td>
<td>102,465</td>
<td>17,636</td>
<td>6,760</td>
<td>4,174</td>
<td>36</td>
<td>30,964</td>
<td>163,465</td>
</tr>
<tr>
<td>Net Investment in Plant</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>106,082</td>
</tr>
<tr>
<td>TOTAL ASSETS</td>
<td>$102,465</td>
<td>$17,636</td>
<td>$6,760</td>
<td>$4,174</td>
<td>$36</td>
<td>$30,964</td>
<td>$269,547</td>
</tr>
</tbody>
</table>

**LIABILITIES AND NET POSITION**

| Payables                           | $272                                  |                  |                        |                                           |                     |                                   | 272            |
| Accrued Interest Payable           |                                       |                  |                        |                                           |                     |                                   |                |
| Deferred Tuition Revenue           | 5,701                                 |                  | 77                     |                                           | 213                 |                                   | 5,991          |
| Accruals                           | 8,644                                 | 196              | 1,074                  |                                           | 597                 |                                   | 10,511         |
| Bond Payable                       |                                       |                  |                        |                                           |                     |                                   | 41,398         |
| Total Liabilities                  | 14,617                                | 196              | 1,151                  |                                           | 41,520              |                                   | 58,294         |
| Deferred Inflows of Resources - Property Taxes | 25,709                              | 5,161            | 1,151                  |                                           | 106,082             |                                   | 106,082        |
| Total Liabilities and Deferred Inflows of Resources | 40,326                              | 5,357            | 1,151                  |                                           | 106,082             |                                   | 178,181        |
| Net Position                       |                                       |                  |                        |                                           |                     |                                   | 91,366         |
| Unrestricted                       | 62,139                                | 12,279           | 5,609                  |                                           | 13,900              |                                   | 93,927         |
| Restricted                         |                                       |                  |                        |                                           | 16,254              |                                   | 17,619         |
| Debt Service                       |                                       |                  |                        |                                           | (41,484)            |                                   | (39,447)       |
| Plant                              |                                       |                  |                        |                                           |                     |                                   | 106,082        |
| Total Net Position                 | 62,139                                | 12,279           | 5,609                  |                                           | (41,484)            | 106,082                           | 178,181        |

**TOTAL LIABILITIES & NET POSITION**

$102,465                              $17,636          $6,760                  $4,174                                    $36                 $30,964                           $106,082        $1,430                           $269,547
# OAKTON Community College
## Education and Operations and Maintenance Funds
### Summary of Revenues and Expenditures
#### Ten Months Ended April 30, 2015

<table>
<thead>
<tr>
<th></th>
<th>Operating Budget (000)</th>
<th>Prorated Budget (000)</th>
<th>Actual (000)</th>
<th>As a % of Prorated Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues (cash and accrual basis)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Taxes (accrual basis)</td>
<td>$ 44,606</td>
<td>$ 37,172</td>
<td>$ 37,933</td>
<td>102%</td>
</tr>
<tr>
<td>Replacement Tax</td>
<td>1,070</td>
<td>892</td>
<td>871</td>
<td>98%</td>
</tr>
<tr>
<td>Chargebacks</td>
<td>75</td>
<td>63</td>
<td>58</td>
<td>93%</td>
</tr>
<tr>
<td>State Revenue</td>
<td>3,677</td>
<td>3,064</td>
<td>3,258</td>
<td>106%</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>22,210</td>
<td>22,621</td>
<td>22,804</td>
<td>101%</td>
</tr>
<tr>
<td>Other</td>
<td>508</td>
<td>423</td>
<td>295</td>
<td>70%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>72,146</td>
<td>64,234</td>
<td>65,219</td>
<td>102%</td>
</tr>
<tr>
<td><strong>Expenditures (accrual basis)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructional</td>
<td>34,847</td>
<td>29,039</td>
<td>29,356</td>
<td>101%</td>
</tr>
<tr>
<td>Academic Support</td>
<td>10,198</td>
<td>8,498</td>
<td>7,086</td>
<td>83%</td>
</tr>
<tr>
<td>Student Services</td>
<td>6,904</td>
<td>5,753</td>
<td>5,238</td>
<td>91%</td>
</tr>
<tr>
<td>Public Services</td>
<td>536</td>
<td>447</td>
<td>415</td>
<td>93%</td>
</tr>
<tr>
<td>Operations and Maintenance</td>
<td>8,767</td>
<td>7,306</td>
<td>6,093</td>
<td>83%</td>
</tr>
<tr>
<td>General Administration</td>
<td>5,030</td>
<td>4,192</td>
<td>3,811</td>
<td>91%</td>
</tr>
<tr>
<td>General Institutional</td>
<td>1,822</td>
<td>1,518</td>
<td>912</td>
<td>60%</td>
</tr>
<tr>
<td>Contingency</td>
<td>1,090</td>
<td>908</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Chargebacks</td>
<td>135</td>
<td>113</td>
<td>73</td>
<td>65%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>69,329</td>
<td>57,774</td>
<td>53,004</td>
<td>92%</td>
</tr>
</tbody>
</table>

Revenues over (under) expenditures: 2,817, 6,460, 12,215

Net Fund transfers:
- To Operation & Maintenance (Rest.) Fund: (4,850), (4,042), (4,042)
- To Auxiliary Fund and ALLiance: (946), (788), (788)
- To Restricted Fund: (100), (83), (83)
- From Working Cash Fund: 29, 24, 24
- To Liability, Protection & Settlement Fund: (510), (425), (425)
- To Social Security/Medicare Fund: (940), (783), (783)

Total Transfers: (7,317), (6,098), (6,098)

Net Revenue over (under) expenditures: $ (4,500), $ 363, $ 6,118
## OAKTON COMMUNITY COLLEGE
### REVENUES AND EXPENDITURES
#### TEN MONTHS ENDED APRIL 30, 2015

### OPERATIONS AND MAINTENANCE

<table>
<thead>
<tr>
<th></th>
<th>Budget (000)</th>
<th>Actual (000)</th>
<th>Actual as a % of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FUND (Restricted)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction Fee</td>
<td>$ 394</td>
<td>$ 391</td>
<td>99%</td>
</tr>
<tr>
<td>Interest and Investments Gain/Loss</td>
<td>45</td>
<td>34</td>
<td>76%</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>425</td>
<td>97%</td>
</tr>
<tr>
<td><strong>EXPENDITURES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Science &amp; Health Careers Building</td>
<td>9,445</td>
<td>3,630</td>
<td>38%</td>
</tr>
<tr>
<td>HVAC Upgrades</td>
<td>695</td>
<td>143</td>
<td>21%</td>
</tr>
<tr>
<td>Enrollment Center (DP)</td>
<td>2,670</td>
<td>1,494</td>
<td>56%</td>
</tr>
<tr>
<td>Construction Administration</td>
<td>139</td>
<td>98</td>
<td>71%</td>
</tr>
<tr>
<td>Lavatory Remodeling</td>
<td>1,141</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Parking Lot Improvements</td>
<td>1,450</td>
<td>1,211</td>
<td>84%</td>
</tr>
<tr>
<td>MP-Building Automation Sys</td>
<td>1,000</td>
<td>297</td>
<td>30%</td>
</tr>
<tr>
<td>Site and Construction</td>
<td>531</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>West End Remodeling</td>
<td>1,250</td>
<td>69</td>
<td>6%</td>
</tr>
<tr>
<td>Other Projects</td>
<td>923</td>
<td>242</td>
<td>26%</td>
</tr>
<tr>
<td><strong>Total expenditures</strong></td>
<td>19,244</td>
<td>7,184</td>
<td>37%</td>
</tr>
<tr>
<td>State capital contribution</td>
<td>1,241</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Transfer in</td>
<td>4,850</td>
<td>4,042</td>
<td>83%</td>
</tr>
<tr>
<td><strong>Net</strong></td>
<td>$ (12,714)</td>
<td>$ (2,717)</td>
<td>21%</td>
</tr>
</tbody>
</table>

### AUXILIARY ENTERPRISE FUND
(excluding Alliance)

<table>
<thead>
<tr>
<th></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>$ 2,179</td>
<td>70%</td>
</tr>
<tr>
<td>Instructional Technology</td>
<td>5,653</td>
<td>5,011</td>
<td>89%</td>
</tr>
<tr>
<td>ITFS Lease</td>
<td>433</td>
<td>396</td>
<td>91%</td>
</tr>
<tr>
<td>Business Inst./Career Training</td>
<td>298</td>
<td>55</td>
<td>18%</td>
</tr>
<tr>
<td>Copy Center</td>
<td>312</td>
<td>223</td>
<td>71%</td>
</tr>
<tr>
<td>Telecommunications</td>
<td>455</td>
<td>380</td>
<td>84%</td>
</tr>
<tr>
<td>Travel</td>
<td>60</td>
<td>84</td>
<td>140%</td>
</tr>
<tr>
<td>Athletics</td>
<td>19</td>
<td>76</td>
<td>400%</td>
</tr>
<tr>
<td>Child Care</td>
<td>511</td>
<td>557</td>
<td>109%</td>
</tr>
<tr>
<td>PAC Operations</td>
<td>16</td>
<td>17</td>
<td>106%</td>
</tr>
<tr>
<td>Other</td>
<td>269</td>
<td>422</td>
<td>157%</td>
</tr>
<tr>
<td>Interest and Investments Gain/Loss</td>
<td>75</td>
<td>26</td>
<td>35%</td>
</tr>
<tr>
<td><strong>Total revenues</strong></td>
<td>11,198</td>
<td>9,426</td>
<td>84%</td>
</tr>
</tbody>
</table>

### EXPENDITURES

<table>
<thead>
<tr>
<th></th>
<th>Budget (000)</th>
<th>Actual (000)</th>
<th>Actual as a % of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookstore Operating Expenses</td>
<td>3,286</td>
<td>2,214</td>
<td>67%</td>
</tr>
<tr>
<td>Instructional Technology</td>
<td>6,870</td>
<td>5,008</td>
<td>73%</td>
</tr>
<tr>
<td>ITFS Lease</td>
<td>150</td>
<td>48</td>
<td>32%</td>
</tr>
<tr>
<td>Business Inst./Career Training</td>
<td>384</td>
<td>136</td>
<td>35%</td>
</tr>
<tr>
<td>Copy Center</td>
<td>458</td>
<td>327</td>
<td>71%</td>
</tr>
<tr>
<td>Telecommunications</td>
<td>321</td>
<td>266</td>
<td>83%</td>
</tr>
<tr>
<td>Travel</td>
<td>60</td>
<td>64</td>
<td>107%</td>
</tr>
<tr>
<td>Athletics</td>
<td>2,368</td>
<td>1,250</td>
<td>53%</td>
</tr>
<tr>
<td>Child Care</td>
<td>812</td>
<td>634</td>
<td>78%</td>
</tr>
<tr>
<td>PAC Operations</td>
<td>105</td>
<td>60</td>
<td>57%</td>
</tr>
<tr>
<td>Contingency</td>
<td>755</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Other</td>
<td>409</td>
<td>213</td>
<td>52%</td>
</tr>
<tr>
<td><strong>Total expenditures</strong></td>
<td>15,978</td>
<td>10,220</td>
<td>64%</td>
</tr>
<tr>
<td>Transfers in (out)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$ 642</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Net</strong></td>
<td>$ (4,138)</td>
<td>$ (2,595)</td>
<td></td>
</tr>
</tbody>
</table>
### ALLIANCE FOR LIFELONG LEARNING
### SUMMARY OF REVENUES AND EXPENDITURES
### TEN MONTHS ENDED APRIL 30, 2015

<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>$ 355</td>
<td>$ 411</td>
<td>96%</td>
<td>93%</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>860</td>
<td>717</td>
<td>725</td>
<td>84%</td>
<td>90%</td>
</tr>
<tr>
<td>Sale of Materials</td>
<td>58</td>
<td>48</td>
<td>51</td>
<td>88%</td>
<td>86%</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>253</td>
<td>253</td>
<td>83%</td>
<td>83%</td>
</tr>
<tr>
<td>Evening High School</td>
<td>100</td>
<td>83</td>
<td>44</td>
<td>44%</td>
<td>45%</td>
</tr>
<tr>
<td>Interest</td>
<td>11</td>
<td>9</td>
<td>9</td>
<td>82%</td>
<td>85%</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>75</td>
<td>63</td>
<td>43</td>
<td>57%</td>
<td>81%</td>
</tr>
<tr>
<td><strong>Total revenues</strong></td>
<td>1,834</td>
<td>1,528</td>
<td>1,536</td>
<td>84%</td>
<td>87%</td>
</tr>
</tbody>
</table>

| **EXPENDITURES**       |                        |                      |              |                     |           |
| Administrative Support | 680                    | 567                  | 240          | 35%                 | 48%       |
| Instructional Programs |                        |                      |              |                     |           |
| Allied Health          | 652                    | 543                  | 521          | 80%                 | 81%       |
| Job-related            | 262                    | 218                  | 236          | 90%                 | 69%       |
| Home Related           | 21                     | 18                   | 18           | 86%                 | 57%       |
| Personal               | 109                    | 91                   | 84           | 77%                 | 80%       |
| Physical Fitness       | 16                     | 13                   | 11           | 69%                 | 67%       |
| Community Service      | 47                     | 39                   | 24           | 51%                 | 66%       |
| NIPSTA                 | 42                     | 35                   | 33           | 79%                 | 84%       |
| High School Programs   | 319                    | 266                  | 240          | 75%                 | 75%       |
| GED Programs           | 18                     | 15                   | 15           | 83%                 | 81%       |
| * Kids/Youth Program   | 15                     | 13                   | 4            | 27%                 |           |
| ESL Programs           | 656                    | 547                  | 540          | 82%                 | 84%       |
| **Total Programs**     | 2,157                  | 1,798                | 1,726        | 80%                 | 79%       |
| **Total expenditures** | 2,837                  | 2,364                | 1,966        | 69%                 | 70%       |

Revenue over (under) expenditures: $ (1,003) $ (836) (430)

Net Position 6/30/14: 2,318
Net Position end of period: $ 1,888

* No previous year data for comparison on new cost center.
# OAKTON COMMUNITY COLLEGE

