The 824th Meeting
of
The Board of Trustees
September 15, 2026

Mission, Vision, and Values Statements

Mission

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

Vision

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

Values

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

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

Ratified by the Board of Trustees on March 21, 2017 and reaffirmed on September 16, 2025.

Land Acknowledgment for Oakton

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

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

Anti-Racism Statement

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

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

Neurodiversity Statement

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

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

ILLINOIS PUBLIC COMMUNITY COLLEGE DISTRICT 535

REGULAR MEETING OF THE BOARD OF TRUSTEES SEPTEMBER 15, 2026

1600 East Golf Road
Des Plaines, Illinois 60016

Closed Session
5 p.m. – Room 1502

Agenda

1. Call to Order and Roll Call
2. Consideration of a motion to close the meeting to the public for the purpose of the following:
   - Review closed session minutes of August 18, 2026
   - Consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees; collective negotiation matters; security procedures; and pending litigation
3. Consideration of a motion for adjournment
4. Adjournment

Open Session
6 p.m. – Room 1506

Individuals who wish to address the Board of Trustees during the Public Participation portion of the meeting should send an email to bsparks@oakton.edu including their name, town/affiliation, and the item they wish to address to the Board, no later than 6 p.m. on September 15, 2026.

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

Agenda

Call to Order and Roll Call

Approval of Minutes of the August 18, 2026 Regular Meeting of the Board of Trustees

Statement by the President

Educational Foundation Liaison Report

Pathways to Opportunity Liaison Report

HLC Accreditation Liaison Report

ICCTA Liaison Report

Student Spotlight

Comments by the Chair

Trustee Comments

Public Participation

Report: Vision 2030: Building Just & Thriving Communities

New Business

Consent Agenda

V	9/26-1a	Approval of Adoption of Consent Agenda
R	9/26-1b	Approval of Consent Agenda Items 9/26-2 through 9/26-5
	9/26-2	Ratification of Payment of Bills for July 2026
	9/26-3	Acceptance of Treasurer's Report for July 2026
	9/26-4	Ratification of Payment of Professional Personnel – Fall 2026
	9/26-5	Approval of Clinical Practice Agreements

Other Items

R	9/26-6	Reaffirmation of Mission, Vision and Values
R	9/26-7	Authorization to Approve August Purchases

a. Master Plan Design Consulting Services – Five-Year Contract
b. Upgraded Internet Services
c. Tenable.sc Vulnerability Scanning Software Subscription – Three-Year Contract
d. Construction Services for Adjacencies Phase 3 Bookstore and Welcome Center
e. Modular and Custom Retail Displays for Adjacencies Phase 3 Bookstore Project
f. Furniture for the Adjacencies Project – Phase 3
g. CrowdStrike Falcon Software/Services Subscription – One-year Renewal
h. Annual Maintenance and Upgrades for Data Warehouse/ Business Intelligence System – Five- Year Contract
i. Advanced Email Threat Protection Cybersecurity Services – One-year Renewal
j. Additional Support for Salesforce Adoption
k. HLC Re-Accreditation Efforts and Ongoing Leadership Support
l. Ratification for Insurance Plans (ICCRMC) – One- Year Renewal
m. Ratification for Additional Zoom Licenses

	9/26-8	Preview and Initial Discussion of Upcoming Purchases
R	9/26-9	Resolution to Transfer Funds for Restricted O&M Construction Costs
R	9/26-10	Authorization to Hire a Full-Time, Tenure-Track Faculty Member
V	9/26-11	Acceptance of Faculty Retirement
R	9/26-12	Approval of Policy Revisions
V	9/26-13	First Read of Policy
	9/26-14	Notification of Award of Grants

Adjournment

Minutes of the August 18, 2026 Regular Meeting of the Board of Trustees of Community College District 535

The 823rd meeting of the Board of Trustees of Community College District 535 was conducted on August 18, 2026 at the Des Plaines campus of Oakton College, 1600 East Golf Road, Des Plaines, Illinois.

Closed Session – Call to Order and Roll Call

Chair Bashiri-Remetio called the meeting to order at 5:32 p.m. in room 1502. Trustee Yanow called the roll:

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

Chair Bashiri-Remetio asked for a motion to go into closed session under the exceptions to the Illinois Open Meetings Act, with the purpose of reviewing closed session minutes of June 30, 2026; and consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees; collective negotiation matters; the purchase or lease of real property for the use of the public body; and pending litigation.

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

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

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

Chair Bashiri-Remetio asked for a motion to adjourn the closed session. Trustee Salzberg made the motion which was seconded by Trustee Stafford. A voice vote was called and the closed session was adjourned at 6:03 p.m.

Open Session – Call to Order and Roll Call

Chair Bashiri-Remetio called the regular meeting of the Board of Trustees to order at 6:11 p.m. in room 1506.

Trustee Yanow called the roll:

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

Also present in room 1506: Dr. Joianne Smith, President; Johanna Fine, Chief Human Resources Officer; Dr. Bernard Little, Vice President for Student Affairs; Dr. Ileo Lott, Vice President for Academic Affairs; Michele Roberts, Vice President for Administrative Affairs; and Katherine Sawyer, Chief Advancement Officer.

Attendance

Administrators: May Alimboyoguen, Dean of Health Careers; Robyn Bailey, Dean of Skokie; Marc Battista, Associate Vice President for Academic Affairs; Dr. Matthew Boutilier, Director of Online Curriculum and Instruction; Dr. Erika Burt, Dean of Business, Career and Technical Education; Stephen Butera, Director of Communications and External Relations; Dr. Sebastian Contreras Jr., Associate Vice President for Student Affairs; Dr. Leana Cuellar, Dean of Access, Equity and Diversity; Kathleen Dunne Balducci, Assistant Vice President for Operations; Julia Gray, Interim Director of Campus Technologies; Thomas Hicks Jr., Director of Student Success and Academic Interventions; Dr. Mary Hope Griffin, Dean of Liberal Arts; Dr. Matt Huber, Dean of Enrollment Management; Dr. Jesse Ivory, Assistant Vice President of Workforce Innovation and College Partnerships; Jacob Jeremiah, Dean of Library; Dr. Mark Kiel, Dean of Counseling, Health and Wellness; Dr. Andrea Lehmacher, Chief Marketing Officer; Dr. Alauna McGee, Assistant Vice President for Student Affairs and College Transitions; Dr.Kanchana Mendes, Dean of Curriculum, Instruction and Assessment; Nathan Norman, Senior Director of Workforce and Career Development; Dr. James Rabchuk, Dean of STEM; Delia Rodriguez, Dean of Adult and Continuing Education; Nini Tella, Director of Advising, Transitions, and Strategic Initiatives; Dan Weber, Registrar/Director of Registrar Services; Aaron Wernick, Chief of Police and Emergency Management; Ella Whitehead, Director of Admission and Equity Outreach; and Andy Williams, Controller.

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

Faculty: Jayne Blacker, Mathematics; Julio Capeles, Social Science; Theodore Gotis, Physics; Nicholas Larkin, Human Services; Naga Potluri, Mathematics; Katherine Schuster, Education; Vijay Shankar, Cardiac Sonography; and Keith Simonds, Political Science.

Staff: Michelle Arnold, RICE Center; Jeremy Brown, Workforce Development; Laura DeMerle, Adult Education; Beth DiGiacinto, Workforce Development; Marcus Hayes, Auxiliary Services; Leah Kintner, Workforce Development; Eilish McDonagh Hermer, Workforce Development; Tiffany Olson, Adult Education; Kushal Patel, Information Technology; Christina Radmacher, Academic Affairs; Elena Smoukova, Adult Education; Beatriz Sparks, President's Office; Lynne Swanson, Workforce Development; Scott Tharp, Adult Education; and Elizabeth Tharp, Adult Education.

Students: Haliyat Yusuf

Guests: Cindy Veremis, Educational Foundation Board of Directors

Approval of Minutes

Chair Bashiri-Remetio asked for a motion for the approval of the minutes of the June 30, 2026 Regular Meeting of the Board of Trustees. Trustee Stafford made the motion which was seconded by Trustee Salzberg. A voice vote was called and the minutes were unanimously approved.

Statement by the President

Condolences

- To Emory Williams Academy Coordinator, Terrance Stevenson, on the passing of his father.
- To Workforce Compliance and Career Initiatives Manager, Shannon McKenzie, on the passing of her brother.
- To Assistant Professor of Psychology, Terence Sinabajije's on the passing of his brother.

Congratulations & Recognitions

- Athletic trainer Erin Peters welcomed Baby Bennet on Aug. 7.
- The Senior Lecturer designation represents an important recognition Oakton extends to its adjunct faculty. Earning this designation is no small achievement. It reflects years of service, ongoing professional growth, and a track record of excellence in the classroom. These faculty members are integral members of the Oakton community. We are proud to recognize these adjunct faculty members who have earned the Senior Lecturer title. Please join us in celebrating their contributions to our students, our college, and the enduring mission of Oakton.
    - Business & Career Technologies: Thomas Byrne, Jennifer Campbell, Randy Felsenthal, Ann Gadzikowski, Charles Garrett, Mark Gershman, Michelle Wray

- Liberal Arts: Sun Choi, Timothy Curtis, Toufic El Rassi, David Nadolski, Eileen Off, Dennis Polkow, Shannon Sloan-Spice
- STEM: Jonathan Chong, Jadwiga Cyparska, Rick DiMaio, David LoBue, Kamilla Murashkina
- Athletics: Mick Reuter

Happenings

- The new academic year kicked off on Aug. 10 with our Owls in Action theme, centering our Caring Campus work and highlighting criterion 2 of the HLC Assurance Argument.
- 16-week classes for the fall semester started yesterday. President Smith thanked everyone who has worked tirelessly over the summer and in particular these last few weeks to help support enrollment.
- Student welcome week events are taking place this week, and Fall Fest will be taking place on Aug. 26 in Skokie, and Aug. 27 in Des Plaines.
- Current exhibition at the Koehnline Museum of Art: Landscape Echoes: Texture, Form and Tension - Sculptures by Mike Baur. This exhibition showcases sculptures inspired by the textures and forms of natural landscapes. Running through September 25, 2026.

Educational Foundation Liaison Report

The Foundation closed fiscal year 2026 having raised $1.7 million with significant growth in new donors and strong donor retention. They are already off to a good start in the new fiscal year, having raised more than $230,000 to date and have achieved 100% giving to the annual Board Leadership Giving Campaign by all Foundation Board Directors at the top of the fiscal year.
Notable contributions received since our last Board meeting include:

- A $50,000 grant from Niles Township to support the scholarship in their name.
- A $14,000 grant from the Village of Skokie Health and Human Services Department to launch a scholarship for residents are currently unemployed or under-employed and pursuing workforce credentials to improve their economic outlook.
- A $10,000 gift from Foundation Board Director Kathy Lichtenstein in honor of Julie Fenton, the Foundation's most recent Board President, and her husband Stuart Chanen.

During the Fall Opening Day event last week, the Foundation launched the annual Employee Giving Campaign and announced the Korbel Challenge. Oakton retiree Linda Korbel has generously committed to matching every new or increased gift from Oakton employees and retirees dollar-for-dollar up to $5,000 per donor, and a total of $80,000. Our sincere thanks to Linda for inspiring giving and the impact she continues to make at Oakton through her volunteer and philanthropic leadership.

Four impressive Oakton alumni have been selected as Distinguished Alumni and will receive their awards during a ceremony on Thursday, September 10th at 6pm in the Student Center on the Des Plaines Campus.

The Foundation has elected a new Director to their Board. Jim Radermacher is from Niles and attended Oakton the first year the College opened at our Des Plaines campus in 1980. His career in finance and operations included time in the printing industry before he moved into community service roles, and ultimately ended with the Science & Arts Academy, a middle school in Des Plaines.

The Foundation's next quarterly meeting will take place on September 2, and the annual Joint Board Meeting between Trustees and Foundation Directors will take place on Tuesday, September 15.

HLC Accreditation Liaison Report

The criterion teams and federal compliance work that make up the comprehensive visit are moving forward. At Opening Day, Criterion 2 on integrity, ethics, and responsible conduct was highlighted. This is a critical component of our work. It demonstrates that our Board of Trustees and colleagues follow established policies and procedures, that we represent ourselves honestly to the public, and that we are thoughtful stewards of the public resources entrusted to us.

In the coming months, an outside reviewer will help us evaluate our policies and procedures across a wide range are areas to ensure that we are in alignment with best practice and changing in accreditation requirements and federal regulations. This will support both our federal compliance filing and support Criteria 2 evidence. We are excited for more opportunities for the wider college community to engage in accreditation activities this fall.

ICCTA/ACCT Liaison Report

Trustee Burns attended the ICCTA Executive Committee Retreat on Aug. 8. The event yielded a significant legislative update: legislators expressed 100% confidence that the community college baccalaureate degree bill will pass. The only remaining obstacle is finalizing agreements between community colleges and universities on degree offering limits. Individual colleges will be capped on the number of baccalaureate degrees they can offer — a negotiated compromise with universities. Downstate colleges stand to gain the most; the push is less critical for colleges in areas already served by multiple state universities.

Student Spotlight

Haliyat Yusuf, a second-year business major at Oakton College, moved to the United States from Nigeria last year and chose community college to ease her transition into the American higher education system. Seeking clarity among business disciplines—such as accounting, finance, administration, and marketing—she joined the TRIO program, where personalized advising helped her select marketing as her path. Beyond academic advising, Yusuf actively participates in the Black Student Success Program, the International Students Union, and the Muslim Student Association.

Haliyat works as a student support assistant at the college's RICE Center, assisting visiting students and managing the center's social media pages. Inspired by attending the RICE Research Fellowship Spring Symposium, she successfully applied to become a RICE Research Fellow. Her current research focuses on the psychology of impulse buying among college students, linking consumer behavior to her future marketing career.

Encouraged by her supervisor, Michelle Arnold, Haliyat recognizes the professional value of graduate education, as well as the support of accessible Oakton professors; her goal is to pursue a bachelor's and a master's degree. Following the completion of her associate degree, Haliyat plans to transfer to a four-year university to build a career in sales and marketing.