## STUDENT ACTIVITIES FUND

### SUMMARY OF REVENUES AND EXPENDITURES

**TEN MONTHS ENDED APRIL 30, 2015**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Program Generated Revenue</th>
<th>Revenue Allocated to Programs</th>
<th>Total Revenue and Allocation</th>
<th>Expenditures</th>
<th>Program Net Favor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activity fees</td>
<td>$569,800</td>
<td>$131,100</td>
<td>$157,816</td>
<td>($105,483)</td>
<td>$62,333</td>
</tr>
<tr>
<td>Interest income</td>
<td>1,055</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Sub total revenues</td>
<td>$570,855</td>
<td>$131,100</td>
<td>$157,816</td>
<td>($105,483)</td>
<td>$62,333</td>
</tr>
<tr>
<td>369901 Student Government Association</td>
<td>$36,716</td>
<td>$131,100</td>
<td>$157,816</td>
<td>($105,483)</td>
<td>$62,333</td>
</tr>
<tr>
<td>369902 SGA Special Allocations</td>
<td>-</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>
<td>-</td>
</tr>
<tr>
<td>369910 Occurrence</td>
<td>23,153</td>
<td>58,891</td>
<td>82,044</td>
<td>(25,863)</td>
<td>56,181</td>
</tr>
<tr>
<td>369919 Skokie Student Leaders</td>
<td>80</td>
<td>56,519</td>
<td>56,599</td>
<td>(33,250)</td>
<td>23,349</td>
</tr>
<tr>
<td>369920 SGA College Program Board</td>
<td>-</td>
<td>57,167</td>
<td>57,167</td>
<td>(40,293)</td>
<td>16,874</td>
</tr>
<tr>
<td>369922 Lunabot NASA</td>
<td>-</td>
<td>3,000</td>
<td>3,000</td>
<td>(5,874)</td>
<td>(2,874)</td>
</tr>
<tr>
<td>369923 Students Helping Honduras</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369924 Hawaiian Music Club</td>
<td>225</td>
<td>203</td>
<td>428</td>
<td>(41)</td>
<td>387</td>
</tr>
<tr>
<td>369925 Otaku Society</td>
<td>-</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>(348)</td>
<td>698</td>
</tr>
<tr>
<td>369927 Cheer &amp; Dance Team</td>
<td>573</td>
<td>2,114</td>
<td>2,687</td>
<td>(346)</td>
<td>2,341</td>
</tr>
<tr>
<td>369928 African Student Club</td>
<td>725</td>
<td>700</td>
<td>1,425</td>
<td>(238)</td>
<td>1,187</td>
</tr>
<tr>
<td>369929 Electronic Music Club</td>
<td>150</td>
<td>215</td>
<td>365</td>
<td>-</td>
<td>365</td>
</tr>
<tr>
<td>369930 Early Childhood Education Club</td>
<td>212</td>
<td>1,641</td>
<td>1,853</td>
<td>(19)</td>
<td>1,834</td>
</tr>
<tr>
<td>369931 Students for Social Justice</td>
<td>75</td>
<td>2,654</td>
<td>2,729</td>
<td>(300)</td>
<td>2,429</td>
</tr>
<tr>
<td>369932 Ceramics Club</td>
<td>870</td>
<td>1,085</td>
<td>1,955</td>
<td>(939)</td>
<td>1,016</td>
</tr>
<tr>
<td>369933 UNICEF</td>
<td>1,010</td>
<td>3,825</td>
<td>4,835</td>
<td>(1,415)</td>
<td>3,420</td>
</tr>
<tr>
<td>369934 Hillel</td>
<td>197</td>
<td>1,528</td>
<td>1,725</td>
<td>(506)</td>
<td>1,219</td>
</tr>
<tr>
<td>369935 Honors Student Organization</td>
<td>230</td>
<td>1,396</td>
<td>1,626</td>
<td>-</td>
<td>1,626</td>
</tr>
<tr>
<td>369936 Ultra</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369938 Table Tennis Club</td>
<td>120</td>
<td>950</td>
<td>1,070</td>
<td>(387)</td>
<td>683</td>
</tr>
<tr>
<td>369939 French Club</td>
<td>40</td>
<td>618</td>
<td>658</td>
<td>-</td>
<td>658</td>
</tr>
<tr>
<td>369940 Gaming Club</td>
<td>-</td>
<td>402</td>
<td>402</td>
<td>-</td>
<td>402</td>
</tr>
<tr>
<td>369941 Mongolian Club</td>
<td>1,086</td>
<td>1,255</td>
<td>2,341</td>
<td>(498)</td>
<td>1,843</td>
</tr>
<tr>
<td>369942 Astronomy Club</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369943 Japan Club</td>
<td>14</td>
<td>2,095</td>
<td>2,109</td>
<td>-</td>
<td>2,109</td>
</tr>
<tr>
<td>369944 South East Asian (SEA) Club</td>
<td>40</td>
<td>1,459</td>
<td>1,499</td>
<td>(150)</td>
<td>1,349</td>
</tr>
<tr>
<td>369945 Physical Therapy</td>
<td>1,259</td>
<td>1,832</td>
<td>3,091</td>
<td>(1,740)</td>
<td>1,351</td>
</tr>
<tr>
<td>369946 Phi Theta Kappa (PTK)</td>
<td>12,050</td>
<td>8,646</td>
<td>20,696</td>
<td>(15,613)</td>
<td>5,083</td>
</tr>
<tr>
<td>369947 Oakton Pride</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369948 Campus Crusade For Christ</td>
<td>300</td>
<td>1,214</td>
<td>1,514</td>
<td>-</td>
<td>1,514</td>
</tr>
<tr>
<td>369949 Mission Bible Club</td>
<td>-</td>
<td>249</td>
<td>249</td>
<td>(54)</td>
<td>195</td>
</tr>
<tr>
<td>369950 Hispanic Club</td>
<td>190</td>
<td>463</td>
<td>653</td>
<td>(442)</td>
<td>211</td>
</tr>
<tr>
<td>369952 Student Nurses May 2012</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369953 Polish Club</td>
<td>217</td>
<td>245</td>
<td>462</td>
<td>(161)</td>
<td>301</td>
</tr>
<tr>
<td>369954 Stem Club</td>
<td>150</td>
<td>245</td>
<td>395</td>
<td>-</td>
<td>395</td>
</tr>
<tr>
<td>369955 Ecology Club</td>
<td>1,007</td>
<td>2,160</td>
<td>3,167</td>
<td>(958)</td>
<td>2,209</td>
</tr>
<tr>
<td>369956 Doctor Clown Club</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369957 Student Nurses Dec. 2014</td>
<td>2,526</td>
<td>2,043</td>
<td>4,569</td>
<td>(3,483)</td>
<td>1,086</td>
</tr>
<tr>
<td>369959 Black Student Union</td>
<td>1,416</td>
<td>4,285</td>
<td>5,701</td>
<td>(4,160)</td>
<td>1,541</td>
</tr>
<tr>
<td>369960 Muslim Student Association</td>
<td>-</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>
<td>-</td>
</tr>
<tr>
<td>369962 Nurses Dec 2013</td>
<td>-</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>
<td>202</td>
</tr>
<tr>
<td>369964 Oakton Helping Others</td>
<td>91</td>
<td>2,155</td>
<td>2,246</td>
<td>(577)</td>
<td>1,669</td>
</tr>
<tr>
<td>369966 Oakton's Economic Club</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369967 Student Nurses May 2015</td>
<td>4,512</td>
<td>843</td>
<td>5,355</td>
<td>(178)</td>
<td>5,177</td>
</tr>
</tbody>
</table>
### Program Generated Revenue | Revenue Allocated to Programs | Total Revenue and Allocation | Expenditures | Program Net Favor
---|---|---|---|---
369968 Medical Lab Tech Club | $ | - | $ | - | -
369969 European Culture Club | - | - | - | - | -
369970 Fit Club | - | - | - | - | -
369971 Habitat for Humanity | 5,809 | 3,659 | 9,468 | (9,310) | 158
369972 PAYO | 200 | 2,109 | 2,309 | - | 2,309
369973 Korean Campus Crusade For Christ | - | - | - | - | -
369974 Victor Alpha Sierra Club | - | 526 | 526 | - | 526
369975 Indo-Pak Club | - | - | - | - | -
369976 ROTO Club | - | 200 | 200 | - | 200
369977 Chess Club | - | 474 | 474 | - | 474
369980 Go Club | - | - | - | - | -
369981 Chicago Computer Society | - | - | - | - | -
369982 Graphic Design Club | 40 | 410 | 450 | (75) | 375
369983 Korean Student Club | - | 350 | 350 | (124) | 226
369989 Entrepreneur Club | - | 440 | 440 | (61) | 379
369990 Improv Club | - | - | - | - | -
369991 Poetry Club | 160 | 435 | 595 | (111) | 484
369992 Performing Arts Society | - | - | - | - | -

Sub Totals | $ 95,443 | $ 363,089 | $ 458,532 | $ (268,630) | $ 189,902

#### Fund Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Revenues</td>
<td>$666,298</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>$(268,630)</td>
</tr>
<tr>
<td>Total Transfers to other funds</td>
<td>$(308,817)</td>
</tr>
<tr>
<td>Excess revenue over expenditures</td>
<td>$88,851</td>
</tr>
<tr>
<td>Net Position 6/30/14</td>
<td>$337,446</td>
</tr>
<tr>
<td>Net Position, end of period</td>
<td>$426,297</td>
</tr>
</tbody>
</table>
# Oakton Community College
## Automatic Clearing House (ACH) Wire Transfers & Payments
### April, 2015

### General Fund Transfers/Payments

<table>
<thead>
<tr>
<th>DATE</th>
<th>AMOUNT</th>
<th>Self-Insurance</th>
<th>Refunds/Student-Disbursements</th>
<th>Illinois Sales Tax</th>
<th>Employee Health Insurance CCHC</th>
<th>Bond Holder &amp; Misc</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/14/2015</td>
<td>$15,975.39</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$15,975.39</td>
</tr>
<tr>
<td>4/14/2015</td>
<td>$19,156.36</td>
<td>$19,156.36</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>4/14/2015</td>
<td>$615,023.78</td>
<td></td>
<td></td>
<td></td>
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<td>$615,023.78</td>
</tr>
<tr>
<td>4/20/2015</td>
<td>$4,691.00</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>4/22/2015</td>
<td>$12,373.36</td>
<td>$12,373.36</td>
<td></td>
<td></td>
<td></td>
<td>$4,691.00</td>
</tr>
<tr>
<td>4/30/2015</td>
<td>$144,378.64</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$811,598.53</strong></td>
<td><strong>$31,529.72</strong></td>
<td><strong>$144,378.64</strong></td>
<td><strong>$4,691.00</strong></td>
<td><strong>$615,023.78</strong></td>
<td><strong>$15,975.39</strong></td>
</tr>
</tbody>
</table>

### Payroll Taxes - Transfers/Payments

<table>
<thead>
<tr>
<th>DATE</th>
<th>AMOUNT</th>
<th>Federal Payroll Taxes</th>
<th>State Payroll Taxes</th>
<th>Surs</th>
<th>Credit Union and Tax Shelters</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/10/2015</td>
<td>$306,892.59</td>
<td>$306,892.59</td>
<td>$69,701.87</td>
<td></td>
<td>$180,343.91</td>
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<tr>
<td>4/10/2015</td>
<td>$69,701.87</td>
<td></td>
<td></td>
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<td>$81,830.26</td>
</tr>
<tr>
<td>4/10/2015</td>
<td>$180,343.91</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4/10/2015</td>
<td>$81,830.26</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4/24/2015</td>
<td>$306,100.80</td>
<td>$306,100.80</td>
<td></td>
<td>$69,879.39</td>
<td>$81,997.46</td>
</tr>
<tr>
<td>4/24/2015</td>
<td>$69,879.39</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4/24/2015</td>
<td>$180,122.06</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4/24/2015</td>
<td>$81,997.46</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,276,868.34</strong></td>
<td><strong>$612,993.39</strong></td>
<td><strong>$139,581.26</strong></td>
<td><strong>$360,465.97</strong></td>
<td><strong>$163,827.72</strong></td>
</tr>
</tbody>
</table>
Compliance with Open Meetings Act, Closed Session Minutes

In accordance with the Illinois Public Community College Act, Illinois Compiled Statues, Chapter 5, Act 120, Section 2.06 (d), each public body shall periodically, but no less than semi-annually, review minutes of all closed meetings. A determination shall be made, and reported in an open session that (1) the need for confidentiality still exists as to all or part of those minutes or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection.


RN:ec
5/2015

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

That the Board adopt the following resolution:

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

“Now, therefore, be it resolved by the Board of Trustees of Community College District 535, that the need for confidential treatment still exists with respect to the purposes of the closed meetings of March 21, 2000,
Be it further resolved that the Board of Trustees of Community College District 535, approves the release of closed session minutes of the meetings held on March 29, 2014, May 13, 2014, October 21, 2014, November 8, 2014, and December 9, 2014 should be opened for public inspection at this time.”
Authorization for Destruction of Verbatim Recordings of Closed Session Meetings

Section 2.06(c) of the Open Meetings Act, as amended 5 ILCS 120/2.06(c), the verbatim record of a closed meeting may be destroyed no less than 18 months after the completion of the meeting recorded, but only after: (1) the public body approves the destruction of a particular recording; and (2) the public body approved the minutes of the closed meetings that meet the written requirements.

In accordance with these provisions, the following audio recordings of closed meetings, January 17, 2012, February 21, 2012, March 30, 2012, April 17, 2012, and May 22, 2012 meet the following criteria:

1. At least 18 months have passed since the date of the meetings involved;
2. The Board of Trustees has approved written minutes of the closed meetings; and
3. There is no lawsuit pending regarding the legality of the closed sessions involved.

RN/ec
5/2015

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

That the Board adopt the following resolution:

Ratification of Actions of the Alliance for Lifelong Learning Executive Board

The salary payments and rescinds include the following:

a. Salary payments in the amount of $3,150.00 for part-time teaching services for the Alliance for Lifelong Learning Summer, 2015.

b. Salary payments in the amount of $22,332.52 for part-time teaching services for the Alliance for Lifelong Learning Spring, 2015.

c. Salary rescinds in the amount of $1,391.52 for part-time teaching services for the Alliance for Lifelong Learning Spring, 2015.

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

d. The Alliance for Lifelong Learning Operating Budget for fiscal year 2016 in the amount of $2,895,000.

MLI:sk
5/15/2015

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 to d as stipulated above, and hereby approves the expenditures in the amount not to exceed $25,482.52 for all funds listed in items a and b.”
Ratification of Actions of the Alliance for Lifelong Learning Governing Board

On May 6, 2015 the Alliance for Lifelong Learning Governing Board:

1. approved the Alliance for Lifelong Learning FY’16 Operating Budget in the amount of $2,895,000.

2. elected the following officers for FY’16:

<table>
<thead>
<tr>
<th>Name</th>
<th>Representing</th>
<th>Governing Board Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. William Stafford</td>
<td>District 535</td>
<td>Chairperson</td>
</tr>
<tr>
<td>Ms. Carla Owen</td>
<td>District 207</td>
<td>Secretary</td>
</tr>
</tbody>
</table>

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

“Be it resolved that the Board of Trustees of Community College District 535, in its capacity as governing board of the administrative district of the Alliance for Lifelong Learning Program, ratifies and approves the actions of the Alliance for Lifelong Learning Governing Board in items one and two as stipulated above.”
**Supplemental Authorization to Pay Professional Personnel-Spring 2015**

Comparative figures:

<table>
<thead>
<tr>
<th></th>
<th>Spring 2015 Part-Time</th>
<th>Spring 2014 Part-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$4,592,945.14</td>
<td>$4,510,257.06</td>
</tr>
<tr>
<td>Spring 2015 Overload</td>
<td>$426,880.10</td>
<td>$430,524.80</td>
</tr>
<tr>
<td>May 2015 Stipends</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

TPH/vg
4/2015

**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 adjustments of part-time faculty 2015 spring semester salaries in the amount of $57,750.84 resulting in a revised total of $4,592,945.14."

2. "Be it further resolved that the Board of Trustees of Community College District 535 approves the adjustments of overload faculty 2015 spring semester salaries in the amount of $6,782.10 resulting in a revised total of $426,880.10."

3. There are no stipends to report this month.
Approval of Clinical Practice Agreements

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

Human Services
New: **Abequa Home Health Care Agency** – This is the College’s standard agreement for a five-year, three-month period.

Physical Therapist Assistant
Renewal: **Alliance Rehab** – This is the College’s standard agreement for a five-year period, with changes reviewed and approved in the past by the College administration and faculty.
New: **Heritage Healthcare and HealthPRO** – This is the facility’s agreement that remains in effect until terminated by either party. It has been reviewed and approved by the College administration and faculty.
Renewal: **Integrated Therapy Specialists** – This is the College’s standard agreement for a five-year period.

Substance Abuse Counseling
Renewal: **The Women’s Treatment Center** – This is the College’s standard agreement for a five-year, three-month period, with one change reviewed and approved by the College administration and faculty.

TH/md
5/21/15

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 Human Services Program
Abequa Home Health Care Agency, LLC – Des Plaines

For the Physical Therapist Assistant Program
Alliance Rehab, Inc. – Warrenville
Heritage Healthcare, Inc. and HealthPRO – Greenville, SC
Integrated Therapy Specialists, LLC and Its Affiliates – Chicago

For the Substance Abuse Counseling Program
The Women’s Treatment Center – Chicago.”
Authorization to Approve May Purchases

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

All items were reviewed with the members of the Trustee Finance, Facilities, and Technology Committee and were previewed at the April 28, 2015 Board of Trustees meeting.

RJN:ws
5/14/2015

President’s Recommendation:

That the Board adopt the following resolution:

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

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Page(s)</th>
<th>Description</th>
<th>Vendor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/15-10a</td>
<td>1</td>
<td>Advertising Agency Services for FY 2016</td>
<td>Plaid Swan</td>
<td>$ 200,000</td>
</tr>
<tr>
<td>5/15-10b</td>
<td>1 - 3</td>
<td>Printing of Oakton Class Schedules</td>
<td>Woodward Printing Services</td>
<td>$ 188,168</td>
</tr>
<tr>
<td>5/15-10c</td>
<td>1</td>
<td>Oracle Database Software Maintenance and Support</td>
<td>Oracle America Inc.</td>
<td>$ 25,400</td>
</tr>
<tr>
<td>5/15-10d</td>
<td>1</td>
<td>Exterior Signage Renovation</td>
<td>Landmark Sign Group</td>
<td>$ 54,870</td>
</tr>
</tbody>
</table>

GRAND TOTAL   $ 468,438.”
Authorization to Purchase Advertising Agency Services for FY 2016

In May of 2014, the Board approved a contract with Plaid Swan, Dubuque, Iowa, to act as the College’s advertising agency for the period of July 1, 2014 to June 30, 2015. The proposal also included the option to renew for two additional years. The College recommends renewing the contract with Plaid Swan for $200,000 for the second year, July 1, 2015 to June 30, 2016.

Plaid Swan has done a commendable job helping Oakton refocus our resources on digital advertising, with a modest portion of our budget directed at more traditional channels. College Relations will continue to work closely with the offices of Student Recruitment and Outreach, Workforce Development and Corporate Training, and Community and Adult Education, to insure the best results in implementing the College’s advertising campaigns.

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 Advertising Agency Services for FY 2016 from Plaid Swan, 2728 Asbury Road, Dubuque, IA, for a total of $200,000 for the period of July 1, 2015 through June 30, 2016.”
Authorization to Purchase Printing of Oakton Class Schedules

The Oakton Class Schedule provides information about the diverse classes, educational seminars, special programs, and other important activities for the College and the Alliance for Lifelong Learning. The Oakton Class Schedule also serves as a key marketing tool that enables the College to reach more than 225,000 households and businesses in District 535. While most students have moved to the web based schedule to search for open class sections, it is the printed piece that helps outline the depth and breadth of Oakton’s academic course offerings. The schedule is used to highlight Oakton’s resources and upcoming events, including the Performing Arts Center calendar, the Koehnline Museum of Art exhibits, and opportunities for alumni.

The College will print 238,000 copies (reduced from 244,000 copies last year) of the class schedule four times this year. Of this, approximately 230,000 schedules will be mailed to every resident and business in Oakton’s district. The remaining will be delivered to campus for onsite distribution. The fall schedule is mailed in July, the spring schedule is mailed in November, and the summer schedule is mailed in March. In February, the Alliance for Lifelong Learning also mails a second spring issue listing non-credit classes for March through May. The Administration believes that the class schedule is a very cost effective method for connecting with the community.