Chair and Trustee Comments

The Board opened the new school year with a sharp focus on revitalizing the Emory Williams Academy while expanding support for financially and socially vulnerable students. Currently falling short of its student persistence and engagement goals, the Academy is undergoing strategic changes developed by leadership, including Trustees Burns and Toussaint, Dr. Little, and President Smith. Key adjustments for the 2026–2027 academic year include requiring incoming students to sign a formal expectation contract, conducting benchmarking research against similar successful programs, and establishing a quarterly reporting cadence to track progress, enrollment, and retention.

Simultaneously, trustees highlighted the severe economic hardships and mental strain facing the student body, explicitly noting immigrant students as particularly vulnerable to current political and systemic challenges. In response, the board urged faculty to demonstrate increased patience and grace toward newly arrived and at-risk students. Reaffirming its commitment to empower staff with the necessary tools and institutional backing, the board emphasized that both student support initiatives and the ongoing improvements to the Emory Williams Academy remain actively evolving priorities.

Public Participation – None

Board Report: Adult Education

Delia Rodriguez, Dean of Adult and Continuing Education

<u>Overview & Strategic Goals</u>

- Mission & Funding: All Adult Education classes are free and state/federally grant-funded.
- Primary Offerings: Includes Adult Basic Education (ABE), Adult Secondary Education / HSE (GED), English Language Acquisition (ESL), Volunteers In Teaching Adults (VITA) Literacy, Integrated Career & Academic Preparedness (ICAPS), and Citizenship Preparation.
- Core Strategic Pillars: Focused on justice & equity, advancing racial equity, strengthening the student experience, and enhancing workforce readiness and community engagement.
- Ultimate Goal: Smooth transition to college and the workforce.

Student Demographics & Profile

- 87 languages represented (top languages: Spanish, Ukrainian, Russian, Arabic, Kyrgyz).
    - 96% are immigrants and refugees.
    - 72 communities served (top 5: Des Plaines, Skokie, Chicago, Evanston, Glenview).
- Age Profile: Average age of 45, serving students spanning ages 16 to 89.
- Employment Status: Approximately 44.8% to 45.6% of enrolled/reportable students are working adults.

3. 5-Year Data & Performance Trends

- Enrollment & Retention:
    - FY26 Overall Metrics: Total enrollment of 3,394, with 2,682 reportable students (12+ hours) and a drop-off rate of 21%.
    - Student Persistence: Multi-year return rates have grown steadily year-over-year, rising from 24% (FY23 to FY24) to 40.8% (FY25 to FY26), yielding a 31.1% 3-year average return rate.
- VITA Program: Served 651 students with 108 volunteers in FY26.
- Citizenship Program Outcomes: 90 students enrolled and 16 naturalized citizenship outcomes in FY26.
- HSE (High School Equivalency) Graduate Outcomes Survey:
    - 30% enrolled in college credit classes.
    - 48% employed full-time, 19% part-time.
    - 23% actively seeking work.
    - 19% handling caregiving responsibilities alongside work or school.

Future Pathways & Workforce Initiatives

- Educational Pathways: Flexible "upskilling" pathways moving students from ESL/HSE to workforce training, college credit, and employment.
- Grant Support & Funding Initiatives:
    - Forge Grant - NIWC: $750k across 8 colleges.
    - Innovative Bridge and Transition Grant (IBT): $270k.
    - Noncredit Strategies at Work Grant (NSAW): $110k.
    - Workforce Empowerment Initiative (WEI): $931k.
- Workforce Training Programs: Includes CDL (Class A & B), Forklift, Intro to Manufacturing (OSHA 10), Direct Support Person (DSP), Early Childhood Education (ICAPS), and Healthcare Bridges.

NEW BUSINESS

8/26-1a Approval of Consent Agenda

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

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

8/26-1b Approval of Consent Agenda Items 8/26-2 through 8/26-7

Trustee Stafford offered: “Be it resolved that the Board of Trustees of Community College District 535 approves the following items 8/26-2 through 8/26-9 as listed in the Consent Agenda.”

8/26-2 Ratification of Payment of Bills for June 2026

“Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of $11,020,996.99 for all check amounts as listed and for all purposes as appearing on a report dated June 2026.”

8/26-3 Acceptance of Treasurer’s Report for June 2026

“Be it resolved that the Board of Trustees of Community College District 535 receives for filing as a part of the College’s official records, the report of the Treasurer for the month of June 2026.”

8/26-4 Acceptance of Quarterly Report on Investments

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

8/26-5 Authorization of Budget Transfers

"Be it resolved that the Board of Trustees of Community College District 535 approves budget transfers in accordance with Illinois Compiled Statutes 110 ILCS 805/3-20.1, as listed originally in the FY2026 Budget approved by the Board in June 2025:

Education Fund-01: $3,833,071
to and from 01 accounts as listed on pages 3-11 of item 8/26-5 in the August 2026 agenda book

Operations & Maintenance Fund-02: $209,046
to and from 02 accounts as listed on page 12 of item 8/26-5 in the August 2026 agenda book

O & M Fund (Restricted)-03: $15,316,563
to and from 03 accounts as listed on pages 13-14 of item 8/25-6 in the August 2026 agenda book

Auxiliary Enterprises Fund-05: $187,823
to and from 05 accounts as listed on pages 14-15 of item 8/26-5 in the August 2026 agenda book

Total: $19,546,503."

8/26-6 Supplemental Authorization to Pay Professional Personnel – Summer 2026

"Be it resolved that the Board of Trustees of Community College District 535 approves an adjustment of $166,018.67 to the total amount of part-time teaching salaries paid during the summer 2026; the revised, total payment amount is $1,852,639.66."

"Be it further resolved that the Board of Trustees of Community College District 535 approves an adjustment of $109,453.71 to the total amount of faculty overload salaries paid during the summer 2026 semester; the revised, total payment amount is $2,382,659.93."

8/26-7 Approval of Clinical Practice Agreements

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

Health Information Technology (2)
Medical Laboratory Technology (1)
Nursing (2)."

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

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

The motion carried.

8/26-8 Authorization to Approve August Purchases

Trustee Toussaint 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:

Item	Description	Category	Vendor / Location	Amount
8/26-8a	Printing of Oakton's Non-Credit Class Schedules Catalog – Two-Year Contract	Printing	KK Stevens Publishing Co Astoria, IL	$301,226.72
8/26-8b	Upgrade the VSD Control Panel	Repairs	Johnson Controls Rockford, IL	$125,980.00
8/26-8c	KACI Software – Five-Year Contract	IT	NeuralFrame, Inc Greenwich, CT	$42,500.00
8/26-8d	Splunk Software License/Updates/Support Contract – One-Year Renewal	IT	Optiv Security, Inc Denver, CO	$39,239.64
8/26-8e	Adobe Creative Cloud Software Lease and Support – One-Year Renewal	IT	JensenIT, Inc Des Plaines, IL	$109,001.00
8/26-8f	High Speed Internet Hotspot Data Plan – One-Year Renewal	IT	T-Mobile USA, Inc Bellevue, WA	$49,924.32
8/26-8g	Bynder Digital Asset Management Software as a Service (SaaS) – Three-Year Renewal	IT	Bynder, LLC	$65,826.27
8/26-8h	Ellucian Ethos Integration Consulting Services for PaymentWorks	Consulting	Ellucian Company, LLC	$31,000.00
			GRAND TOTAL:	**$764,697.95**."

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

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

The motion carried.

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

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

a. CrowdStrike Falcon Subscriptions
b. Microsoft A3 Subscription Services and Windows Server Subscription Licenses
c. Annual Maintenance and Upgrades for Data Warehouse/ Business Intelligence System

d. TargetX Recruitment and Retention, Sales Force, and Form Assembly Multi-Year Contract
e. Advanced Email Threat Protection Cybersecurity Services
f. Adjacencies Phase 3 – Bookstore and Welcome Center
g. Furniture for Adjacencies Phase 3
h. Opto Retail Display Fixtures
i. CRMfied Additional Services
j. Consulting Services for Ongoing Leadership Support
k. Consulting Services for Continuing Education and Workforce Development

8/26-10 Resolution Designating Date, Time and Place for Filing Board of Trustees Nominating Petitions

Trustee Stafford offered: "WHEREAS, an election is to be held in Community College District No. 535 on April 6, 2027, for the election of two (2) members of the Board of Trustees, each to serve for a term of six years; and,

WHEREAS, the Election Code and the Public Community College Act direct the Board Secretary to perform certain functions with respect to the receipt and filing of nominating petitions and statements of candidacy, or to designate a representative to perform such functions; and,

WHEREAS, the Board finds it convenient and necessary to designate a member of the College staff to represent the Board Secretary in the performance of such functions, and at the request of and with the concurrence of the Board Secretary, the Board desires to designate the Special Assistant to the Board of Trustees as such representative;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 535, COUNTY OF COOK AND STATE OF ILLINOIS, as follows:

Section 1. The place for receiving and filing nominating petitions and statements of candidacy for the election to be held on April 6, 2027 is hereby designated as Room 1500, Oakton College, 1600 East Golf Road, Des Plaines, Illinois 60016.

Section 2. Pursuant to the authority conferred by the Public Community College Act, the Board hereby designates the Special Assistant to the Board of Trustees to represent the Board Secretary in the performance of the Board Secretary's duties with respect to the receipt and filing of nominating petitions and statements of candidacy.

Section 3. The first day for filing petitions for positions on the Board of Trustees of Oakton College is Monday, November 16, 2026. The designated representative's office will be open for the receipt and filing of nominating petitions, and statements of candidacy between 8 a.m. and 5 p.m., Monday, November 16 through Friday, November 20, 2026, and between 8 a.m. and 5 p.m. on Monday, November 23, 2026, the last day to file nominating petitions.

Section 4. The procedure to be followed by the designated representative of the Board Secretary for the receipt and filing of nominating petitions and statements of candidacy shall be substantially as follows:

a) The designated representative of the Board Secretary shall receive petitions in the order presented. The designated representative will mark upon each the date and hour received and the numerical order in which they were received. All petitions filed by persons waiting in line as of 8 a.m. on November 16, 2026, shall be deemed filed as of 8 a.m. Petitions filed by mail and received after midnight on November 16, 2026, and in the first mail delivery to Oakton College on November 16, 2026 shall be deemed filed as of 8 a.m. on November 16, 2026. All petitions received thereafter shall be deemed filed in the order of actual receipt.

b) Where two or more petitions are received simultaneously at the opening hour of the filing period, the designated representative of the Board Secretary shall break ties and determine the order of filing by means of a lottery, as provided by the Election Code.

c) Where two or more petitions are received simultaneously at the last hour of the filing period, the designated representative of the Board Secretary shall break ties and determine the order of filing by means of a lottery, as provided by the Election Code."

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

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

The motion carried.

8/26-11 Acceptance of Administrator Resignations

Trustee Yanow offered: "Be it resolved that the Board of Trustees of Community College District 535 accepts the resignations of Dr. Jesse Ivory effective August 18, 2026, and Ms. Johanna Fine effective September 18, 2026."

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

8/26-12 Approval of Award of Tenure

Trustee Eimer offered: "Be it resolved that the Board of Trustees of Community College District 535, by the authority vested in it by the State of Illinois, hereby grants tenure, effective after the completion of the Fall 2026 semester, to the following faculty: Naga Potluri, Professor of Mathematics, and Keith Simonds, Assistant Professor of Political Science."

Trustee Yanow seconded the motion and called the roll:

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

The motion carried.

8/26-13 Acceptance of Faculty Retirements

Trustee Stafford offered: "Be it resolved that the Board of Trustees of Community College District 535 accepts the retirement of Joan Boggs, Mary Johannesen Schmidt, and Mary Ringstad-Gagliano."

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

8/26-14 Acceptance of Faculty Resignation

Trustee Toussaint offered: "Be it resolved that the Board of Trustees of Community College District 535 accepts resignation of Erick Mann."

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

8/26-15 First Read of Policy

Trustee Stafford offered: “Be it resolved that the Board of Trustees of Community College District 535 hereby accepts for review Board Policies 1024, 1026, 1113, 1115, 4307, and policy series 8000, attached hereto, with action to take place at the next regularly scheduled Board meeting.”

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

8/26-16 Notification of Award of Grants

Funding has been made available to Oakton College:

a. Secretary of State Workplace Skills Enhancement (7 grants).....$88,008.00

b. ICCB Appropriation for Mental Health Early Action on Campus Act $80,000.00

c. Fiscal Year 2027 Adult Volunteer Literacy Grant.....$105,000.00

TOTAL: **$273,008.00**

Adjournment

Chair Bashiri-Remetio announced that the next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535, will be held at 6 p.m. on Tuesday, September 15, 2026 at the Des Plaines Campus.

Trustee Salzberg made a motion to adjourn the meeting, which was seconded by Trustee Yanow. A voice vote was called and the meeting was adjourned at 7:24 p.m.

_____ _____

Theresa Bashiri-Remetio, Chair Wendy B. Yanow, Secretary

Minutes recorded by:
Beatriz Sparks
8/2026

Approval of Adoption of Consent Agenda

"Be it resolved that the Board of Trustees of Community College District 535 approves adoption of the Consent Agenda."

Approval of Consent Agenda Items 9/26-2 to 9/26-5

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

9/26-2	Ratification of Payment of Bills for July 2026
9/26-3	Acceptance of Treasurer's Report for July 2026
9/26-4	Ratification of Payment of Professional Personnel – Fall 2026
9/26-5	Approval of Clinical Practice Agreements."

Ratification of Payment of Bills for July 2026

The check register detailing the regular monthly bills for June 2026 was sent out September 11, 2026. The totals by fund are on page 2. This includes approval of travel reimbursements for July 2026.

_____
Board Chair

_____
Board Secretary

MR:js
9/2026

President's Recommendation:

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

"Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of $13,687,713.55 for all check amounts as listed and for all purposes as appearing on a report dated July 2026."