Last year, the Board approved $200,752.95 for printing four issues based on the estimated page counts noted below in column 1:

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>144</td>
<td>$ 63,089.39</td>
<td>136</td>
<td>$ 59,860.27</td>
<td>144</td>
<td>$ 58,000.00</td>
</tr>
<tr>
<td>Spring</td>
<td>144</td>
<td>$ 63,089.39</td>
<td>136</td>
<td>$ 59,861.27</td>
<td>144</td>
<td>$ 58,000.00</td>
</tr>
<tr>
<td>Spring II</td>
<td>56</td>
<td>$ 29,555.39</td>
<td>48</td>
<td>$ 26,659.90</td>
<td>56</td>
<td>$ 28,507.00</td>
</tr>
<tr>
<td>Summer</td>
<td>96</td>
<td>$ 45,018.78</td>
<td>88</td>
<td>$ 41,913.32</td>
<td>96</td>
<td>$ 43,661.00</td>
</tr>
<tr>
<td>Total</td>
<td>$200,752.95</td>
<td></td>
<td>$188,293.76</td>
<td></td>
<td>$188,168.00</td>
<td></td>
</tr>
</tbody>
</table>
As each schedule was being developed, special consideration was given to content in
order to possibly reduce the page counts. As noted above in column 3, the actual page
counts were reduced which resulted in lower actual cost as noted in column 4. Using the
information from columns 3 and 4, the Administration’s recommendation for FY15-16
are noted in columns 5 and 6. These additional pages allow for possible additional
classes or information to be added to the schedule. Consistent with past practice, every
effort will be made to reduce page counts and costs while still providing schedules filled
with valuable information.

The Purchasing Department issued an Invitation to Bid to thirty vendors (two in district),
of which three (none in district) submitted bids. Based on the estimated number of pages
for this year’s printing, the low cost of $188,168 was submitted by Woodward Printing
Services from Platteville, WI. Woodward has provided printing services to Oakton in the
past. Some of their other customers include Prairie State College, College of Lake
County, Village of Lincolnwood, and Moraine Valley Community College. The
Administration is confident Woodward Printing Services will provide the service and
quality required. In keeping with the College’s efforts to “promote ecologically sound
practices,” the class schedules will be printed on recycled paper.

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 Printing of Oakton Class Schedules from Woodward Printing Services,
11 Means Drive, Platteville, WI 53818 for a total of $188,168 in accordance with their
low bid in response to Invitation to Bid #0422-15-8.”
### Printing of the Oakton Class Schedules

**Bid #0422-15-8**

<table>
<thead>
<tr>
<th>Responding Bidders</th>
<th>Fall 2015</th>
<th>Spring 2016</th>
<th>Spring II 2016</th>
<th>Summer 2016</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Woodward Printing Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Woodward Printing Services</td>
<td>$ 58,000.00</td>
<td>$ 58,000.00</td>
<td>$ 28,507.00</td>
<td>$ 43,661.00</td>
<td>$ 188,168.00</td>
</tr>
<tr>
<td>Platteville, WI</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>K.K. Stevens Publishing Co.</td>
<td>$ 63,741.14</td>
<td>$ 63,741.14</td>
<td>$ 30,633.22</td>
<td>$ 45,922.34</td>
<td>$ 204,037.84</td>
</tr>
<tr>
<td>De Kalb, IL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Castle PrinTech</td>
<td>$ 67,322.68</td>
<td>$ 67,322.68</td>
<td>$ 33,764.68</td>
<td>$ 49,239.68</td>
<td>$ 217,649.72</td>
</tr>
</tbody>
</table>
Authorization to Purchase Oracle Database Software Maintenance and Support

The College uses Oracle Enterprise Edition Database server software to run a number of applications including our Student and Financial systems (Banner) and our degree audit and academic planning system (u.achieve). These licenses are a mix of application specific licenses that can only be used by Banner, and unrestricted licenses that can be used by any application. The unrestricted licenses include a two-processor unlimited license for our production servers and a 25 named user license for test and development, as well as two programmer licenses. The renewal of annual support and maintenance is necessary to provide support for day to day critical operations, as well as to allow access to ongoing software updates and releases. This year Oakton’s Oracle support contract for the unrestricted licenses will cost $25,400, an increase of 3% ($740) over last year’s cost. The contract covers the period July 1, 2015 through June 30, 2016.

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 Oracle Database Software Maintenance and Support from Oracle America Inc., P.O. Box 71028 Chicago, IL 60694 for a grand total of $25,400, per service contract 4448155.”
Authorization to Purchase Exterior Signage Renovation

In 2004, to improve College branding and wayfinding on campus, Oakton installed exterior signage at both the Des Plaines and Skokie campuses. More than 10 years later, the signs show dramatic wear, and the Des Plaines signs no longer accurately reflect the location of major departments and services on campus. In the FY15 budget development cycle, a Request for Special Funding was submitted and approved to refurbish and update the wayfinding signs. The updated signs will reflect the new Lee Center, the relocation of both the Enrollment Center and the Northwest Municipal Conference, as well as remove references to the Business Institute.

Landmark Signs was the fabricator of the original signs, and has the knowledge and templates to efficiently refresh and correct the existing signs. Work will include overlay panels, end covers, and painting of ten directional signs.

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 Exterior Signage Renovation from Landmark Sign Group, 7424 Industrial Avenue, Chesterton, IN 46304 for a total of $54,870, per their quotation dated April 21, 2015.”
Preview and Initial Discussion of June Purchases

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

a) Renewal of Annual Agreements, Services, and Contracts for FY 2015-2016

1) Novell Academic License Agreement - The College purchases an annual Novell Academic License Agreement as the most cost effective way to obtain upgrades and licenses to Netware, Zenworks, and other key Novell products that have been the core of our network services. The agreement provides unlimited licenses to a broad variety of Novell products and upgrade protection while in the program. The fees for the 2014-2015 year, based on a total student and employee FTE count of 6,571 were $27,532. This year’s fees are currently being calculated based on current student and employee FTE and will be brought to the June Board Meeting.

2) Library Services (CARLI and NILRC) - In keeping with past practice, this year the Oakton Library is renewing and adding new online databases and reference resources to support the College's curriculum. All databases are accessible to Oakton students, faculty, staff, and Administrators from computers anywhere via Internet access through a proxy service maintained by the library and Oakton’s IT department since 2008. Last year, the library budgeted to license more than 130 databases and online reference works and to purchase perpetual access to over 410 online reference works. This year, as done every year, the library is currently reviewing the licenses. To obtain the lowest prices available, most of these online resources are licensed through two statewide consortia groups: NILRC (the Network of Illinois Learning Resources in Community Colleges) and CARLI (the Council of Academic and Research Libraries in Illinois). The cost of licenses brokered by NILRC or by CARLI will not exceed $96,400 each this year. The library administration will keep the level of these purchases well within budget. The ratio of purchases from NILRC and CARLI will undoubtedly change as we review and they refine their pricing options. These purchases are exempt from the bidding process according to Illinois Community College Act 110 ILCS.

3) Banner Annual Software Maintenance Contract - In June 2004, the Board authorized the purchase of the Banner software for the College’s student information system, and in August, 2006, Banner Finance and HR/Payroll modules were also purchased to support the financial and human resource needs of the College. Part of the purchase agreement includes terms for annual maintenance service on the system components, including the functional applications, the Luminis web portal, the E-learning interface, and the Oracle database software. In addition, in FY13 the College added the Banner Flexible Registration module to our suite of applications, as well as the Ellucian Mobile application. Maintenance includes all general releases and enhancements to these baseline component systems, which comprise Oakton’s essential administrative applications. The maintenance period is August 1, 2015 through July 31, 2016, with the mobile application maintenance taking effect July 1, 2015. Oakton is now past our
initial ten year contract with Ellucian. The College will be requesting approval for $297,200 for fiscal year 2015-2016.

4) **PowerFAIDS Annual Software Maintenance Contract** - Oakton uses The College Board’s PowerFAIDS software to support the financial aid process. PowerFAIDS manages federal and state aid requirements as well as specific Oakton institutional aid programs. PowerFAIDS helps automate the entire financial aid cycle, from needs analysis and student eligibility, through Pell Grant management, award packaging, loan origination and reporting. The latest federal rules are programmed into the software so Oakton stays compliant with federal regulations. Interest in student financial assistance continues to increase. Over the last several years, the numbers have continued to increase for PowerFAIDS licenses so that all Enrollment Center staff members can provide financial aid information to students. The College now owns thirty PowerFAIDS licenses, and recently acquired the new web based self service package. The maintenance charges for these licenses for 2015-2016 are expected to be a maximum of $56,000.

5) **Desire2Learn** - Learning Management Software (LMS) is a set of programs used to support online, on campus, and hybrid courses. LMS provides faculty with a set of tools to construct online classes. These tools manage the class content, enrollments, assessments, and allow instructors to efficiently handle grade books, test creation, threaded discussions, rosters, and student communications. In 2010, Oakton approved a five year contract from Desire2Learn (D2L) for a new learning management platform. During this time period, Oakton has seen continuous growth in online and hybrid courses and in the use of D2L for traditional classes as well. In February 2014, Oakton purchased D2L Capture, adding lecture/capture capability to our D2L platform. Currently, there are over forty faculty members actively using lecture capture tools to support instruction. The annual license fees for the Learning Environment (now called BrightSpace), Lecture Capture, and support are expected to be $138,000.

b) **Renewal of Insurance** - Oakton Community College, along with ten other community colleges, is a member of the Illinois Community College Risk Management Consortium (ICCRMC), which has established various insurance premiums payable by the College. Below are the premium rates and insurance coverages quoted and contracted for FY 2016. Also included are the rates for FY 2015 for comparison purposes.

<table>
<thead>
<tr>
<th></th>
<th>FY 2015</th>
<th>FY 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liability Insurance</td>
<td>$73,570</td>
<td>$72,998</td>
</tr>
<tr>
<td>Property and Cyber Liability Insurance</td>
<td>$125,668</td>
<td>$120,030</td>
</tr>
<tr>
<td>Workers’ Compensation Insurance</td>
<td>$491,548</td>
<td>$552,860</td>
</tr>
<tr>
<td>Public Officials Legal Liability Insurance</td>
<td>$42,975</td>
<td>$40,743</td>
</tr>
<tr>
<td>Student Malpractice Insurance</td>
<td>$17,510</td>
<td>$45,349</td>
</tr>
<tr>
<td>Student Athletic Insurance</td>
<td>$58,583</td>
<td>$56,208</td>
</tr>
<tr>
<td>Less Dividends:</td>
<td>($155,172)</td>
<td>($156,229)</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$654,682</strong></td>
<td><strong>$731,959</strong></td>
</tr>
</tbody>
</table>
There is an increase from Fiscal 2015 to Fiscal 2016, in the aggregate, of $77,277 or 11.8%. Accounting for almost 80% of the increase are premiums for Worker’s Compensation coverage which is increasing by $61,312 or approximately 12.5%. This is primarily due to experience but it is also impacted by increased payroll.

The above premiums are the current projections. Any changes in premium projections will be reflected in June 2015 Purchases.

c) Continuation of Employee Fringe Benefits: Life Insurance, Dental Insurance and Section 125 Administration – The Administration is currently working with the insurance providers to develop the employee fringe benefit plans for FY15-16. Final updated premium information and costs will be presented at the June 2015 Board meeting. As a reference, the following information was approved by the Board at the June 2014 Board meeting;

*The College is contractually obligated to provide life insurance and dental insurance to certain employee groups. Gallagher Benefit Service (GBS) acts as broker to the Illinois Community College Life Insurance Pool. This is the third year of a three year deal from Reliance Standard Life Insurance Company to underwrite life insurance to the Pool. These guaranteed rates run through FY 2015 and were negotiated by GBS for the Pool.*

*The College life insurance rate will not increase. It is estimated the College will pay $270,000 in life insurance premiums in FY 2015. Employee direct payments for optional life insurance coverage represent about 50% of the premium. The annual premium paid by the College includes over 750 lives and represents over $75 million in life insurance coverage.*

*UMR is the College’s Third Party Administrator (TPA) for its collectively bargained dental insurance and optional Section 125 program. The College will pay UMR approximately $20,000 to process, pay and record $440,000 in annual dental claims. The College Section 125 Program costs the College approximately $10,500 for UMR to administer. Last year, approximately 150 employees participated in this program that allows tax free dollars to be used for certain medical and family care expenses. Health Insurance, the College’s most expensive insurance benefit will be previewed at the November 2015 Board meeting.*

*d) Transportation Services for Athletic Teams - As of July 1, 2008, the College’s insurance company no longer insured fifteen passenger vans. The College purchased twelve passenger vans that cannot accommodate the transportation needs of several of the larger athletic teams. For fiscal year 2014, the Administration issued a Request for Proposal (RFP) for transportation services. The RFP covered transportation for Men’s and Women’s Soccer, Men’s and Women’s Basketball, Women’s Volleyball, Men’s Baseball, Men’s Tennis, and Women’s Softball.*
The contract was originally awarded to Acrosstown Charter Transportation, who after three months no longer was able to meet the terms of the contract. In November 2013, the purchase was rescinded and awarded to Olson Transportation, Inc., the second lowest proposal submitted. Since that time, without a break in service, Olson Transportation has provided safe and positive service for athletic team transportation. For fiscal year 2015, as provided in the RFP, the College renewed the existing contract with Olson Transportation.

For fiscal year 2016, the Purchasing and Athletic departments issued a RFP for transportation Services in order to assure competitive pricing services. The RFP was sent to 27 (seven in district) and will be opened on June 2, 2015. The RFP provides for transportation for Men’s and Women’s Soccer, Men’s and Women’s Basketball, Women’s Volleyball, Men’s Baseball, Men’s Tennis, and Women’s Softball, for the estimated amount of $42,000. A final decision and pricing results will be brought to the June Board meeting.

e) Computers and Monitors for FY 2015-2016 - The 2015-2016 capital equipment requests include 474 replacement computers. The College is using a mixed four/five-year computer replacement cycle so that key academic lab computers will be replaced on a four year cycle while academic lab computers with less stringent performance requirements and office systems will be replaced on a five year cycle. This purchase will replace 199 five year old (or older) computers and 275 four year old computers (almost all in academic computer labs or classrooms.)

This purchase will also include 400 - 24” widescreen LCD monitors with the computers. Of these, 339 new monitors will go into computer labs, and 61 will go into offices to replace seven to ten year old 19” monitors.

The College will be purchasing a total of 474 computers with the following specifications:
- Intel Haswell Core i7-4790 3.6Ghz Quad core processor
- 8GB of Memory (RAM)
- 8X DVD+/−RW Drive
- 500GB Hard Drive
- Integrated Audio and Video w/Dual DisplayPort & VGA
- Keyboard and Mouse
- 10/100/1000MB/s Ethernet Networking
- Intel AMT Management

The computer systems will have a three-year warranty. Delivery of the systems will occur throughout the months of July and August.

The College’s Information Technology (IT) and Purchasing departments worked together to create a Request for Proposal (RFP). The RFP was sent to 44 (three in district), computer vendors and resellers, including major manufacturers such as HP, Dell, and Lenovo (IBM), as
well as many smaller “clone” manufacturers, of which two (none in district) submitted proposals. The IT department is performing a comprehensive review and evaluation in order to determine which company and computer will best meet the College’s needs. A final decision and pricing results will be brought to the June Board meeting. The estimated cost for this purchase is $400,000.

f) Solid State Hard Drives - Solid State Drives (SSD’s) for computers offer substantially faster data access and transfer rates. Based on the Information Technology (IT) department’s testing, this can have very significant impact of the performance and especially startup and login times of computers. There is even more of an impact if the computer is not shut down properly. This has the most significant impact on teaching workstations in classrooms, where the use of an SSD in the teaching station can add additional minutes of usable instruction time. They are also beneficial in open labs where the computers are used by large numbers of students.

The 2015-2016 computer replacement budget included funds for SSD’s. However, after the IT department reviewed where the drives would have the most benefit, the warranty impact of swapping drives, and the significant price premium charged by computer manufacturers for SSD’s installed in new computers, the College made the decision to purchase these 402 drives separately.

The College’s IT and Purchasing departments worked together to create a Request for Proposal (RFP). The RFP was sent to 46 (three in district) computer vendors and resellers, including major manufacturers such as HP, Dell, and Lenovo (IBM), as well as many smaller “clone” manufacturers, of which eleven (none in district) submitted proposals. The IT department is performing a comprehensive review and evaluation in order to determine which company and hard drive will best meet the College’s needs. A final decision and pricing results will be brought to the June Board meeting. The estimated cost for this purchase is $27,000.

g) Building Automation System for Des Plaines and Skokie Campuses - In January of 2013, the Board of Trustees approved the purchase of a single unified building automation system to operate the Skokie campus, the Lee Center, and the Des Plaines campus main building. The building automation system operates the heating and cooling systems and is highly computerized with software that drives the mechanical components’ operation.

Automated Logic, the contractor awarded the bid, has continued the work to implement the new software system and Web CTRL (Control). In the next few months it is anticipated that each of the buildings will move from the construction phase to the service phase. As these buildings transition to the service phase, a service agreement for the software maintenance will be required. The College is negotiating the service agreement with Automated Logic, the sole source vendor for the software. The contract is expected to be a two year plus three annual renewals for a total of five years. The estimated costs are: year 1 - $37,700, year 2 - $37,700, years 3, 4, 5 - $39,000 - $45,000 each depending on services needed after warranty expires. The finalized agreement will be brought to the June Board meeting.
h) Contracted Instructional Training - The College offers an Associate of Applied Science Degree in Radiologic Technology through a unique partnership with St. Francis School of Radiography. Students enrolled in the program complete general education courses at Oakton before completing their specialized coursework in radiologic technology at the St. Francis School of Radiography.

The School of Radiography has operated for more than 65 years. The school is fully accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). In 2007, St. Francis School of Radiography received the highest accreditation award of eight years. JRCERT specifically outlines the role of the radiographer in the clinical setting which is to provide a safe, structured, and supervised learning environment. Students in the program rotate through general radiography, fluoroscopy, trauma, surgery, computerized tomography (CT), magnetic resonance imaging (MRI), and ultrasound. After graduation, each student qualifies for the National Registry for Radiologic Technologists examination. With successful completion of the examination, the student is certified as a registered radiologic technologist.