OAKTON COLLEGE
COMMUNITY COLLEGE DISTRICT 535

I hereby certify that materials and/or services for the Education Fund; Operation and Maintenance Fund; Operation and Maintenance Fund (Restricted); Bond and Interest Fund; Auxiliary Enterprises Fund; Restricted Purposes Fund; Working Cash Fund; Trust and Agency Fund; Audit Fund; Liability, Protection and Settlement Fund; Social Security/Medicare Fund; Loan fund; including approval of travel reimbursements to July 2026, represented by checks on pages 1-19 numbered !0007353 - !0007354, !0007356 - !0007443, !0007445 - !0007482, !0007484 - !0007492, !0007494 - !0007506, !0007508 - !0007536, !0007538 - !0007543, A0177277 - A0177318, A0177322 - A0177453, A0177455 - A0177489, A0177492 - A0177691 and A0177693 - A0177787 on the check register, have been received, supporting invoices audited and that these checks were in order for issuance and are hereby listed for ratification by the Board of Trustees.

Michele C Roberts
Treasurer, Community College District 535

RECAPITULATION	**Gross Checks Issued**				
Fund	Payroll	Accounts Payable	Sub-Total	Voided Checks	Total
Education	$ 4,656,695.08	$ 4,373,840.95	$ 9,030,536.03	$ (801.00)	$ 9,029,735.03
Operation and Maintenance	$ 358,706.42	$ 249,155.53	$ 607,861.95	$ -	$ 607,861.95
Operation and Maintenance (Restricted)	$ -	$ 2,200,450.58	$ 2,200,450.58	$ -	$ 2,200,450.58
Bond and Interest	$ -	$ 1,095.00	$ 1,095.00	$ -	$ 1,095.00
Auxiliary Exterprises	$ 240,656.44	$ 376,528.46	$ 617,184.90	$ -	$ 617,184.90
Restricted Purposes	$ 159,340.93	$ 133,686.33	$ 293,027.26	$ -	$ 293,027.26
Working Cash	$ -	$ -	$ -	$ -	$ -
Trust and Agency	$ 799.96	$ 5,578.67	$ 6,378.63	$ -	$ 6,378.63
Audit	$ -	$ 18,225.00	$ 18,225.00	$ -	$ 18,225.00
Liability, Protection and Settlement	$ -	$ 868,414.83	$ 868,414.83	$ -	$ 868,414.83
Social Security/Medicare	$ -	$ -	$ -	$ -	$ -
Loan	$ -	$ -	$ -	$ -	$ -
TOTALS	$ 5,416,198.83	$ 8,226,975.35	$ 13,643,174.18	$ (801.00)	$ 13,642,373.18
STUDENT GOVERNMENT	$ -	$ 44,539.37	$ 44,539.37	$ -	$ 44,539.37
TOTAL PER REPORT	$ 5,416,198.83	$ 8,271,514.72	$ 13,687,713.55	$ (801.00)	$ 13,686,912.55

STUDENT GOVERNMENT AFFIDAVIT
OAKTON COLLEGE
COMMUNITY COLLEGE DISTRICT 535

Certification of Treasurer

I hereby certify that materials and/or services represented by checks on pages 1-21 numbered !0007365, !0007373, !0007375, !0007413, !0007453, A0177308, A0177322, A0177432, A0177452, A0177456, A0177471, A0177554, A0177589, A0177602, A0177697 and A0177699 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.

Michele C Roberts
Treasurer, Community College District 535

Approval of Expenditures

The Student Government of Community College District 535 hereby ratifies expenditures in the amount of $44,539.37 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 July 2026.

_____
Student Government Association

Acceptance of Treasurer's Report for July 2026

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

MR:js
9/2026

President's Recommendation:

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

"Be it resolved that the Board of Trustees of Community College District 535 receives for filing as a part of the College's official records, the report of the Treasurer for the month of July 2026."

OAKTON COLLEGE

COMMUNITY COLLEGE DISTRICT 535

TREASURER'S REPORT

July 2026

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

Treasurer's Comments on July 2026 Financial Statements

Page 4. Financial Position Statement

Cash and investments
Monthly collections included $2.4 million in tuition and fees, $700,000 in property taxes, and $518,000 in interest revenue.

Net cash and investments decreased $13.5 million from the previous month, as expected. The 2025 second installment of property taxes is delayed two months and is due October 1st.

The Annual Comprehensive Financial Report as of June 30, 2026 with audited financial data will be available in October.

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

Revenues
At the end of July, revenues were $12.7 million or 52% of the prorated budget, compared to $12.3 million, or 52% for the previous year. Tuition and fees totaled $11.5 million year to date, or 104% of the prorated budget. Last year, tuition and fees totaled $10.8 million or 101% of the prorated budget. Revenues from tuition and fees are recorded as billed.

Expenditures
The current year's total actual operating expenditures were $9.0 million. The operating expenditures are $3.3 million (57.9%) above prior year's actual expenditures of $5.7 million for the same period. Expenditures are higher primarily because of an additional, third pay date (7/31) occurring in July. Net transfers total $347,000 as budgeted.

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

	Education	Operations & Maintenance	Operations & Maintenance (Restricted)	Bond And Interest	General Long term Debt	Working Cash Auxiliary Agency Restricted	Investment In Plant	Social Security Medicare Audit Tort	Retiree Health Ins.	Total All Funds
ASSETS										
Cash	$ (12,324)	$ -	$ -	$ 225	$ -	$ 810	$ -	$ 593	$ 1,028	$ (9,668)
Taxes Receivable	30,751	4,322	-	2,173	-	-	-	55	-	37,301
Student Tuition Receivable	5,810	2	-	-	-	1,145	-	-	-	6,957
Government Funds Receivable	-	-	-	-	-	1,145	-	-	-	1,145
Lease Receivable	11,634									11,634
Accrued Interest	507	78	244	-	-	17	-	6	228	1,080
Other Receivables	42	4	-	-	-	116	-	-	-	162
Investments										
Short-term	70,063	10,693	42,450	3,880	(519)	2,938	(3,004)	126	37,647	164,274
Long-term	22,906	3,149	4,053	-	-	376	-	128	7,567	38,179
Due from (to) Other Funds	(14,500)	-	-	-	-	14,500	-	-	-	-
Inventories - Prepaids	1,438	6	-	-	(434)	164	(107)	-	-	1,067
Total Current Assets	116,327	18,254	46,747	6,278	(953)	21,211	(3,111)	908	46,470	252,131
Net Investment in Plant	-	-	-	-	-	-	105,220	-	-	105,220
Intangible Assets	-	-	-	-	-	-	3,596	-	-	3,596
Total Assets	$ 116,327	$ 18,254	$ 46,747	$ 6,278	$ (953)	$ 21,211	$ 105,705	$ 908	$ 46,470	$ 360,947
Deferred Outflows - College Plan	-	-	-	-	-	-	-	-	2,707	2,707
Total Assets and Deferred Outflows of Resources	$ 116,327	$ 18,254	$ 46,747	$ 6,278	$ (953)	$ 21,211	$ 105,705	$ 908	$ 49,177	$ 363,654
LIABILITIES AND NET POSITION										
Payables	$ 331	$ 3	$ 179	$ (1)	$ -	$ (29)	$ -	$ -	$ -	$ 483
Accrued Interest Payable	-	-	-	-	-	-	-	-	-	-
Deferred Tuition Revenue	-	-	97	-	-	522	-	-	-	619
Accruals	2,450	245	-	-	5,341	267	-	-	-	8,303
Bonds Payable	-	-	-	-	53,822	-	-	-	-	53,822
Lease Liability	-	-	-	-	1,600	-	-	-	-	1,600
Subscriptions Liability					2,428					2,428
OPEB Liablity	-	-	-	-	-	-	-	-	14,850	14,850
Total Liabilities	2,781	248	276	(1)	63,191	760	-	-	14,850	82,105
Deferred Inflows of Resources - Property Taxes	30,362	4,227	-	2,078	-	-	-	50	-	36,717
Deferred Inflows - College Plan	-	-	-	-	-	-	-	-	12,452	12,452
Deferred Inflows - Leases	11,634									11,634
Total Liabilities and Deferred Inflows of Resources	44,777	4,475	276	2,077	63,191	760	-	50	27,302	142,908
Net Position										
Unrestricted	71,550	13,779	46,470	-	-	2,653	-	-	21,874	156,326
Restricted	-	-	-	-	-	17,800	-	858	-	18,658
Debt Service	-	-	-	4,201	(64,144)	-	-	-	-	(59,943)
Plant	-	-	-	-	-	-	105,705	-	-	105,705
Total Net Position	71,550	13,779	46,470	4,201	(64,144)	20,453	105,705	858	21,874	220,746
TOTAL LIABILITIES & NET POSITION	$ 116,327	$ 18,254	$ 46,746	$ 6,278	$ (953)	$ 21,213	$ 105,705	$ 908	$ 49,176	$ 363,654