In 2013, there were twenty students enrolled in the program. There are 25 students enrolled in the program for 2014-2015 which is a 25% enrollment increase. The two year curriculum consists of six courses totaling sixty credit hours in addition to nineteen hours in general education credits needed to earn an associate degree.

Oakton charges students tuition and fees for the courses they take at St. Francis, and in return, Oakton pays fees to St. Francis to cover the cost of instruction. The estimated cost for 25 students enrolled for the summer is $33,800. The College may receive State apportionment for these classes.

i) Painting Services for Gymnasium - The College is nearing the completion of the renovation of the locker room facilities. This project has generated a significant amount of dust, grit and debris in the gymnasium and athletic area in general. This was expected and the contractor has taken steps to minimize the debris. Upon total completion of the renovation, the gymnasium will require cleaning and painting. Work will include the cleaning, preparation and painting of the underside of roof deck (gymnasium ceiling), structural roof bar joists, and HVAC system duct work. The finish will be white semi gloss with a two year warranty against material and/or labor failure.

The College’s Athletics and Facilities departments worked together with the Purchasing department to create a Request for Proposal (RFP). The RFP was sent to twenty (three in district) painting contractors, of which eleven attended the mandatory pre-proposal meeting on May 7, 2015. The RFP will be opened on May 21, 2015. Proposals will be reviewed and the final decision and pricing results will be brought to the June Board meeting. The estimated cost for this purchase is $71,000.
Authorization to Adopt 403(b) Adoption Agreement and 403(b) Plan Document

Oakton Community College originally adopted a 403(b) Adoption Agreement and Plan Document at its regularly scheduled Board meeting on December 16, 2008. A 403(b) plan is a tax-sheltered annuity plan that is allowable for certain public employees including those employed by higher education institutions like Oakton. Employee contributions to such plans are generally after-tax in nature and the earnings on the accounts are deferred from taxation until individuals begin taking distributions from the plan.

As with many such tax deferred plans, it is advisable to update plan documents periodically so that they are both up to date with current law and to provide employees additional abilities to plan for their retirement future. The attached 403(b) Adoption Agreement and 403(b) Plan Document are up to date with current laws but, more importantly, make Roth contributions available to employees for the first time. A Roth contribution is advantageous to employees in that, while contributions are made on an after-tax basis, distributions from the plan are tax-free inclusive of the earnings on employee contributions.

RJN:vIb

President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 approves and adopts the 403(b) Adoption Agreement and 403(b) Plan Document essentially in the form of the attached. Furthermore, the Board of Trustees directs and authorizes the College’s Administration to perform all administrative tasks that are necessary and appropriate for the ongoing administration of the College’s 403(b) Plan and amending of the 403(b) Plan to comply with changing laws and regulations. The Board of Trustees further authorizes the Administration to execute all necessary documentation.”
RESOLUTION ADOPTING 403(b) PLAN

WHEREAS, the Board of Trustees of Oakton Community College ("Board" or "College") wishes to maintain a tax-deferred compensation retirement program for certain of its employees in accordance with Section 403(b) of the Internal Revenue Code of 1986, as amended ("Code"), and

WHEREAS, the College is an eligible public education organization authorized to offer a tax-deferred retirement program under Section 403(b) of the Code; and

WHEREAS, the Board has amended and restated its 403 (b) program as documented in the written 403(b) Adoption Agreement and 403(b) Plan document ("403 (b) Plan"), which are attached hereto collectively as Exhibit A; and

WHEREAS, the Board intends to operate its 403(b) Plan in compliance with the terms of its written 403(b) Plan and all applicable requirements of the Code.

NOW, THEREFORE, it is resolved by the Board of Trustees as follows:

1. The preamble recitals of this Resolution are hereby adopted as if fully set forth herein.

2. The Board of Trustees approves and adopts the 403(b) Plan attached hereto as Exhibit A, which Plan shall be effective as of May 26, 2015.

3. The Board of Trustees directs and authorizes the College’s Administration to perform all administrative tasks that are necessary and appropriate for the ongoing administration of the College’s 403(b) Plan and amending of the 403(b) Plan to comply with changing laws and regulations.

4. The Board of Trustees further authorizes the Administration to execute all necessary documentation for the approval of investment providers and the engagement of service providers, as appropriate, under the 403(b) Plan, subject to review and advisement of the College’s legal counsel.

Adopted this ______ day of ____________________________, 2015, by the following vote:

AYES:

NAYS:

ABSENT:

BOARD OF TRUSTEES

By: __________________________________________
    President

Attest: _________________________________________
    Secretary
ADDITION AGREEMENT FOR THE 403(B) PLAN DOCUMENT FOR PUBLIC HIGHER EDUCATION INSTITUTIONS

Employer hereby establishes a 403(b) plan by adopting the 403(b) Plan Document for Public Higher Education Institutions plan document (the “Plan”) as modified by this Adoption Agreement and agrees that the following provisions shall be incorporated as part of the Plan document. The Plan Document together with this Adoption Agreement shall constitute the Plan.

EMPLOYER INFORMATION

Name of Employer: Oakton Community College

Federal Tax ID: 36-2681999

Employer’s Address: 1600 E. Golf Road, Des Plaines, IL 60016

Telephone Number: (847) 635-1818

Fax: (847) 635-1764

Contact Person: Sunny Velcheva

Telephone/Extension: E-mail: svelchev@oakton.edu

Type of Organization:

☒ Public Community College
☐ Public College/University

Note: If Employer is not a public education institution, this document may not be used.

PLAN INFORMATION

Name of Plan: Oakton Community College

403(b) Plan

Effective Date: This Adoption Agreement:

☐ establishes a Plan effective as of

☒ amends and restates a previously established 403(b) Plan of the Employer. The effective date of this amended Plan is May 26, 2015 (the “Effective Date”).

Eligibility: Except as otherwise selected below, all employees are immediately eligible to make contributions under the Plan. Eligibility for Employer Contributions is based on applicable employment agreements or collective bargaining agreements to which an employee is subject. The plan shall not include:

☐ Employees who are eligible to participate in one or more plans described under Section 403(b)(12)(A) of the Code during the calendar year sponsored by the Employer.

☒ Employees who are students and regularly attending classes at the Employer institution during the calendar year (limited to Employers that are educational institutions).

☐ Employees who are non-resident aliens who receive no earned income from the Employer which constitutes income from sources within the United States.

☒ Employees who normally work fewer than 500 hours per week (must be 20 or less; equivalent to 1,000 hours or less in a year except as otherwise provided under applicable 403(b) regulations generally effective January 1, 2009) during the calendar year.

Note: The inclusion of all common law employees will prevent an inadvertent violation of the universal availability requirement of Section 403(b)(12)(A)(ii).
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Differential Pay: Differential wage payments (as described in Section 11.17) will be treated, for Plan Years beginning after December 31, 2008, as compensation for all Plan benefit purposes except as elected below:

☐ In lieu of the above default provision, the Employer elects the following (select all that apply; these selections do not affect the operation of Section 11.17 (ii) of the Plan):

1. ☐ the inclusion is effective for Plan Years beginning after ________________________ (may not be earlier than December 31, 2008).
2. ☐ the inclusion only applies to Compensation for purposes of Elective Deferrals.

Contributions into the Plan:

Employee Contributions (in addition to salary reduction contributions):

☒ Roth 403(b) Contributions to the Plan are permitted beginning on May 27, 2015 ____________.
☐ Roth 403(b) Contributions are NOT permitted under the Plan.
☐ After-tax Contributions to the Plan are permitted beginning on ____________________________.
☒ After-tax Contributions are NOT permitted under the Plan.

(Default: If no election is made, Roth 403(b) Contributions and traditional after-tax contributions are not permitted.)

Non-Elective (i.e. mandatory) Employee Contributions:

☐ Employees shall be required, as a condition of employment, to make Non-elective Employee Contributions of ____________% of Compensation.

Employer Contributions (if any):

☐ No Employer Contributions will be made.
☐ Employer Contributions will be made to the Plan in accordance with the following formula:

☒ Basic non-matching contribution up to __________% of Compensation.
☐ Matching contributions equal to ____________% of the first ____________% of Compensation deferred.
☐ Other ____________________________

☐ Employer Contributions will be made in accordance with applicable employment agreements and collective bargaining agreements, or as may be determined from year to year by the Employer.

(Default: If no election is made, Employer Contributions are permitted at the discretion of the Employer.)

15 Years of Service Catch-up Contributions: The Plan will ☐ or will not ☐ permit employees with 15 Years of Service with the Employer that satisfy the conditions for the Special Section 403(b) Catch-up Limitation for Employees with 15 Years of Service (Section 3.2 of the Plan) to increase their Elective Deferrals limitation.

(Default: If no election is made, Special Section 403(b) Catch-up Contributions are permitted.)

Vesting: (Check one of a – c to apply for all employer contribution sources. Check d if applicable.) Non-vested amounts shall be accounted for separately in accordance with applicable requirements of Code Section 403(c). Forfeitures will be used to reduce future employer contributions or pay plan expenses. The Vesting schedule for Employer Contributions shall be:

a. ☒ 100% Immediate
b. ☐ 3-Year Cliff (0% Years 1-2, 100% at end of 3rd year)
c. ☐ 6-Year Graded (per the following schedule):

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Percent Vested</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Year</td>
<td>0%</td>
</tr>
<tr>
<td>2 Years</td>
<td>20%</td>
</tr>
<tr>
<td>3 Years</td>
<td>40%</td>
</tr>
<tr>
<td>4 Years</td>
<td>60%</td>
</tr>
<tr>
<td>5 Years</td>
<td>80%</td>
</tr>
<tr>
<td>6 Years</td>
<td>100%</td>
</tr>
</tbody>
</table>

d. ☐ 100% vesting at death or disability

Investment Options: Any Annuity Contracts and/or Custodial Accounts provided by Vendors authorized on Appendix A, which may be revised from time to time, are authorized to accept contributions under the Plan.

Exchanges Within the Plan: The Plan will ☒ or will not ☐ permit Participants to make Exchanges. If permitted, Exchanges may occur between:

☒ Those organizations listed on Appendix A only (default if no election made).
☐ Those organizations listed on Appendix A and any other organization offering annuity contracts and or custodial
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accounts that satisfy the requirements of Section 403(b) of the Code that executes an information sharing agreement with Employer or its appointee for purposes of satisfying applicable compliance requirements.

(Defaults: if no election made, Exchanges between organizations listed on Appendix A are permitted.)

Transfers Into the Plan: The Plan will ☒ or will not ☐ accept Transfers from another employer’s 403(b) plan.

(Defaults: if no election is made, Transfers will be accepted.)

Transfers From the Plan: The Plan will ☒ or will not ☐ permit Transfers from the Plan to another employer’s 403(b) plan, if requested by a former Participant.

(Defaults: if no election is made, Transfers to another 403(b) plan will be permitted.)

Transfers From the Plan to Purchase Permissive Service Credits: Notwithstanding any provision of the Plan to the contrary, and applicable to the vested portion of the Participant’s account only, transfers to purchase service credits shall be permitted.

Financial Hardship Distributions: Hardship Distributions are ☒ or are not ☐ available under the Plan.

Financial Hardship Distributions for Beneficiaries: Financial Hardship distributions for expenses of Beneficiaries (Section 11.8) will be allowed effective as of August 17, 2006, unless otherwise elected below (applies only for 403(b) plans that allow hardship distributions):

☐ Use the following instead of the default (select one):

1. ☐ Hardship distributions for Beneficiary expenses are not allowed.
2. ☐ Hardship distributions for Beneficiary expenses are allowed effective as of __________________________ (may not be earlier than August 17, 2006).

Withdrawals from Employer Contribution Sources: Withdrawals from any Employer Contribution source shall be available to Plan Participants upon the following (Check all that apply. Applicable ONLY if such withdrawals are permitted under the terms of the applicable Individual Agreement(s).)

☒ Attainment of age 59½
☒ Disability
☒ Hardship
☐ No in-service withdrawals allowed
☐ Allowed on all vested funds upon attainment of age ______
☐ Allowed upon full vesting of all employer contributions and attainment of age ______

Note: A Participant shall always be entitled to a distribution of his/her vested account balance upon Severance from Employment.

Loans: Loans are ☒ or are not ☐ available under the Plan subject to availability and any additional conditions that may apply under a Participant’s 403(b) Individual Agreement(s).

(Defaults: if no election made, loans are permitted.)

Note: The Plan prohibits loans to any Participant who has an existing outstanding defaulted loan under any retirement or deferred compensation plan sponsored by the Employer.

Loans from Employer Contributions: If loans are permitted under the terms of the Plan and the Participant’s 403(b) Individual Agreement, Loans shall be:

☐ Allowed from Employer non-matching contributions
☐ Allowed from Employer matching contributions
☐ No loans from Employer contributions

(Defaults: if no election is made, loans are NOT permitted from Employer Contribution sources.)

Qualified Reservist Distributions: Qualified Reservist Distributions as provided in Section 11.9 will not be allowed unless elected below:

☐ Qualified Reservist Distributions are allowed effective as of __________________________ (may not be earlier than September 12, 2001).

Distributions on account of deemed severance of employment. The Plan does not permit distributions pursuant to Section 11.18 of the Plan unless otherwise elected below:

☐ The Plan permits such distributions effective January 1, 2007.
☐ The Plan permits such distributions effective as of __________________________ (may not be earlier than January 1, 2007).

Required Minimum Distributions (RMDs): RMDs for 2009 shall continue in accordance with the terms of the Plan for Participants or Beneficiaries receiving installment payments unless such Participant or Beneficiary elects otherwise, whereas RMDs are suspended
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for all other Participants and Beneficiaries unless otherwise elected below (this option reflects VALIC standard operations during 2009):

☐ The provisions of Section 11.19 (a) of the Plan shall apply (RMDs continue in accordance with the terms of the Plan for all Participants and Beneficiaries, unless otherwise elected by a Participant or Beneficiary).

☐ The provisions of Section 11.19 (b) of the Plan shall apply (RMDs continue in accordance with the terms of the Plan for all Participants and Beneficiaries, but only Participants or Beneficiaries receiving installment payments may elect otherwise).

☐ Other: ________________________________

For purposes of Section 11.19 of the Plan, the Plan will also treat the following as eligible rollover distributions in 2009 (if no election is made, then a direct rollover will be offered only for distributions that would be eligible rollover distributions without regard to Code Section 401(a)(9)(H)) (this option reflects VALIC standard operations for 2009):

☐ 2009 RMDs (as defined in Section 11.19 of the Plan) and installment payments that include 2009 RMDs.

☐ 2009 RMDs (as defined in Section 11.19 of the Plan) but only if paid with an additional amount that is an eligible rollover distribution without regard to Code Section 401(a)(9)(H).

Direct Roth Rollovers: If Roth 403(b) Contributions are permitted to the Plan (above), direct rollovers from other Roth 403(b) or Roth 401(k) plans are ☒ are not ☐ accepted into the Plan.

☐ Not Applicable because Roth Contributions are not permitted to the Plan.

(Default: If no election made, direct rollovers of Roth contributions will be permitted.)

In-Plan Roth Conversions: If Roth Section 403(b) Contributions are permitted (above), the Employer shall ☒ shall not ☐ allow in-plan Roth conversions with respect to the following pre-tax amounts (and the earnings attributable thereto) at the following times (check applicable boxes):

☐ Not applicable because in-plan Roth conversions are not permitted.

☐ Rollover contributions (at any time).

☐ Elective Deferrals (upon attainment of age ______ (must be age 59 ½ or greater)).

☐ Employer Contributions (upon attainment of age ______ (must be 50 or more) or at least ______ (must be 5 or more) years of participation in the Plan).

Non-spouse rollovers: Rollovers by non-spouse beneficiaries are allowed after December 31, 2006, unless otherwise elected below (Section 11.7 provides that such distributions are always allowed after December 31, 2009):

☐ Use the following instead of the default (select one):

1. ☐ Non-spousal rollovers are not allowed before January 1, 2010.

2. ☐ Non-spousal rollovers are allowed effective ________________________________ (not earlier than January 1, 2007 and not later than January 1, 2010).

Continued benefit accruals for individuals who die or become disabled while performing Qualified Military Service: The provisions of Section 11.16 of the Plan will not apply unless otherwise elected below:

☐ The provisions of Section 11.16 apply effective as of (select 1 or 2 and 3 (if applicable)):

1. ☐ The first day of the 2007 Plan Year.

2. ☐ ________________________________ (may not be earlier than the first day of the 2007 Plan Year).

3. ☐ However, the provisions (elected in 1 or 2 above) no longer apply effective as of (select if applicable):

Plan Administration: The Plan shall be administered:

☐ By Employer

☒ Jointly by Employer and Vendors. Unless otherwise agreed to by the affected parties, Employer and the provider/issuer of each Funding Vehicle shall jointly act as Administrator of the Plan. Employer shall be responsible for matters relating to eligibility (including providing notice of the Plan to Employees), enrollment opportunities, Contributions, authorizing disbursements in accordance with Section 5, proper tax reporting on Contributions, Plan document maintenance and payroll related issues. The Funding Vehicles are responsible for matters relating to investing Contributions as directed by Participants, beneficiary designations, distributions authorized by the Employer, Exchanges, Transfers, Rollovers, loans, withdrawals and post-employment compliance, such as tax reporting, notice requirements and withholding on distributions.

☐ By a designated Administrator. The Employer has named ________________________________ to act in this capacity.
The following section may be used to insert provisions for which there were no acceptable alternatives provided. It may be used to modify any portion of the Plan or Adoption Agreement.

Note: Any modifications should be carefully reviewed by Employer's legal counsel to ensure that changes do not adversely affect the Plan's qualification under Section 403(b) of the Code.

Other provisions of the Plan (Attach additional pages as necessary):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

EMPLOYER ACKNOWLEDGEMENTS AND SIGNATURES

Employer acknowledges that it is an eligible public higher education institution under Section 170(b)(1)(A)(ii) of the Code and is authorized to offer a program qualified under Section 403(b) of the Internal Revenue Code.

EMPLOYER

By: ____________________________________________

Print Name of Signer:  Robert J. Nowak

Title: Vice President for Business and Finance

Dated: ____________________________
403(b) Plan Document For Public Higher Education Institutions

This plan document includes the IRS model language set forth in Rev. Proc. 2007-71 and has been modified to delete certain optional features and include provisions that were not included in the IRS model language. Higher Education institutions may modify this plan document by selecting certain options as provided in the Adoption Agreement, the terms of which are incorporated into this plan document.

Section 1 – Definitions

The following words and terms, when used in the Plan, have the meaning set forth below.

1.1 **Account**: The account or accumulation maintained for the benefit of any Participant or Beneficiary under an Annuity Contract or a Custodial Account.

1.2 **Account Balance**: The value of the aggregate amount credited to each Participant’s Account under all Accounts, including the Participant’s Elective Deferrals, Roth 403(b) Contributions, the earnings or loss of each Annuity Contract or a Custodial Account (net of expenses) allocable to the Participant, any transfers for the Participant’s benefit, and any distribution made to the Participant or the Participant’s Beneficiary. If a Participant has more than one Beneficiary at the time of the Participant’s death, a separate Account Balance shall be maintained for each Beneficiary. The Account Balance includes any account established under Section 6 for rollover contributions and plan-to-plan transfers made for a Participant, if such contributions are authorized under the Adoption Agreement, the account established for a Beneficiary after a Participant’s death, and any account or accounts established for an alternate payee (as defined in Section 414(p)(8) of the Code).

1.3 **Administrator**: Unless otherwise indicated in the Adoption Agreement, the Employer is the Administrator. Notwithstanding this appointment, the Administrator may delegate, by separate agreement, any administrative responsibilities hereunder to one or more persons, committees, Vendors, or other organizations.

1.4 **Annuity Contract**: A nontransferable contract as defined in Section 403(b)(1) of the Code, established for each Participant by the Employer, or by each Participant individually, that is issued by an insurance company qualified to issue annuities in the state in which the Employer or Participant, as applicable, resides and that includes payment in the form of an annuity.

1.5 **Beneficiary**: The designated person who is entitled to receive benefits under the Plan after the death of a Participant, subject to such additional rules as may be set forth in the Individual Agreements.

1.6 **Custodial Account**: The group or individual custodial account or accounts, as defined in Section 403(b)(7) of the Code, established for each Participant by the Employer, and/or by each Participant individually, to hold assets of the Plan.

1.7 **Code**: The Internal Revenue Code of 1986, as now in effect or as hereafter amended. All citations to sections of the Code are to such sections as they may from time to time be amended or renumbered.

1.8 **Compensation**: All cash compensation for services to the Employer, including salary, wages, fees, commissions, bonuses, and overtime pay, that is includible in the Employee’s gross income for the calendar year, plus amounts that would be cash compensation for services to the Employer includible in the Employee’s gross income for the calendar year but for a compensation reduction election under Section 125, 132(f), 401(k), 403(b), or 457(b) of the Code (including an election under Section 2 made to reduce compensation in order to have Elective Deferrals under the Plan).

1.9 **Disabled**: The definition of disability provided in the applicable Individual Agreement.

1.10 **Elective Deferral**: The Employer contributions made to the Plan at the election of the Participant in lieu of receiving cash compensation. Elective Deferrals are limited to pre-tax salary reduction contributions.

1.11 **Employee**: Each individual, whether appointed or elected, who is a common law employee of the Employer performing services as an employee of the Employer. This definition is not applicable unless the employee’s Compensation for performing services for a public education institution is paid by the Employer. Further, a person occupying an elective or appointive public office is not an employee performing services for a public education institution unless such office is one to which an individual is elected or appointed only if the individual has received training, or is experienced, in the field of education. A public office includes any elective or appointive office of a State or local government.

1.12 **Employer**: The public higher education institution identified in the Adoption Agreement as the Employer.

1.13 **Employer Contributions**: Any contributions made to the Plan by the Employer as provided in the Adoption Agreement.

1.14 **Funding Vehicles**: The Annuity Contracts or Custodial Accounts issued for funding amounts held under the Plan and specifically approved by Employer for use under the Plan.

1.15 **Includible Compensation**: An Employee’s actual wages received by Employee for the most recent period of service that may be counted as a year of service under Section 403(b)(3) of the Code, and increased (up to the dollar maximum)
by any compensation reduction election under Section 125, 132(f), 401(k), 403(b), or 457(b) of the Code (including any Elective Deferral under the Plan). Notwithstanding the foregoing, for purposes of determining Employer Contributions, Includible Compensation shall be subject to a maximum of $220,000 (or such higher maximum as may apply under Section 401(a)(17) of the Code). The amount of Includible Compensation is determined without regard to any community property laws.

1.16 "Individual Agreement": The agreements between a Vendor and the Employer and/or a Participant that constitutes or governs a Custodial Account or an Annuity Contract.

1.17 "Participant": An individual for whom Elective Deferrals or other contributions permitted herein are currently being made, or for whom such contributions have previously been made, under the Plan and who has not received a distribution of his or her entire Account Balance under the Plan.

1.18 "Plan": The name given to this Plan by the Employer in the Adoption Agreement.

1.19 "Plan Year": The calendar year.

1.20 "Related Employer": The Employer and any other entity which is under common control with the Employer under Section 414(b) or (c) of the Code. For this purpose, the Employer shall determine which entities are Related Employers based on a reasonable, good faith standard and taking into account the special rules applicable under Notice 89-23, 1989-1 C.B. 654.

1.21 "Roth 403(b) Contribution": If authorized in the Adoption Agreement, any contribution made by a Participant which is designated as a Roth 403(b) Contribution in accordance with Section 10 of the Plan that qualifies as a Roth contribution under Section 402A of the Code.

1.22 "Severance from Employment": For purpose of the Plan, Severance from Employment means Severance from Employment with the Employer and any Related Entity. However, a Severance from Employment also occurs on any date on which an Employee ceases to be an employee of a public education institution, even though the Employee may continue to be employed by a Related Employer that is another unit of the State or local government that is not a public education institution or in a capacity that is not employment with a public education institution (e.g., ceasing to be an employee performing services for a public education institution but continuing to work for the same State or local government employer).

1.23 "Vendor": The provider of an Annuity Contract or Custodial Account, or any organization expressly authorized by such provider to act on their behalf under this Plan.

1.24 "Valuation Date": Each business day of the Plan Year.

Section 2 - Participation and Contributions

2.1 Eligibility. Except as otherwise excluded in the Adoption Agreement, each Employee shall be eligible to participate in the Plan and elect to have Elective Deferrals made on his or her behalf hereunder immediately upon becoming employed by the Employer. However, an Employee who is a student-teacher (i.e., a person providing service as a teacher’s aid on a temporary basis while attending a school, college or university) is not eligible to participate in the Plan.

2.2 Contributions.

(a) Elective Deferrals. An Employee elects to become a Participant by executing an election to reduce his or her Compensation (and have that amount contributed as an Elective Deferral on his or her behalf) and filing it with the appropriate Administrator. This Compensation reduction election shall be made on the agreement provided by the Administrator under which the Employee agrees to be bound by all the terms and conditions of the Plan. The Administrator may establish an annual minimum deferral amount no higher than $200, and may change such minimum to a lower amount from time to time. The participation election shall also include designation of the Funding Vehicles and Accounts therein to which Elective Deferrals are to be made. Any such election shall remain in effect until a new election is filed. Only an individual who performs services for the Employer as an Employee may reduce his or her Compensation under the Plan. Each Employee will become a Participant in accordance with the terms and conditions of the Individual Agreements. Except as otherwise provided in the Plan, all Elective Deferrals shall be made on a pre-tax basis. An Employee shall become a Participant as soon as administratively practicable following the date applicable under the Employee's election.

(b) Roth 403(b) Contributions. If authorized in the Adoption Agreement and if permitted under an Employee's Individual Agreement(s), an Employee may elect to make Roth 403(b) Contributions to the Plan in accordance with Section 10 of the Plan. The Participant's election to make Roth 403(b) Contributions shall be made on the agreement provided by the Administrator and shall also include designation of the Funding Vehicles and Accounts therein to which Elective Deferrals are to be made. Any such election shall remain in effect until a new election is filed. The Administrator may establish an annual minimum Roth 403(b) Contribution amount no higher than $200, and may change such minimum to a lower amount from time to time.
(c) Employer Contributions.

(1) If authorized in the Adoption Agreement, the Employer may make nonelective Employer contributions to Accounts of designated Employees. Employer contributions shall be determined in accordance with the Adoption Agreement. Contributions made under this Section 2.2 (c) shall be deposited into each Participant’s Account in accordance with Section 2.5 of the Plan.

(2) Employer may make contributions into the 403(b) Contracts of former Employees, provided that any such contributions satisfy all of the following conditions:
   (a) Contributions may not be made later than the fifth calendar year following the year in which the former Employee ceased to be an Employee.
   (b) Contributions may not be made following the month of the former Employee’s death.
   (c) Contributions shall be 100% vested at all times.
   (d) Contributions shall be based on “includible compensation” as defined in Section 403(b)(3) of the Code as modified by IRS regulations and shall be subject to the limitations of Section 415(c)(1) of the Code.

Subject to (b) above, amounts not contributed by Employer to any former Employee’s 403(b) Contract due to the contribution limitations of Section 415(c) of the Code shall be contributed in the next Plan Year (and each succeeding Plan Year) until the Employer contributes all amounts due to Participant. No contributions may be made after the last day of the fifth year following the year in which the Participant’s Severance from Employment occurred.

2.3 Information Provided by the Employee. Each Employee enrolling in the Plan should provide to the Administrator at the time of initial enrollment, and later if there are any changes, any information necessary or advisable for the Administrator to administer the Plan, including any information required under the Individual Agreements.

2.4 Change in Elective Deferrals Election. Subject to the provisions of the applicable Individual Agreements, an Employee may at any time revise his or her participation election, including a change of the amount of his or her Elective Deferrals or a change in the allocation of his or her Elective Deferrals to reflect pre-tax deferrals or after-tax deferrals to the Roth 403(b) Contribution option (if permitted in the Plan), and the designation of Funding Vehicles and Accounts. A change in the investment direction shall take effect as of the date provided by the Administrator on a uniform basis for all Employees.

2.5 Contributions Made Promptly. Elective Deferrals under the Plan shall be transferred to the applicable Funding Vehicle within 15 business days following the end of the month in which the amount would otherwise have been paid to the Participant, unless an earlier date is required by applicable state law. Employer contributions shall be transferred to the applicable Funding Vehicle within a reasonable period of time but in no event later than thirty (30) days after the end of the Employer’s regular work year for which such contributions were owed.

2.6 Leave of Absence. Unless an election is otherwise revised, if an Employee is absent from work by leave of absence, Elective Deferrals under the Plan shall continue to the extent that Compensation continues.

Section 3 - Limitations on Amounts Deferred

3.1 Basic Annual Limitation. Except as provided in Sections 3.2 and 3.3, the maximum amount of the Elective Deferral under the Plan for any calendar year shall not exceed the lesser of (a) the applicable dollar amount or (b) the Participant’s Includible Compensation for the calendar year. The applicable dollar amount is the amount established under Section 402(g)(1)(B) of the Code, which is $15,500 for 2005, and is adjusted for cost-of-living after 2008 to the extent provided under Section 415(d) of the Code.

3.2 Special Section 403(b) Catch-up Limitation for Employees With 15 Years of Service. If authorized in the Adoption Agreement, the applicable dollar amount under Section 3.1(a) for any “qualified employee” is increased (to the extent provided in the Individual Agreements) by the least of:
   (a) $3,000;
   (b) The excess of:
      (1) $15,000, over
      (2) The total special 403(b) catch-up elective deferrals made for the qualified employee by the qualified organization for prior years; or
   (c) The excess of:
      (1) $5,000 multiplied by the number of years of service of the employee with the qualified organization, over
      (2) The total Elective Deferrals and, if applicable, Roth 403(b) Contributions made for the employee by the qualified organization for prior years.
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For purposes of this Section 3.2, a “qualified employee” means an employee who has completed at least 15 years of service taking into account only employment with the Employer.

3.3 **Age 50 Catch-up Elective Deferral Contributions.** An Employee who is a Participant who will attain age 50 or more by the end of the calendar year is permitted to elect an additional amount of Elective Deferrals and, if applicable, Roth 403(b) Contributions, up to the maximum age 50 catch-up Elective Deferrals for the year. The maximum dollar amount of the age 50 catch-up Elective Deferrals and, if applicable, Roth 403(b) Contributions for a year is $5,000 for 2008, and is adjusted for cost-of-living after 2008 to the extent provided under the Code.

3.4 **Coordination.** If the Adoption Agreement authorizes contributions under Section 3.2 of the Plan, amounts in excess of the limitation set forth in Section 3.1 shall be allocated first to the special 403(b) catch-up under Section 3.2 and next as an age 50 catch-up contribution under Section 3.3. However, in no event can the amount of the Elective Deferrals and, if applicable, Roth 403(b) Contributions for a year be more than the Participant's Includible Compensation for the year.

3.5 **Special Rule for a Participant Covered by Another Section 403(b) Plan.** For purposes of this Section 3, if the Participant is or has been a participant in one or more other plans under Section 403(b) of the Code (and any other plan that permits elective deferrals under Section 402(g) of the Code), then this Plan and all such other plans shall be considered as one plan for purposes of applying the foregoing limitations of this Section 3. For this purpose, the Administrator shall take into account any other such plan maintained by any Related Employer and shall also take into account any other such plan for which the Administrator receives from the Participant sufficient information concerning his or her participation in such other plan. Notwithstanding the foregoing, another plan maintained by a Related Employer shall be taken into account for purposes of Section 3.2 only if the other plan is a Section 403(b) plan.

3.6 **Correction of Excess Elective Deferrals.** If the Elective Deferral on behalf of a Participant for any calendar year exceeds the limitations described above, or the Elective Deferral on behalf of a Participant for any calendar year exceeds the limitations described above when combined with other amounts deferred by the Participant under another plan of the employer under Section 403(b) of the Code (and any other plan that permits elective deferrals under Section 402(g) of the Code for which the Participant provides information that is accepted by the Administrator), then the Elective Deferral, to the extent in excess of the applicable limitation (adjusted for any income or loss in value, if any, allocable thereto), shall be distributed to the Participant in accordance with applicable IRS guidance. Notwithstanding the foregoing, if Roth 403(b) Contributions are elected in the Adoption Agreement, the correction of excess amounts shall be made pursuant to Section 10.7.

3.7 **Protection of Persons Who Serve in a Uniformed Service.** An Employee whose employment is interrupted by qualified military service under Section 414(u) of the Code or who is on a leave of absence for qualified military service under Section 414(u) of the Code may elect to make additional Elective Deferrals upon resumption of employment with the Employer equal to the maximum Elective Deferrals that the Employee could have elected during that period if the Employee's employment with the Employer had continued (at the same level of Compensation) without the interruption or leave, reduced by the Elective Deferrals, if any, actually made for the Employee during the period of the interruption or leave. Except to the extent provided under Section 414(u) of the Code, this right applies for five years following the resumption of employment (or, if sooner, for a period equal to three times the period of the interruption or leave).

3.8 **Annual Contribution Limits.** The aggregate amount contributed into a Participant's 403(b) Account for any year shall not exceed the amount permitted under Section 415(c) of the Code based on the Participant's most recent period of service determined under Section 403(b)(3) of the Code. If any Employer Contributions cause a Participant's 403(b) Contract to exceed the annual contribution limitation of Section 415(c)(1) of the Code, the excess contributions shall be segregated and treated in a manner consistent with applicable IRS guidance on excess “annual additions.”

Section 4 - Loans

4.1 **Loans.** If authorized in the Adoption Agreement, loans shall be permitted under the Plan to the extent permitted by and in accordance with the Individual Agreements controlling the Account assets from which the loan is made and by which the loan will be secured.

4.2 **Information Coordination Concerning Loans.** Each Vendor is responsible for all information reporting and tax withholding required by applicable federal and state law in connection with distributions and loans. To minimize the instances in which Participants have taxable income as a result of loans from the Plan, the Administrator(s) shall take such steps as may be appropriate to coordinate the limitations on loans set forth in Section 4.3, including the collection of information from Vendors, and transmission of information requested by any Vendor, concerning the outstanding balance of any loans made to a Participant under the Plan or any other plan of the Employer. The Administrator(s) shall also take such steps as may be appropriate to collect information from Vendors and transmission of information to any Vendor, concerning any failure by a Participant to repay timely any loans made to a Participant under the Plan or any other plan of the Employer.

4.3 **Maximum Loan Amount.** No loan to a Participant under the Plan may exceed the lesser of:

(a) $50,000, reduced by the greater of (i) the outstanding balance on any loan from the Plan to the Participant on the date the loan is made or (ii) the highest outstanding balance on loans from the Plan to the Participant during the one-
year period ending on the day before the date the loan is approved by the Administrator (not taking into account any payments made during such one-year period); or

(b) one half of the value of the Participant’s vested Account Balance (as of the Valuation Date immediately preceding the date on which such loan is approved by the Administrator).