OAKTON COLLEGE
EDUCATION AND OPERATIONS AND MAINTENANCE FUNDS
SUMMARY OF REVENUES AND EXPENDITURES
ONE MONTH ENDED JULY 31, 2026

	Operating Budget (000)	Prorated Budget (000)	Actual (000)	As a % of Prorated Budget	
				Current	Last Year
REVENUES (cash and accrual basis)					
Property Taxes	$ 69,423	$ 12,473	$ 648	5%	104%
Replacement Tax	1,200	100	303	303%	241%
State Revenue	5,181	432	3	1%	148%
Tuition and Fees	20,554	10,973	11,452	104%	101%
Other	4,742	395	312	79%	178%
TOTAL REVENUES	$ 101,100	$ 24,373	$ 12,718	52%	52%
EXPENDITURES (accrual basis)					
Instructional	$ 35,969	$ 2,997	$ 4,186	140%	104%
Academic Support	24,646	2,054	2,336	114%	146%
Student Services	10,677	890	696	78%	45%
Public Services	1,838	153	148	97%	54%
Operations and Maintenance	10,731	894	383	43%	30%
General Administration	10,702	892	1,000	112%	51%
General Institutional	(514)	(43)	269	(628%)	19133%
Contingency	2,882	240	-	0%	0%
TOTAL EXPENDITURES	$ 96,931	$ 8,078	$ 9,018	112%	74%
Revenues over (under) expenditures	4,169	16,295	3,700		
Net Fund transfers					
To O & M Fund (Restricted)	-	-	-		
To Auxiliary Fund & Adult/Cont Ed/Work	(2,400)	(200)	(200)		
To Restricted Purpose Fund	(100)	(8)	(8)		
To Liability, Protection & Settlement Fund	(947)	(79)	(79)		
To Social Security/Medicare Fund	(1,012)	(84)	(84)		
From Working Cash Fund: Interest	290	24	24		
Total Transfers	$ (4,169)	$ (347)	$ (347)		
Net Revenue over (under) expenditures	$ -	$ 15,948	$ 3,353		

OAKTON COLLEGE
REVENUES AND EXPENDITURES
ONE MONTH ENDED JULY 31, 2026

OPERATIONS AND MAINTENANCE FUND (Restricted)	Budget (000)	Actual (000)	Actual as a % of Budget
REVENUES			
Construction Fee	295	25	8%
Interest and Investments Gain/Loss	25	-	0%
Total revenues	320	25	8%
EXPENDITURES			
Site and Construction	333	-	0%
Boiler Replacement	158	-	0%
DP Critical Adjacencies Phase II	1,091	-	0%
TenHoeve Wing Remodeling	2,104	-	0%
Exterior Lighting Project	901	-	0%
Baseball Parking Lot	1,400	-	0%
Skokie Emergency Power Generator	23	21	91%
Soccer Field Irrigation System	60	-	0%
Enrollment Center Elevator Project	350	-	0%
Environmental Branding Project	73	-	0%
General Maintenance	2,500	13	1%
DP Critical Adjacencies Phase III	1,494	-	0%
Capital Equipment	1,384	105	8%
Hardware Replacement/Master Keying	883	-	0%
Landscape Improvement	89	-	0%
Pedestrian Path	836	-	0%
Camera Replacement	385	-	0%
Washroom Upgrades Phase I	1,286	442	34%
Contingency	750	-	0%
Total expenditures	16,100	581	4%
Transfer in	-	-	0%
Net	$ (15,780)	$ (556)	4%

AUXILIARY ENTERPRISE FUND (excluding Adult, Continuting Ed, Workforce)	Budget (000)	Actual (000)	Actual as a % of Budget Current	Actual as a % of Budget Last Year
REVENUES				
Bookstore Sales	$ 2,020	$ 152	8%	60%
Workforce Development	155	8	5%	0%
Copy Center	113	5	4%	5%
Athletics	42	11	26%	29%
Child Care	440	62	14%	26%
PAC Operations	6	-	0%	0%
Other	34	49	144%	144%
Interest and Investments Gain/Loss	188	5	3%	0%
Total revenues	2,998	292	10%	41%
EXPENDITURES				
Bookstore Operating Expenses	$ 1,982	$ 24	1%	1%
Workforce Development	150	9	6%	3%
Copy Center	563	26	5%	6%
Athletics	1,417	-	0%	6%
Child Care	643	41	6%	4%
PAC Operations	115	7	6%	4%
Auxiliary Services Administration	457	31	7%	4%
Other	(432)	10	-2%	3%
Total expenditures	4,895	148	3%	4%
Transfers in (out)	1,997	166		
Net	$ 100	$ 310		

ADULT, CONTINUING EDUCATION, AND WORKFORCE DEVELOPMENT
SUMMARY OF REVENUES AND EXPENDITURES
ONE MONTH ENDED JULY 31, 2026

	Operating Budget (000)	Prorata Budget (000)	Actual (000)	Actual As a% Budget	Last Year
REVENUES					
State Revenue	$ 725	$ 60	$ -	0%	12%
Tuition and Fees	1,647	137	147	9%	10%
Institutional Support					0%
Evening High School	133	11	43	32%	0%
Other Revenues	40	3	1	3%	9%
Total revenues	2,545	212	191	8%	10%
EXPENDITURES					
Administrative Support	$ 1,802	150	106	6%	3%
Instructional Programs					
Allied Health	33	3	2	6%	5%
Job-related	554	46	(12)	(2%)	0%
Personal	30	3	1	3%	0%
Emeritus Programs	74	6	2	3%	2%
High School Programs	111	9	2	2%	1%
Kids/Youth Programs	55	5	16	29%	2%
ESL Programs	135	11	7	5%	3%
Total Programs	992	83	18	2%	0%
Total expenditures	2,794	233	124	4%	2%
Revenue over (under) expenditures	$ (249)	$ (21)	$ 67		
Transfer in	412	34	34		
Net	163	14	101		