For purposes of this Section 4.3, any loan from any other plan maintained by the Employer and any Related Employer shall be treated as if it were a loan made from the Plan, and the Participant’s vested interest under any such other plan shall be considered a vested interest under this Plan; provided, however, that the provisions of this paragraph shall not be applied so as to allow the amount of a loan to exceed the amount that would otherwise be permitted in the absence of this paragraph.

4.4 Loan Repayments For Participants in Military Service. Notwithstanding any other provision of the Plan or any Annuity Contract or Custodial Account, loan repayments by eligible uniformed services personnel may be suspended as permitted under Section 404(u)(4) of the Code and the terms of any loan shall be modified to conform to the requirements of the Uniformed Services Employment and Reenlistment Rights Act.

Section 5 - Benefit Distributions

5.1 Benefit Distributions At Severance from Employment or Other Distribution Event. Except as permitted under Section 3.6 (relating to excess Elective Deferrals), Section 5.3 (relating to withdrawals of amounts rolled over into the Plan), Section 5.4 (relating to hardship), or Section 10.7 (relating to excess Roth 403(b) Contributions and/or excess Elective Deferrals) distributions from a Participant’s Account may not be made earlier than the earliest of the date on which the Participant has a Severance from Employment, dies, becomes Disabled, or attains age 59 1/2. Notwithstanding the foregoing and in accordance with the terms of the Individual Agreements, the withdrawal restrictions described above do not apply to Elective Deferrals made to an Annuity Contract and attributable earnings as of December 31, 1988. Distributions shall otherwise be made in accordance with the terms of the Individual Agreements.

5.2 Minimum Distributions. Each Individual Agreement shall comply with the minimum distribution requirements of Section 401(a)(9) of the Code and the regulations thereunder. For purposes of applying the distribution rules of Section 401(a)(9) of the Code, each Individual Agreement is treated as an individual retirement account (IRA) and distributions shall be made in accordance with the provisions of Section 1.408-8 of the Income Tax Regulations, except as provided in Treas. Reg. Section 1.403(b)-6(e).

5.3 In-Service Distributions From Rollover Account. If the Funding Vehicle in which a Participant’s Account is invested maintains a separate account attributable to rollover contributions to the Plan, to the extent permitted by the applicable Individual Agreement, the Participant may at any time elect to receive a distribution of all or any portion of the amount held in the rollover account.

5.4 Hardship Withdrawals. If authorized under the Adoption Agreement:

(a) Hardship Withdrawals shall be permitted under the Plan to the extent permitted by the Individual Agreements controlling the Account assets to be withdrawn to satisfy the hardship. No Elective Deferrals shall be allowed under the Plan or any other plan of the Employer during the 6-month period beginning on the date the Participant receives a distribution on account of hardship.

(b) The Individual Agreements shall provide for the exchange of information among the Employer and the Vendors to the extent necessary to implement the Individual Agreements. Notwithstanding any Individual Agreement, the Plan only permits Hardship Withdrawals that satisfy the “safe harbor” standards with respect to establishing an immediate and heavy financial need (under Treas. Reg. Section 1.401(k)-1(d)(3)(iii)(B) and, except as the Vendor specifically agrees to administer under another permitted standard, satisfying the lack of other resources requirement (under Treas. Reg. 1.401(k)-1(d)(3)(iv)(E)) including the Vendor notifying the Employer of the withdrawal in order for the Employer to implement the resulting 6-month suspension of the Participant’s right to make Elective Deferrals under the Plan or any other plan of the Employer.

5.5 Rollover Distributions.

(a) A Participant or the Beneficiary of a deceased Participant (or a Participant’s spouse or former spouse who is an alternate payee under a domestic relations order, as defined in Section 414(p) of the Code) who is entitled to an eligible rollover distribution may elect to have any portion of an eligible rollover distribution (as defined in Section 402(c)(4) of the Code) from the Plan paid directly to an eligible retirement plan (as defined in Section 402(c)(8)(B) of the Code) specified by the Participant in a direct rollover. In the case of a distribution to a Beneficiary who at the time of the Participant’s death was neither the spouse of the Participant nor the spouse or former spouse of the participant who is an alternate payee under a domestic relations order, a direct rollover is payable only to an individual retirement account or individual retirement annuity (IRA) that has been established on behalf of the Beneficiary as an inherited IRA (within the meaning of Section 408(d)(3)(C) of the Code).
(b) Each Vendor shall be separately responsible for providing, within a reasonable time period before making an initial eligible rollover distribution, an explanation to the Participant of his or her right to elect a direct rollover and the income tax withholding consequences of not electing a direct rollover.

Section 6 - Rollovers to the Plan and Transfers

6.1 Eligible Rollover Contributions to the Plan.

(a) **Eligible Rollover Contributions.** To the extent provided in the Individual Agreements, an Employee who is a Participant who is entitled to receive an eligible rollover distribution from another eligible retirement plan may request to have all or a portion of the eligible rollover distribution paid to the Plan. Such rollover contributions shall be made in the form of cash only. The Vendor may require such documentation from the distributing plan as it deems necessary to effectuate the rollover in accordance with Section 402 of the Code and to confirm that such plan is an eligible retirement plan within the meaning of Section 402(c)(8)(B) of the Code. However, unless Roth 403(b) Contributions are authorized under the Adoption Agreement, in no event does the Plan accept a rollover contribution from a Roth elective deferral account under an applicable retirement plan described in Section 402A(e)(1) of the Code.

(b) **Eligible Rollover Distribution.** For purposes of Section 6.1(a), an eligible rollover distribution means any distribution of all or any portion of a Participant’s benefit under another eligible retirement plan, except that an eligible rollover distribution does not include (1) any installment payment for a period of 10 years or more, (2) any distribution made as a result of an unforeseeable emergency or other distribution which is made upon hardship of the employee, (3) for any other distribution, the portion, if any, of the distribution that is a required minimum distribution under Section 401(a)(9) of the Code, or corrective distribution of excess amounts in accordance with Sections 3.6 and 10.7. In addition, an eligible retirement plan means an individual retirement account described in Section 408(a) and 408A of the Code, an individual retirement annuity described in Section 408(b) and 408A of the Code, a qualified trust described in Section 401(a) of the Code, an annuity plan described in Section 403(a) or 403(b) of the Code, or an eligible governmental plan described in Section 457(b) of the Code, that accepts the eligible rollover distribution.

(c) **Separate Accounts.** Unless otherwise provided by the terms of applicable Individual Agreements, Vendors shall provide separate accounting for any eligible rollover distribution paid to the Plan.

6.2 Plan-to-Plan Transfers to the Plan.

(a) If authorized under the Adoption Agreement, the Administrator may permit a transfer of assets to the Plan as provided in this Section 6.2. Such a transfer is permitted only if the other plan provides for the direct transfer of each person’s entire interest therein to the Plan and the participant is an Employee or former Employee of the Employer. The Administrator and any Vendor accepting such transferred amounts may require that the transfer be in cash or other property acceptable to it. The Administrator or any Vendor accepting such transferred amounts may require such documentation from the other plan as it deems necessary to effect the transfer in accordance with Treas. Reg. Section 1.403(b)-10(b)(3) and to confirm that the other plan is a plan that satisfies Section 403(b) of the Code.

(b) The amount so transferred shall be credited to the Participant’s Account Balance, so that the Participant or Beneficiary whose assets are being transferred has an accumulated benefit immediately after the transfer at least equal to the accumulated benefit with respect to that Participant or Beneficiary immediately before the transfer.

(c) To the extent provided in the Individual Agreements holding such transferred amounts, the amount transferred shall be held, accounted for, administered and otherwise treated in the same manner as an Elective Deferral or, if applicable, Roth 403(b) Contribution by the Participant under the Plan, except that (1) the Individual Agreement which any amount transferred to the Plan must provide that, to the extent any amount transferred is subject to any distribution restrictions required under Section 403(b) of the Code, the Individual Agreement must impose restrictions on distributions to the Participant or Beneficiary whose assets are being transferred that are not less stringent than those imposed on the transferor plan and (2) the transferred amount shall not be considered an Elective Deferral under the Plan in determining the maximum deferral under Section 3.

6.3 Plan-to-Plan Transfers from the Plan.

(a) If authorized under the Adoption Agreement, Participants and Beneficiaries may elect to have all or any portion of their Account Balance transferred to another plan that satisfies Section 403(b) of the Code in accordance with Treas. Reg. Section 1.403(b)-10(b)(3). A transfer is permitted under this Section 6.3(a) only if the Participants or Beneficiaries are Employees or former Employees of the Employer under the receiving plan and the other 403(b) plan provides for the acceptance of plan-to-plan transfers with respect to the Participants and Beneficiaries and for each Participant and Beneficiary to have an account deferred under the other plan immediately after the transfer at least equal to the amount transferred.

(b) The other 403(b) plan must provide that, to the extent any amount transferred is subject to any distribution restrictions required under Section 403(b) of the Code, the other plan shall impose 403(b) restrictions on distributions to the Participant or Beneficiary whose assets are transferred that are not less stringent than those imposed under the Plan.
In addition, if the transfer does not constitute a complete transfer of the Participant’s or Beneficiary’s interest in the Plan, the other plan shall treat the amount transferred as a continuation of a pro rata portion of the Participant’s or Beneficiary’s interest in the transferor plan (e.g., a pro rata portion of the Participant’s or Beneficiary’s interest in any after-tax employee contributions).

(c) Upon the transfer of assets under this Section 6.3, the Plan’s liability to pay benefits to the Participant or Beneficiary under this Plan shall be discharged to the extent of the amount so transferred for the Participant or Beneficiary. The Administrator may require such documentation from the receiving plan as it deems appropriate or necessary to comply with this Section 6.3 (for example, to confirm that the receiving plan satisfies Section 403(b) of the Code and to assure that the transfer is permitted under the receiving plan) or to effectuate the transfer pursuant to Treas. Reg. Section 1.403(b)-10(b)(3).

6.4 Contract and Custodial Account Exchanges.

(a) If authorized in the Adoption Agreement, a Participant or Beneficiary is permitted to change the investment of his or her Account Balance among the Vendors under the Plan, subject to the terms of the Individual Agreements. However, unless otherwise indicated on the Adoption Agreement, exchanges are not permitted to Vendors that are not eligible to receive contributions under Section 2. If the Adoption Agreement authorizes exchanges to a Vendor that is not eligible to receive contributions under Section 2, the conditions in paragraphs (b) through (d) of this Section 6.4 must be satisfied.

(b) The Participant or Beneficiary must have an Account Balance immediately after the exchange that is at least equal to the Account Balance of the Participant or Beneficiary immediately before the exchange (taking into account the Account Balance of the Participant or Beneficiary under both Section 403(b) contracts or custodial accounts immediately before the exchange).

(c) The Individual Agreement with the receiving Vendor has distribution restrictions with respect to the Participant that are not less stringent than those imposed on the investment being exchanged.

(d) The Employer enters into an agreement with the receiving Vendor for the other contract or custodial account under which the Employer and the Vendor will from time to time in the future provide each other with the following information:

(1) Information necessary for the resulting contract or custodial account, or any other contract or custodial accounts to which contributions have been made by the Employer, to satisfy Section 403(b) of the Code, including the following:

(i) the Employer providing information as to whether the Participant’s employment with the Employer is continuing, and notifying the Vendor when the Participant has had a Severance from Employment (for purposes of the distribution restrictions in Section 5.1);

(ii) the Vendor notifying the Employer of any hardship withdrawal under Section 5.4 if the withdrawal results in a 6-month suspension of the Participant’s right to make Elective Deferrals under the Plan;

(iii) the Vendor providing information to the Employer or other Vendors concerning the Participant’s or Beneficiary’s Section 403(b) contracts or custodial accounts or qualified employer plan benefits (to enable a Vendor to determine the amount of any plan loans and any rollover accounts that are available to the Participant under the Plan in order to satisfy the financial need under the hardship withdrawal rules of Section 5.4); and

(2) Information necessary in order for the resulting contract or custodial account and any other contract or custodial account to which contributions have been made for the Participant by the Employer to satisfy other tax requirements, including the following:

(i) the amount of any plan loan that is outstanding to the Participant in order for a Vendor to determine whether an additional plan loan satisfies the loan limitations of Section 4.3, so that any such additional loan is not a deemed distribution under Section 72(p)(1); and

(ii) information concerning the Participant’s or Beneficiary’s Roth Contributions and after-tax employee contributions in order for a Vendor to determine the extent to which a distribution is includible in gross income.

(e) If any Vendor ceases to be eligible to receive Elective Deferrals under the Plan, the Vendor shall enter into an information sharing agreement as described in Section 6.4(d) with the Employer if the Employer’s existing contract with the Vendor does not provide for the exchange of information described in Section 6.4(d)(1) and (2).

6.5 Permissive Service Credit Transfers.

(a) If a Participant is also a participant in a tax-qualified defined benefit governmental plan (as defined in Section 414(d) of the Code) that provides for the acceptance of plan-to-plan transfers with respect to the Participant, then the Participant
may elect to have any portion of the Participant's Account Balance transferred to the defined benefit governmental plan. A transfer under this Section 6.5(a) may be made before the Participant has had a Severance from Employment.

(b) A transfer may be made under Section 6.5(a) only if the transfer is either for the purchase of permissive service credit (as defined in Section 415(n)(3)(A) of the Code) under the receiving defined benefit governmental plan or a repayment to which Section 415 of the Code does not apply by reason of Section 415(k)(3) of the Code.

(c) In addition, if a plan-to-plan transfer does not constitute a complete transfer of the Participant's or Beneficiary's interest in the transferor plan, the Plan shall treat the amount transferred as a continuation of a pro rata portion of the Participant's or Beneficiary's interest in the transferor plan (e.g., a pro rata portion of the Participant's or Beneficiary's interest in any after-tax employee contributions).

Section 7 - Investment of Contributions

7.1 Manner of Investment. All Elective Deferrals, Roth 403(b) Contributions, Employer Contributions or other amounts contributed to the Plan, all property and rights purchased with such amounts under the Funding Vehicles, and all income attributable to such amounts, property, or rights shall be held and invested in one or more Annuity Contracts or Custodial Accounts. Each Custodial Account shall provide for it to be impossible, prior to the satisfaction of all liabilities with respect to Participants and their Beneficiaries, for any part of the assets and income of the Custodial Account to be used for, or diverted to, purposes other than for the exclusive benefit of Participants and their Beneficiaries.

7.2 Investment of Contributions. Each Participant or Beneficiary shall direct the investment of his or her Account among the investment options available under the Annuity Contract or Custodial Account in accordance with the terms of the Individual Agreements. Transfers and exchanges among Annuity Contracts and Custodial Accounts may be made under this Section 7.2 to the extent provided in the Individual Agreements and permitted under applicable Income Tax Regulations.

7.3 Current and Former Vendors. The Administrator shall maintain a list of all Vendors under the Plan. Such list is hereby incorporated as part of the Plan. Each Vendor and the Administrator shall exchange such information as may be necessary to satisfy Section 403(b) of the Code or other requirements of applicable law. In the case of a Vendor which is not eligible to receive Elective Deferrals under the Plan (including a Vendor which has ceased to be a Vendor eligible to receive Elective Deferrals under the Plan and a Vendor holding assets under the Plan in accordance with Section 6.2 or 6.4), the Employer shall keep the Vendor informed of the name and contact information of the Administrator in order to coordinate information necessary to satisfy Section 403(b) of the Code or other requirements of applicable law.

Section 8 - Amendments to the Plan

8.1 Termination of Contributions. The Employer has adopted the Plan with the intention and expectation that contributions will be continued indefinitely. However, the Employer has no obligation or liability whatsoever to maintain the Plan for any length of time and may discontinue contributions under the Plan at any time without any liability hereunder for any such discontinuance.

8.2 Amendment. The Employer reserves the authority to amend this Plan at any time, provided however that any amendment which reduces contractual rights or benefits under an Individual Agreement shall apply prospectively only except as required under the Code and applicable regulations promulgated thereunder.

Section 9 - Miscellaneous

9.1 Non-Assailability. Except as provided in Section 9.2 and 9.3, the interests of each Participant or Beneficiary under the Plan are not subject to the claims of the Participant's or Beneficiary's creditors; and neither the Participant nor any Beneficiary shall have any right to sell, assign, transfer, or otherwise convey the right to receive any payments hereunder or any interest under the Plan, which payments and interest are expressly declared to be non-assignable and non-transferable.

9.2 Domestic Relations Orders. Notwithstanding Section 9.1, if a judgment, decree or order (including approval of a property settlement agreement) that relates to the provision of child support, alimony payments, or the marital property rights of a spouse or former spouse, child, or other dependent of a Participant is made pursuant to the domestic relations law of any state ("domestic relations order"), then the amount of the Participant's Account Balance shall be paid in the manner and to the person or persons so directed in the domestic relations order. Such payment shall be made without regard to whether the Participant is eligible for a distribution of benefits under the Plan. The Administrator shall establish reasonable procedures for determining the status of any such decree or order and for effectuating distribution pursuant to the domestic relations order.

9.3 IRS Levy. Notwithstanding Section 9.1, the Administrator may direct payment from a Participant's or Beneficiary's Account the amount that the Administrator finds is lawfully demanded under a levy issued by the Internal Revenue Service with respect to that Participant or Beneficiary or is sought to be collected by the United States Government under a judgment resulting from an unpaid tax assessment against the Participant or Beneficiary.
9.4 **Tax Withholding.** Contributions to the Plan are subject to applicable employment taxes (including, if applicable, Federal Insurance Contributions Act (FICA) taxes with respect to Elective Deferrals and Roth 403(b) Contributions, which constitute wages under Section 3121 of the Code). Any benefit payment made under the Plan is subject to applicable income tax withholding requirements (including Section 3401 of the Code and the Employment Tax Regulations thereunder). A payee shall provide such information as the Administrator or Vendor may need to satisfy income tax withholding obligations, and any other information that may be required by guidance issued under the Code.

9.5 **Payments to Minors and Incompetents.** If a Participant or Beneficiary entitled to receive any benefits hereunder is a minor or is adjudged to be legally incapable of giving valid receipt and discharge for such benefits, or is deemed so by the Administrator, benefits will be paid in conformity with applicable Annuity Contracts or Custodial Accounts. If the applicable Annuity Contracts or Custodial Accounts do not address the issue of payments to minors and incompetents, then the Administrator shall direct payment of the benefit to such person as the Administrator may designate for the benefit of such Participant or Beneficiary. Such payments shall be considered a payment to such Participant or Beneficiary and shall, to the extent made, be deemed a complete discharge of any liability for such payments under the Plan.

9.6 **Mistaken Contributions.** If any contribution (or any portion of a contribution) is made to the Plan by a good faith mistake of fact, then within one year after the payment of the contribution, and upon receipt in good order of a proper request approved by the Administrator, the amount of the mistaken contribution (adjusted for any income or loss in value, if any, allocable thereto) shall be returned to the party that made the contribution.

9.7 **Procedure When Distributee Cannot Be Located.** The Administrator shall make all reasonable attempts to determine the identity and address of a Participant or a Participant’s Beneficiary entitled to benefits under the Plan. For this purpose, a reasonable attempt means (a) the mailing by certified mail of a notice to the last known address shown on the records of the Employer or the Administrator, (b) notification sent to the Social Security Administration or the Pension Benefit Guaranty Corporation (under their program to identify payees under retirement plans), and (c) the payee has not responded within 6 months. If the Administrator is unable to locate such a person entitled to benefits hereunder, or if there has been no claim made for such benefits, the Funding Vehicle shall continue to hold the benefits due such person.

9.8 **Incorporation of Individual Agreements.** The Plan, together with the Adoption Agreements and any Individual Agreements, is intended to satisfy the requirements of Section 403(b) of the Code and the Income Tax Regulations thereunder. Terms and conditions of the Adoption Agreement and applicable Individual Agreements are hereby incorporated by reference into the Plan, excluding those terms that are inconsistent with the Plan or Section 403(b) of the Code. In such event, the Individual Agreements shall be interpreted, to the extent possible, in a manner to conform to the Plan and applicable requirements, provided however that the Plan may not enlarge the rights of the Employer, the Administrator, or a Participant under the Individual Agreement.

9.9 **Governing Law.** The Plan will be construed, administered and enforced according to the Code and the laws of the state in which the Employer has its principal place of business.

9.10 **Headings.** Headings of the Plan have been inserted for convenience of reference only and are to be ignored in any construction of the provisions hereof.

9.11 **Gender.** Pronouns used in the Plan in the masculine or feminine gender include both genders unless the context clearly indicates otherwise.

9.12 **Indemnification.** If Employer appoints an Employee or committee of Employees to represent Employer as the Administrator of the Plan, Employer shall, to the extent permitted by applicable law, indemnify any such Employee acting on its behalf in this capacity. Such individuals shall be indemnified from any and all liability that may arise by reason of his action or failure to act concerning this Plan, excepting any willful misconduct or criminal acts.

9.13 **No Employer Liability.** Employer shall have no liability for the payment of benefits under the Plan provided that the providers of the applicable Annuity Contracts and Custodial Accounts receive written direction for the payment of benefits in accordance with Section 6. Each Participant shall look solely to the providers of applicable Annuity Contracts and Custodial Accounts for receipt of payments or benefits under the Plan.

**Section 10 – Roth 403(b) Contribution Provisions**

10.1 **General Application.** This Section 10 shall apply only if the Employer has elected to permit Roth Contributions under the Plan as indicated on the Adoption Agreement.

10.2 **Roth 403(b) Contributions.** Participants may make Roth 403(b) Contributions to their Accounts under the Plan if authorized by the Employer on the Adoption Agreement. Unless otherwise provided, such contributions shall be treated as Elective Deferrals and are therefore subject to the requirements and limitations imposed by Section 402(g) of the Code. A Participant's Roth 403(b) Contributions shall be allocated to a separate account maintained for such deferrals as described in Section 10.3.

10.3 **Separate Accounting Requirements.** Contributions and withdrawals of Roth 403(b) Contributions, and earnings or losses thereon, shall be credited and debited to each Participant's Account and shall be separately accounted for under each
Employee’s Account. Gains, losses, and other credits or charges shall be separately allocated on a reasonable and consistent basis for each Employee’s Roth 403(b) Contributions. Except as provided in Section 10.6, no contributions other than Roth 403(b) Contributions and properly attributable earnings may be credited to each Employee’s Roth subaccount.

10.4 Deposit Requirements. Roth 403(b) Contributions shall be deposited with the applicable Funding Vehicles as soon as practicable in accordance with Section 2.5 of the Plan, unless an earlier date is required under state law.

10.5 Direct Roth Rollovers From the Plan. Notwithstanding Section 5.5 of the Plan, Participants may only make a direct rollover of a distribution of Roth 403(b) Contributions (and earnings thereon) to another 403(b) plan with Roth contribution features; to a 401(k) Plan with Roth contribution features, or to a Roth IRA described in Section 408A of the Code, and only to the extent the rollover is permitted under the rules of Section 402(c) of the Code.

10.6 Roth Rollovers Into the Plan. Notwithstanding Section 6.1 of the Plan, and unless otherwise indicated on the Adoption Agreement, direct rollovers of Roth 403(b) Contributions and Roth 401(k) contributions and earnings thereon from another 403(b) plan with Roth contribution features, or from a 401(k) Plan with Roth contribution features are permitted, provided that the Funding Vehicles selected by a Participant will accept such Roth Rollovers. Direct rollovers shall only be permitted if the transmitting plan satisfies the conditions set forth in Section 402A(a)(1) of the Code and only to the extent the rollover is permitted under the rules of Section 402(c) of the Code.

10.7 Correction of Excess Deferrals. Excess deferrals shall be corrected by first distributing Roth 403(b) Contributions (plus earnings thereon) made during the Plan Year and then by distributing a Participant’s Elective Deferrals (plus earnings thereon). However, if a highly compensated employee (as defined in Section 414(q) of the Code) experiences an excess deferral in any Plan Year, he may designate the extent to which the excess amount is composed of Elective Deferrals and Roth 403(b) Contributions, provided that both types of contributions were made by the Employee during the applicable Plan Year. If the highly compensated employee does not designate which type of contributions are to be distributed, then Elective Deferrals shall be distributed first, followed by Roth 403(b) Contributions.

10.8 Definition of Roth 403(b) Contributions. A Roth 403(b) Contribution is an Employee contribution that is:

(a) designated irrevocably by the Employee as such on his or her salary reduction/deduction form to be a Roth 403(b) Contribution; and

(b) treated by the Employer as includible in the Employee’s income.

10.9 Roth Caveat. Employer, Administrator and providers of Annuity Contracts and Custodial Accounts shall utilize good faith compliance efforts to conform to the requirements applicable to Roth 403(b) Contributions based on applicable IRS guidance related to such contributions. The Plan shall be administered and interpreted in the manner necessary to ensure compliance with such guidance.

Section 11 – Administrative, Legislative and Regulatory Updates and Provisions

11.1 Distribution Options. Notwithstanding the provisions of Sections 9.7 and 10.7 of the Plan, and to the extent consistent with the administrative procedures of a Vendor and/or Administrator under the Plan:

(a) Excess deferrals may be returned in a uniform manner without respect to an Employee’s status as a highly compensated or non-highly compensated employee.

(b) Accounts of participants or other distributees who cannot be located may be escheated to the State in which the distributee last resided, subject to any limitations upon such procedures under applicable federal or state law.

11.2 Involuntary cash-outs. Notwithstanding any provision of the Plan to the contrary, involuntary cash-outs of the vested portion of the participant’s account shall not be permitted.

11.3 Authorized 403(b) Vendor List. Notwithstanding any provision of the Plan to the contrary, the Authorized Vendor List titled Appendix A shall be a part of the Plan the terms of which are hereby incorporated by reference.

11.4 Loans and Financial Hardship Distributions. Notwithstanding any provisions of the Plan to the contrary, including the Adoption Agreement, loans and financial hardship distributions shall only be available from a Vendor if so indicated on Appendix A and subject to availability and in accordance with the terms of applicable Individual Agreement(s). However, notwithstanding the foregoing, loans and financial hardship distributions shall not be available from Vendors identified in item C of Appendix A.

11.5 Participant Distribution Notification. For any distribution notice issued in Plan Years beginning after December 31, 2006, any reference to the 90-day maximum notice period prior to distribution in applying the notice requirements of Code Section 402(f) (the rollover notice) will become 180 days.

11.6 Direct rollover to qualified plan/403(b) plan. For taxable years beginning after December 31, 2006, a Participant may elect to transfer employee (after-tax) or Roth elective deferral contributions by means of a direct rollover to a qualified plan or to a 403(b) plan that agrees to account separately for amounts so transferred, including accounting separately for the
portion of such distribution which is includible in gross income and the portion of such distribution which is not includible in gross income.

11.7 Non-spouse beneficiary rollover right. For distributions after December 31, 2009, and unless otherwise elected in the Adoption Agreement, for distributions after December 31, 2006, a non-spouse beneficiary who is a “designated beneficiary” under Code Section 401(a)(9)(E) and the regulations thereunder, by a direct trustee-to-trustee transfer (“direct rollover”), may roll over all or any portion of his or her distribution to an individual retirement account the beneficiary establishes for purposes of receiving the distribution. In order to be able to roll over the distribution, the distribution otherwise must satisfy the definition of an eligible rollover distribution.

(a) Certain requirements not applicable. Although a non-spouse beneficiary may roll over directly a distribution as provided in Section 11.7, any distribution made prior to January 1, 2010 is not subject to the direct rollover requirements of Code Section 401(a)(31) (including Code Section 401(a)(31)(B), the notice requirements of Code Section 402(f) or the mandatory withholding requirements of Code Section 3405(c)). If a non-spouse beneficiary receives a distribution from the Plan, the distribution is not eligible for a “60-day” rollover.

(b) Trust beneficiary. If the Participant’s named beneficiary is a trust, the Plan may make a direct rollover to an individual retirement account on behalf of the trust, provided the trust satisfies the requirements to be a designated beneficiary within the meaning of Code Section 401(a)(9)(E).

(c) Required minimum distributions not eligible for rollover. A non-spouse beneficiary may not roll over an amount which is a required minimum distribution, as determined under applicable Treasury regulations and other Revenue Service guidance. If the Participant dies before his or her required beginning date and the non-spouse beneficiary rolls over to an IRA the maximum amount eligible for rollover, the beneficiary may elect to use either the 5-year rule or the life expectancy rule, pursuant to Treas. Reg. Section 1.401(a)(9)-3, A-4(c), in determining the required minimum distributions from the IRA that receives the non-spouse beneficiary’s distribution.

11.8 Beneficiary-based hardship distribution. Unless otherwise elected in Adoption Agreement, then effective as of August 17, 2006, a Participant’s hardship event, for purposes of the Plan’s hardship distribution provisions, includes an immediate and heavy financial need of the Participant’s primary beneficiary under the Plan, that would constitute a hardship event if it occurred with respect to the Participant’s spouse or dependent as defined under Code Section 152 (such hardship events being limited to educational expenses, funeral expenses and certain medical expenses). For purposes of this Article, a Participant’s “primary beneficiary under the Plan” is an individual who is named as a beneficiary under the Plan and has an unconditional right to all or a portion of the Participant’s account balance under the Plan upon the Participant’s death.

11.9 Qualified Reservist Distributions. If elected in the Adoption Agreement, then effective as of the date specified in such Section, the Plan permits a Participant to elect a Qualified Reservist Distribution. For purposes of this section 11.9, a “Qualified Reservist Distribution” is any distribution to an individual who is ordered or called to active duty after September 11, 2001, if: (i) the distribution is from amounts attributable to elective deferrals in a 403(b) plan; (ii) the individual was (by reason of being a member of a reserve component, as defined in section 101 of title 37, United States Code) ordered or called to active duty for a period in excess of 179 days or for an indefinite period; and (iii) the Plan makes the distribution during the period beginning on the date of such order or call, and ending at the close of the active duty period.

11.10 Gap period income on distributed excess deferrals. This Section applies to 403(b) plan excess deferrals (as defined in Code Section 402(g)) made in taxable year 2007. The Plan Administrator must calculate allocable income for the taxable year and also for the gap period (i.e., the period after the close of the taxable year in which the excess deferral occurred and prior to the distribution); provided that the Plan Administrator will calculate and distribute the gap period allocable income only if the Plan Administrator in accordance with the Plan terms otherwise would allocate the gap period allocable income to the Participant’s account.

11.11 Roth IRA rollover. For distributions made after December 31, 2007, a Participant may elect to roll over directly an eligible rollover distribution to a Roth IRA described in Code Section 408A(b).

11.12 In-Plan Roth Conversions. If the Employer so elects in the Adoption Agreement, Participants may elect to convert certain pre-tax amounts under the Plan to after-tax Roth contributions in an in-plan (taxable) conversion. Such conversion shall be accomplished through a direct rollover from the Participant’s applicable pre-tax account to his/her “Roth Conversion Account,” such that there is no actual disbursement of funds from the Plan. In plan Roth conversions are expressly limited to amounts that are currently distributable to the Participant under the withdrawal restrictions of Section 403(b) of the Code and the regulations thereunder. For example, rollover contributions may be converted at any time, but amounts attributable to Elective Deferrals may not be converted before the Participant has attained age 59 1/2 or has a severance from employment. The Employer may elect to allow in-plan Roth conversion of amounts that are not currently distributable under the terms of the Plan, so long as such amounts are currently distributable under the terms of Code Section 403(b) and the regulations thereunder. For example, even if the terms of the Plan (as elected by the Employer) do not permit in-service distribution of Elective Deferrals, the Employer may elect to allow in-plan Roth conversion of Elective Deferrals upon the Participant’s attainment of age 59 1/2 (or some later age). Likewise, even if the terms of the Plan (as elected by
the Employer) do not permit in-service distribution of Employer Contributions, the Employer may elect to allow in-plan Roth conversion of Employer Contributions once the Participant has attained a specified age or has been a Participant in the Plan for at least 5 years. All converted amounts shall be separately accounted for, and all in-plan Roth conversions shall be taxable to the Participant in the year of the conversion.

11.13 Permissible DROs. Effective April 6, 2007, a domestic relations order that otherwise satisfies the requirements for a domestic relations order ("DRO") will not fail to be a DRO: (i) solely because the order is issued after, or revises, another domestic relations order, or (ii) solely because of the time at which the order is issued, including issuance after the annuity starting date or after the Participant’s death.

11.14 Other DRO requirements apply. A domestic relations order described in Section 11.13 is subject to the same requirements and protections that apply to DROs.

11.15 Death benefits. In the case of a death occurring on or after January 1, 2007, if a Participant dies while performing qualified military service (as defined in Code Section 414(u)), the Participant’s Beneficiary is entitled to any additional benefits (other than benefit accruals relating to the period of qualified military service) provided under the Plan as if the Participant had resumed employment and then terminated employment on account of death. Moreover, the Plan will credit the Participant’s qualified military service as service for vesting purposes, as though the Participant had resumed employment under USERRA immediately prior to the Participant’s death.

11.16 Benefit accrual. If the Employer elects in the Adoption Agreement to apply this Section 11.16, then effective as of the date specified in Adoption Agreement, for benefit accrual purposes, the Plan treats an individual who dies or becomes disabled (as defined under the terms of the Plan) while performing qualified military service with respect to the Employer as if the individual had resumed employment, in accordance with the individual’s reemployment rights under USERRA, on the date preceding death or disability (as the case may be) and terminated employment on the actual date of death or disability.

The Plan will determine the amount of employee contributions and the amount of elective deferrals of an individual treated as reemployed under this Section 11.16 for purposes of applying paragraph Code Section 414(u)(8)(C) on the basis of the individual’s average actual employee contributions or elective deferrals for the lesser of: (i) the 12-month period of service with the Employer immediately prior to qualified military service; or (ii) the actual length of continuous service with the Employer.

11.17 Differential wage payments. For years beginning after December 31, 2008: (i) an individual receiving a differential wage payment, as defined by Code Section 3401(b)(2), is treated as an employee of the employer making the payment; (ii) the differential wage payment is treated as includible compensation for purposes of Code Section 403(b)(3) and compensation for purposes of Code Section 415(c)(3) and Treasury Reg. Section 1.415(c)-2; and (iii) the Plan is not treated as failing to meet the requirements of any provision described in Code Section 414(u)(1)(C) by reason of any contribution or benefit which is based on the differential wage payment. The Plan Administrator operationally may determine, for purposes of the provisions described in Code Section 414(u)(1)(C), whether to take into account any deferrals, and if applicable, any matching contributions, attributable to differential wages. Differential wage payments (as described herein) will also be considered compensation for all Plan purposes unless otherwise elected in the Adoption Agreement.

This Section 11.17 applies only if all employees of the Employer performing service in the uniformed services described in Code Section 3401(b)(2)(A) are entitled to receive differential wage payments (as defined in Code Section 3401(b)(2)) on reasonably equivalent terms and, if eligible to participate in a retirement plan maintained by the Employer, to make contributions based on the payments on reasonably equivalent terms (taking into account Code Sections 410(b)(3), (4), and (5)).