OAKTON COLLEGE
STUDENT ACTIVITIES FUND
SUMMARY OF REVENUES AND EXPENDITURES
ONE MONTH ENDED JULY 31, 2026

		Program Generated Revenue	Revenue Allocated to Programs	Total Revenue and Allocation	Expenditures	Program Net Fav (Unfav)
	Activity fees	$ 37,181				
	Interest income	-				
	Sub total revenues	37,181				
369901	Student Government Association	720	-	720	(26,885)	(26,165)
369919	Campus Activities Board	-	-	-	(13,084)	(13,084)
369923	Students for Global Health Sustain	1,800	-	1,800	(109)	1,691
369929	Asian American Unity Club	-	-	-	(236)	(236)
369940	Card and Board Game Club	-	-	-	(444)	(444)
369946	Phi Theta Kappa (PTK)	-	-	-	(800)	(800)
	Sub Totals	2,520	-	2,520	(41,558)	(39,038)

Fund Summary

Total Revenues	$ 39,701
Total Expenditures	(41,558)
Total Transfers to other funds	-
Excess revenues over expenditures	(1,857)
Net Position 6/30/26	1,711,499
Net Position, end of period	$ 1,709,642

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

GENERAL FUND TRANSFERS/PAYMENTS

DATE	AMOUNT	REFUNDS/ STUDENT- DISBURSEMENTS	ILLINOIS SALES TAX	EMPLOYEE HEALTH INSURANCE CCHC	CHASE CREDIT CARD	BOND HOLDER & MISC
	$ -					
7/16/2026	$ 1,047,177.22			$ 1,047,177.22		
7/20/2026	$ 1,807.00		$ 1,807.00			
	$ -					
TOTAL	**$ 1,048,984.22**	**$ -**	**$ 1,807.00**	**$ 1,047,177.22**	**$ -**	**$ -**

PAYROLL TAXES - TRANSFERS/PAYMENTS

DATE	AMOUNT	FEDERAL PAYROLL TAXES	STATE PAYROLL TAXES	SURS	CREDIT UNION AND TAX SHELTERS
7/2/2026	$ 941,047.61	$ 404,532.21	$ 126,251.30	$ 315,554.87	$ 94,709.23
	$ -				
7/17/2026	$ 923,699.51	$ 392,375.24	$ 124,233.93	$ 314,577.38	$ 92,512.96
	$ -				
7/31/2026	$ 940,044.86	$ 404,209.80	$ 126,654.93	$ 316,882.84	$ 92,297.29
TOTAL	**$ 2,804,791.98**	**$ 1,201,117.25**	**$ 377,140.16**	**$ 947,015.09**	**$ 279,519.48**

Ratification of Payment of Professional Personnel – Fall 2026

Comparative figures:

Fall 2026 **Adjunct Faculty** **$2,857,577.74**	**Fall 2025** **Adjunct Faculty** **$2,669,061.27**
Fall 2026 **ACEWD** **$25,746.74**	**Fall 2025** **ACEWD** **$30,860.00**
Fall 2026 **Overload** **$651,793.70**	**Fall 2025** **Overload** **$558,697.10**

IL:jg
9/2026

President's Recommendation:

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

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

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

Approval of Clinical Practice Agreements

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

Basic Nursing Assistant

New: This is a new agreement for the Basic Nursing Assistant program. It has been reviewed and approved by the College faculty and administration. This is a 5-year agreement which commences on September 15, 2026 and terminates on September 15, 2031.

Health Information Technology

Renewal: This is a renewal agreement for the Health Information Technology program. It has been reviewed and approved by the College faculty and administration. This 5-year agreement is effective September 15, 2026 through September 15, 2031.

Pharmacy Technician

New: This is a new agreement for the Pharmacy Technician program. It has been reviewed and approved by the College faculty and administration. This 5-year agreement is effective September 15, 2026 through September 15, 2031.

New: This is a new agreement for the Pharmacy Technician program. It has been reviewed and approved by the College faculty and administration. This 5-year agreement is effective September 15, 2026 through September 15, 2031.

New: This is a new agreement for the Pharmacy Technician program. It has been reviewed and approved by the College faculty and administration. This 5-year agreement is effective September 15, 2026 through September 15, 2031.

New: This is a new agreement for the Pharmacy Technician program. It has been reviewed and approved by the College faculty and administration. This 5-year agreement is effective September 15, 2026 through September 15, 2031.

Renewal: This is a renewal agreement for the Pharmacy Technician program. It has been reviewed and approved by the College faculty and administration. This 5-year agreement is effective September 15, 2026 through September 15, 2031.

Renewal: This is a renewal agreement for the Pharmacy Technician program. It has been reviewed and approved by the College faculty and administration. This 5-year agreement is effective September 15, 2026 through September 15, 2031.

Phlebotomy

Amendment: This is a first amendment for the Phlebotomy program. It has been reviewed and approved by the College faculty and administration. This is an auto-renewal effective September 15, 2026.

Physical Therapy Assistant

Renewal: This is a renewal Agreement for the Physical Therapy Assistant program. It has been reviewed and approved by the College faculty and administration. This 3-year agreement is effective September 15, 2026 through September 15, 2029.

IL:ds
09/2026

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

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

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

Reaffirmation of Mission, Vision and Values

In March 2017, the Board of Trustees approved a revised Mission, Vision and Values Statement that was developed as part of the 2018-2022 strategic planning process. Oakton's Mission, Vision, and Values serve as the foundation for the college's identity, purpose and work. As a first step in the development of the next strategic plan, the SPARC team (Strategic Planning, Accountability and Resource Committee) surveyed stakeholders to assess whether the mission, vision and values remain relevant. There was broad agreement that the Mission, Vision and Values reflect the work that the College is doing and should continue to be doing.

It is both best practice and a requirement of the Higher Learning Commission to reaffirm an institution's Mission, Vision, and Values statement annually.

JLS:bs
9/2026

President's Recommendation:

That the Board adopts the following resolution:

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

Mission, Vision, and Values Statements

Mission

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

Vision

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

Values

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

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

Approved by the Board of Trustees on March 21, 2017

Authorization to Approve September Purchases

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

Item “a” was previewed at the May 2026 Board of Trustees Meeting. Items “b - c” were previewed at the June 2026 Board of Trustees Meeting. Items “d - k” were previewed at the August 2026 Board of Trustees Meeting. Items “l - m” have not been previewed.