11.18 Deemed Severance. Notwithstanding Section 11.17(i), if a Participant performs service in the uniformed services (as defined in Code Section 414(u)(12)(B)) on active duty for a period of more than 30 days, the Participant will be deemed to have a severance from employment solely for purposes of the withdrawal restrictions under Code Sections 403(b)(7)(A)(ii) and 403(b)(11)(A). However, the Plan will not distribute such a Participant’s account on account of this deemed severance unless, (i) the Employer elects in the Adoption Agreement to allow such distributions and (ii) the Participant specifically elects to receive a benefit distribution hereunder. If a Participant elects to receive a distribution on account of this deemed severance, then the individual may not make an elective deferral or employee contribution during the 6-month period beginning on the date of the distribution. If a Participant would be entitled to a distribution on account of a deemed severance, and a distribution on account of another Plan provision (such as a Qualified Reservist Distribution), then the other Plan provision will control and the 6-month suspension will not apply.

11.19 Required Minimum Distributions for 2009. This paragraph shall apply unless the Employer elects otherwise in the Adoption Agreement. Notwithstanding the provisions of Code Section 401(a)(9)(H), a Participant or Beneficiary who would have been required to receive required minimum distributions for 2009 but for the enactment of Code Section 401(a)(9)(H) (“2009 RMDs”), and who would have satisfied that requirement by receiving distributions that are one or more payments in a series of installments (that include 2009 RMDs), will continue to receive those distributions for 2009 unless the Participant or Beneficiary chooses not to receive such distributions. Participants and Beneficiaries described in
the preceding sentence will be given the opportunity to elect not to receive the distributions that include 2009 RMDs. For all other Participants and Beneficiaries, the requirement to receive the 2009 RMD shall be suspended in accordance with Code Section 401(a)(9)(H).

(a) **Continuation of RMDs for all Participants unless otherwise elected by the Participant.** This paragraph applies if the Employer so elects in the Adoption Agreement. Notwithstanding the provisions of Code Section 401(a)(9)(H), a Participant or Beneficiary who would have been required to receive required minimum distributions for 2009 but for the enactment of Code Section 401(a)(9)(H) ("2009 RMDs"), and who would have satisfied that requirement by receiving distributions that are either (1) equal to the 2009 RMDs or (2) one or more payments in a series of installments (that include 2009 RMDs), will receive those distributions for 2009 unless the Participant or Beneficiary chooses not to receive such distributions. Participants and Beneficiaries described in the preceding sentence will be given the opportunity to elect to stop receiving the distributions described in the preceding sentence.

(b) **Continuation of RMDs for all Participants (unless otherwise elected by Participants receiving installment distributions).** This paragraph applies if so elected by the Employer in the Adoption Agreement. Notwithstanding the provisions of Code Section 401(a)(9)(H), a Participant or Beneficiary who would have been required to receive required minimum distributions for 2009 but for the enactment of Code Section 401(a)(9)(H) ("2009 RMDs"), and who would have satisfied that requirement by receiving distributions that are either (1) equal to the 2009 RMDs or (2) one or more payments in a series of installments (that include the 2009 RMDs), will receive those distributions for 2009. However, Participants and Beneficiaries receiving installments will be given the opportunity to elect not to receive the distributions that include 2009 RMDs.

11.20 **Direct Rollovers.** Notwithstanding the provisions of the Plan relating to required minimum distributions under Code Section 401(a)(9), and solely for purposes of applying the direct rollover provisions of the Plan, certain additional distributions in 2009, as elected by the Employer in the Adoption Agreement, will be treated as eligible rollover distributions. If no election is made by the Employer in the Adoption Agreement, then a direct rollover will be offered only for distributions that would be eligible rollover distributions without regard to Code Section 401(a)(9)(H).

The Employer has evidenced its intent to adopt this Plan by executing the Adoption Agreement which is a part of this 403(b) Plan document. This Plan document, the Adoption Agreement, and any underlying Annuity Contracts and Custodial Accounts provided by the Vendors authorized by the Employer, as well as necessary forms and administrative policies and procedures incorporated by the Employer, an Administrator or any Funding Vehicle, shall constitute the entire Plan.
APPENDIX A
AUTHORIZED 403(b) VENDOR LIST

This list identifies the Vendors available under the designated 403(b) Plan maintained by the Employer, on or after the effective date of this Appendix A (“Effective Date”). Vendors on this Appendix A shall be subject to requirements and restrictions under the written plan, if any, provided however that such requirements and restrictions are not intended to enlarge the rights and benefits otherwise set forth in the Individual Arrangements.

Employer: Oakton Community College

Plan Name: Oakton Community College

Effective Date: ________________ This Appendix A was prepared/revised on: ________________

A. Vendors authorized to receive contributions and, subject to the terms of the Plan, exchanges, and/or transfers:

<table>
<thead>
<tr>
<th>Name of Vendor</th>
<th>Contact Name</th>
<th>Contact Phone</th>
<th>Approved for hardship distributions (Yes or No)</th>
<th>Approved for loans (Yes or No)</th>
</tr>
</thead>
<tbody>
<tr>
<td>TIAA/CREF</td>
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<td>Met Life</td>
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<tr>
<td>Fidelity Investments</td>
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B. Vendors included in the Plan (in accordance with applicable law) but which are not authorized to receive new contributions under the Plan:

If Available Under the Plan and the Individual Agreement(s):

Examines and/or transfers permitted, subject to terms of the Plan?

<table>
<thead>
<tr>
<th>Name of Vendor</th>
<th>Contact Name</th>
<th>Contact Phone</th>
<th>Approved for hardship distributions (Yes or No)</th>
<th>Approved for loans (Yes or No)</th>
</tr>
</thead>
<tbody>
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</table>

Subject to the provisions of the Plan, exchanges from these Vendors are permitted to a Vendor (i) authorized to receive contributions and identified in Section A or (ii) authorized to receive exchanges and/or transfers pursuant to an information sharing agreement and identified in Section C or (iii) authorized to receive transfers in a Plan to Plan transfer in accordance with and subject to the terms of the Plan and applicable law.

C. Vendors that may receive exchanges/transfers under the Plan pursuant to an information sharing agreement (never approved to receive contributions under the Plan):

<table>
<thead>
<tr>
<th>Name of Vendor</th>
<th>Contact Name</th>
<th>Contact Phone</th>
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</thead>
<tbody>
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(Vendors identified in C prior to January 1, 2009 are presumed to reflect a commitment by the Vendor and the Employer to enter into an information sharing agreement not later than January 1, 2009)

Important Notes:

1. As provided under the Plan, any authorized Vendor named in Appendix A agrees to share information necessary for compliance purposes with Employer, an Administrator and/or with any other 403(b) provider as may be required or desirable to facilitate compliance with the Plan and all applicable laws and regulations.

2. Each Vendor named above is required to maintain records of the Funding Vehicles offered under the Plan to comply with the information sharing requirements of the Plan and applicable information sharing agreements.
Approval of Staffing Requests for Fiscal Year 2016

These are new positions to the College. With our continued goals related to student success/service to students, the addition of the new building, and changing institutional legal landscape these positions are needed to maintain compliance, effectively assist students, and maintain services to the new building.

MRM
5/19/2015

President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 hereby authorizes the following additions to the staffing of the College effective July 1, 2015.”

New Full Time
Academic Advisors (3)                      Grade 12
Hiring Rate Salary    $50,561

“Connecting What Matters” (2013-2017 Strategic Plan) and the College’s Student Success Team Implementation Plan identify student engagement, persistence, success, and completion as priorities. The recent approval of mandatory new student orientation requires our need to add additional full-time academic advisors. Advising Services plays a pivotal role in new student orientation, as each new student meets with an academic advisor. The “scaling up” of mandatory new student orientation, requires the addition of academic advisors in order to deliver the appropriate foundational advising information to each new student during orientation.

Health Career Advisor                      Grade 12
Hiring Rate Salary    $50,561

Currently four grant part-time advisors support the Health Information Technology, Medical Laboratory Technology, Nursing, Phlebotomy, Pharmacy Technician, and Physical Therapist Assistant curricula. By consolidating these into one full-time and one half-time position, we will better serve the needs of our students. They will be available on a more regular, sustained basis, and they will serve as generalists for all Health Care curricula.

Human Resources Manager                   Grade 14
Hiring Rate Salary    $60,953

The Human Resources Manager position responds to the changing legal landscape that directs part of the department’s work. To be diligent and to effectively respond to institutional concerns related to investigations and labor/employee relations work the department must act timely. The position will allow additional support within the department to address personnel concerns.
Public Safety Officer
Grade 09
Hiring Rate Salary $41,222

The opening of the Lee Center added a second building and 93,000 square feet of space to the Des Plaines campus. In order to provide reasonable public safety services to students, faculty, and staff, in the new building, the addition of one new public safety officer is requested.

New Part Time
Health Career Advisor (25 hr)
Grade 12
Hiring Rate Salary (PT) $32,620

Currently four different part-time advisors support the Health Information Technology, Medical Laboratory Technology, Nursing, Phlebotomy, Pharmacy Technician, and Physical Therapist Assistant curricula. By consolidating these into one full-time and one half-time position, we will better serve the needs of our students. They will be available on a more regular, sustained basis, and they will serve as generalists for all Health Care curricula.
Approval of Settlement Agreements

These matters have been discussed by the Board in closed session.

President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 does hereby accept the Settlement Agreement with a former student pursuant to the terms of an Agreement between this student and the Board executed on this date, and further that the College administration is authorized and directed to fulfill the College’s obligations as stipulated in the Agreement.”

“Be it resolved that the Board of Trustees of Community College District 535 does hereby accept the Settlement Agreement with the Oakton Community College Classified Staff Association pursuant to the terms of an Agreement between the Oakton Community College Classified Staff Association and the Board executed on this date, and further that the College administration is authorized and directed to fulfill the College’s obligations as stipulated in the Agreement.”
Authorization to Hire Full-time, Tenure-track Faculty Member

The recommendation to hire Erick Rohn to a full time, tenure track faculty position in Graphic Design for the 2015-16 academic year, beginning in August 2015, was made after reviewing the College’s need for faculty in the Graphic Design 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 position was advertised in five print publications including the Chicago Tribune, the Chronicle of Higher Education, and three diversity publications. Also, the Graphic Design position was posted on twenty-two websites, including the Chicago Tribune’s careerbuilder.com website; American Graphics and Arts Institute, and thirteen additional websites focused on diversity recruitment, including the Organization of Black Designers. E-mails were sent to recent graduates of doctoral programs listed with the Committee on Institutional Cooperation, graduates listed with the Diversifying Higher Education faculty in Illinois initiative, and to members registered with higheredjobs.com and hbcuconnect.com.

There were thirty-six applicants for the Graphic Design position. The search committee conducted five on campus interviews for this search and selected two finalists to bring to campus for interviews with 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 Mr. Erick Rohn to the full time, tenure track Graphic Design position.

Mr. Erick Rohn earned his BFA degree from the Columbus College of Art and Design and his MFA from the Rochester Institute of Technology. Mr. Rohn currently serves as adjunct instructor at Westwood College and Northern Illinois University. Previously, Mr. Rohn was a School Chair in the School of Drafting and Design at ITT Technical Institute and earlier as adjunct instructors at Waubonsee Community College and ITT Technical Institute. He also has freelanced as artist and animator, rendering artist, motion graphics designer and editor, animator, and creative director.

MRM/ca
5/20/2015

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

“Be it resolved that the Board of Trustees of Community College District 535 approves the full-time, tenure-track faculty hire of Erick Rohn for the 2015-16 academic year, beginning on August 17, 2015. He will receive the 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>Erick Rohn</td>
<td>Assistant Professor of Graphic Design</td>
<td>E-4, $66,028.”</td>
</tr>
</tbody>
</table>
Approval of Personal Leave for Faculty Member

Full-time faculty member, Mary Johannesen-Schmidt, Distinguished Professor of Psychology, is requesting a one semester unpaid personal leave of absence for fall semester 2015.

TPH/vg
5/2015

President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 approves a one semester unpaid leave of absence for Mary Johannesen-Schmidt for fall semester 2015.”
Approval of Funding for 2015-2016 Merit Lane Appointments

The 2012-2016 contract between the Oakton Community College Faculty Association and the Board of Trustees of Community College District 535 (OCCFA Contract) calls for the placement of selected faculty in the Merit Lane on the salary schedule. This lane is a select lane with stipulations described in Article 13 of the OCCFA Contract. The intent of the lane is to provide additional compensation to faculty members who meet the eligibility requirements, which encompass length of service at Oakton, extent of educational credentials, and demonstrated leadership at the College.

A committee elected by faculty in each division, Library and Media Services, and Student Development, carried out the procedure for screening and selection under “Other Stipulations” in the faculty contract. The Vice President for Academic Affairs coordinated the committee. The committee completed its work and notified the President that, upon Board approval of the number of appointments to be funded, the committee chair would release the names of the ranked faculty. The President will subsequently make specific appointments to the Merit Lane in accordance with the committee rank order recommendations and the number of appointments approved by the Board of Trustees.

TPH/vg
5/2015

President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorize the endowment of _____ new Merit Lane appointments for fiscal year 2015-2016.”
Acceptance of Resignations – Administrative Personnel

Dr. Merrill Irving, Jr., Assistant Vice President, Continuing Education, Training and Workforce Development, has provided notice of resignation to the College, effective June 30, 2015; and,

Dr. Adam Hayashi, Dean, Science and Health Careers, has provided notice of resignation, effective July 6, 2015.

Dr. Irving and Dr. Hayashi have served the College in an exemplary manner, and we wish them well in their future endeavors.

MBL:ec
5/2015

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 resignations of Dr. Merrill Irving, Jr., effective June 30, 2015, and Dr. Adam Hayashi, effective July 6, 2015.”
Acceptance of Illinois Community College Faculty Association Grant

The Illinois Community College Faculty Association has awarded $2,264 to Oakton Community College under its Dr. Joseph T. Cipfl Faculty Grants initiative. The funds will support a project proposed by Kristi Zenchak, Professor of Biology, titled “Potential Benefits to Student Success by Using Undergraduate Lab Assistants in Anatomy and Physiology Labs within Community Colleges.” The study will begin in the fall 2015 semester. Three faculty members who are teaching multiple sections of the same course will teach one section with a lab assistant and one without. Parameters to be studied include student attendance, student retention in the course, student success in the course (grade of “C” or better), and student attitudes and engagement in the course. Dr. Adam Hayashi, Dean of Science and Health Careers, will administer the grant.

RM:al
5/19/2015

President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 accept $2,264 from the Illinois Community College Faculty Association under its Dr. Joseph T. Cipfl Faculty Grants initiative for a student success research project proposed by Professor of Biology Kristi Zenchak.”
First Read of Policies

This resolution presents Board Policy 4313 and new Board Policy 4229 for the first reading in May with Board action to be taken in June. 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 and added in order to come into compliance with legal and legislative mandates.

MBL: ec
5/2015

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 Policy 4313 and the addition of new Policy 4229, as presented, with action to take place at the next regularly scheduled meeting of the Board of Trustees on June 23, 2015.”
PERSONNEL - ADMINISTRATION

Personal Activities

During the period of an administrator's employment contract, an administrator will devote his/her time, energy and attention to employment and/or activities directly beneficial to the institution. The administrator may engage in consulting, lecturing, speaking, writing or similar activities for compensation or not, that can be accomplished without impairing effective performance of the assigned duties. Any activity which requires significant administrator involvement during normal business hours must have the written approval of the President. There will be no restrictions on the administrator’s activities during vacation periods or other such times when the administrator is not required to be at the College to perform assigned duties.

Notwithstanding the provisions stated above, the administrator may, at the convenience of the-College and with the permission of the President and or their area Vice President, teach one college credit course (no more than 5 LHEs) per term and/or summer term and be paid at the applicable rate established for the part-time faculty. An administrator who is given permission to exercise this option will use vacation/personal time to accommodate the teaching schedule.

*If the teaching occurs during the administrator’s regular work day, the administrator and the President and/or area Vice President must agree in writing either to require the make-up of missed time, to reduce the regular nonteaching appointment line, or to develop an alternative solution mutually satisfactory to the administrator and the President and/or area Vice President. The President and/or area Vice President responsible for the administrator’s department must approve the written agreement and a copy of the agreement must then be forwarded to Human Resources before the teaching assignment begins.*

Notwithstanding the above provisions, the employee may, at the convenience of the College and with the permission of the President, coach one intercollegiate sport per term and be paid at the applicable rate.

An administrator may request up to three days per fiscal year for professional consulting activities.
PERSONNEL - CLASSIFIED STAFF

Teaching

A member of the Classified Staff may, at the convenience of the College and with the permission of their administrator and/or area Vice President, teach one college credit course (no more than 5 LHEs) per term and/or summer term and be paid at the applicable rate established for the part-time faculty. An employee who is given permission to exercise this option will use vacation/personal time to accommodate the teaching schedule.

If the teaching occurs during the employee’s regular work day, the employee and the administrator and/or area Vice President must agree in writing either to require the make-up of missed time, to reduce the regular nonteaching appointment line, or to develop an alternative solution mutually satisfactory to the employee and the administrator and/or area Vice President. The administrator and/or area Vice President responsible for the employee’s department must approve the written agreement and a copy of the agreement must then be forwarded to Human Resources before the teaching assignment begins.

Notwithstanding the above provisions, the employee may, at the convenience of the College and with the permission of their Administrator and/or area Vice President, coach one intercollegiate sport per term and be paid at the applicable rate. The cumulative total of LHEs cannot exceed 5 per term.