MR:tt
9/2026

President’s Recommendation:

That the Board adopts the following resolution:

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

Item	Description	Category	Vendor / Location	Amount
9/26-7a	Master Plan Design Consulting Services – Five-Year Contract	Consulting	FGM Architects, Inc. Chicago, IL	$280,000.00
9/26-7b	Upgraded Internet Services	IT	Astound Business Solutions, LLC Princeton, NJ	$231,000.00
			Illinois Dept of Innovation & Technology (DoIT) Des Plaines, IL	$117,000.00
9/26-7c	Tenable.sc Vulnerability Scanning Software Subscription – Three-Year Contract	IT	SHI International Corporation Somerset, NJ	$43,118.36
9/26-7d	Construction Services for Adjacencies Phase 3 Bookstore and Welcome Center	Construction	Osman Construction Corporation Arlington Heights, IL	$1,390,230.60
9/26-7e	Modular and Custom Retail Displays for Adjacencies Phase 3 Bookstore Project	Furniture	Opto International, Inc Wood Dale, IL	$111,340.00
9/26-7f	Furniture for the Adjacencies Project – Phase 3	Furniture	Forward Space, LLC Wood Dale, IL	$125,000.00
9/26-7g	CrowdStrike Falcon Software/Services Subscription – One-year Renewal	IT	JensenIT, Inc Des Plaines, IL	$172,611.00
9/26-7h	Annual Maintenance and Upgrades for Data Warehouse/ Business Intelligence System – Five-Year Contract	IT	Zogo Technologies, LLC Dallas, TX	$380,917.19
9/26-7i	Advanced Email Threat Protection Cybersecurity Services – One-year Renewal	IT	SHI International Corporation Somerset, NJ	$26,745.00
9/26-7j	Additional Support for Salesforce Adoption	IT	CRMified Orlando, FL	$98,000.00

Item	Description	Category	Vendor / Location	Amount
9/26-7k	HLC Re-Accreditation Efforts and Ongoing Leadership Support	Consulting	26 Pines Group, LLC Highland Park, IL	$80,000.00
9/26-7l	Ratification for Insurance Plans (ICCRMC) – One-Year Renewal	Insurance	Illinois Community College Risk Management Consortium, c/o Nugent Consulting Group Northbrook, IL	$1,086,906.83
9/26-7m	Ratification for Additional Zoom Licenses	IT	Zoom Communications, Inc. San Jose, CA	$182,803.84
			GRAND TOTAL:	**$4,325,672.82**."

IN DISTRICT	$1,376,517.83	(31.8%)
CONSORTIUM	$0.00	(0%)
BID	$1,670,230.60	(38.6%)
BID EXEMPT	$1,278,924.39	(29.6%)
QBS	$0.00	(0%)
IL CERTIFIED BEP		
MBE	$0.00	(0%)
WBE	$125,000.00	(2.89%)
NON-IL CERTIFED BEP		
MBE	$167,863.36	(3.88%)
WBE	$80,000.00	(1.85%)
SPEND CATEGORIES		
CONSTRUCTION	$1,390,230.60	(32.1%)
CONSULTING	$360,000.00	(8.3%)
INFORMATION TECHNOLOGY	$1,252,195.39	(28.9%)
MEMBERSHIPS	$0.00	(0%)
UTILITIES	$0.00	(0%)
PRINTING	$0.00	(0%)
REPAIRS	$0.00	(0%)
FURNITURE	$236,340.00	(5.5%)
INSURANCE	$1,086,906.83	(25.1%)

Authorization to Purchase Master Plan Design Consulting Services – Five-Year Contract

The current master plan has guided campus development, capital investments, and strategic use of facilities. As the College approaches the end of the current master plan, it is necessary to establish a new, forward-looking framework to ensure that facilities and infrastructure align with institutional priorities, enrollment trends, and evolving programmatic needs.

A comprehensive Master Plan will provide a roadmap for decision-making related to capital improvements, deferred maintenance, space utilization, and long-term campus development. Development of a master plan requires specialized expertise in campus planning, architecture, engineering, and stakeholder engagement. Engaging an experienced consulting firm will allow the College to:

- Conduct data-driven assessments of existing facilities and infrastructure
- Facilitate inclusive stakeholder engagement across campus and the community
- Align physical planning with academic, operational, and strategic priorities
- Identify and prioritize capital projects and funding strategies
- Incorporate best practices in sustainability, accessibility, and space optimization

External expertise ensures a comprehensive, objective, and industry-informed planning process. The College issued a Request for Qualifications (RFQ) for the services. The College sent the RFQ to 79 vendors, including 70 certified under the Business Enterprise Program (BEP). The College received 13 proposals in response to the RFQ.

It is recommended that Oakton College select FGM Architects, Inc. (FGMA) as the design firm for the development of the College's next Master Plan.

FGMA's proposal and finalist presentation demonstrated several strengths that distinguish the firm as a strong partner for this work. FGMA brings significant higher education planning experience, providing an understanding of the unique operational, academic, student, and community considerations that must be incorporated into a community college master planning process. The firm also presented an extensive methodology for developing and refining Master Plan recommendations, moving from discovery and evaluation through concept development, prioritization, and implementation. This approach is particularly well suited to Oakton's desire for a plan that is not simply a facilities assessment, but a strategic and actionable framework for future investment.

FGMA is recommended as the College's next Master Plan design consultant based on the alignment of its proposed Essential Services with Oakton's desired scope, the competitiveness of its fee, and the flexibility provided by its supplemental service structure.

Continues on next page…

Service	Fee
Essential Services	$239,000.00
Sustainability Master Plan Development	$8,000.00
Building Systems Analysis	$15,000.00
Stormwater Review (contingent)	$7,500.00
Reimbursable Expenses (not to exceed)	$10,000.00
Total Master Plan Design	**$279,500.00**

The recommended approach is to authorize $280,000.00 for the Master Plan design consulting services over the 5-year period, including Essential Services, Reimbursables, Sustainability Master Plan Development, and Building Systems Analysis, and retain the option to authorize Stormwater Review if the developing Master Plan concepts include significant site impacts such as new facilities, parking improvements, garages, or athletic fields.

KDB:tt
9/2026

President's Recommendation:

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Master Plan Design Consulting Services – Five-Year Contract from FGM Architects, Inc., 550 W. Van Buren Street, Suite 1420, Chicago, IL 60607, for a total of $280,000.00."

Authorization to Purchase Upgraded Internet Services

The College uses redundant Internet services from three separate providers with a total of 5 separate 1GB/s connections supporting the Des Plaines, Skokie, and Evanston campuses. As the College's Internet traffic has grown, the links serving the Des Plaines and Skokie campuses have been reaching saturation daily. To provide more robust, high-performing Internet services for both internal devices (wired and Wi-Fi) and student Bring Your Own Device (BYOD) Wi-Fi, the Administration reached out to existing and new vendors for options to increase bandwidth. After reviewing options from Comcast, Astound, and the Illinois Department of Innovation & Technology (DoIT), the Administration is recommending purchasing three 10Gb/s internet connections from two vendors.

The details of the contract are as follows:

Vendor	Product Description	Contract Term	Quantity	Monthly Cost	Total Cost
Astound Business Solutions, LLC 650 College Rd East, Suite 3100 Princeton, NJ 08540	10Gb/s Direct Internet Access (DIA) links	60 Months	2	$1,925.00	$231,000.00
Illinois Department of Innovation & Technology (DoIT) - Regional Technology Center 9511 W Harrison St., Des Plaines, IL 60016	10G/s link	36 Months	1	$3,250.00	$117,000.00

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

JMW:tt
9/2026

President's Recommendation:

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Upgraded Internet Services for a grand total not to exceed $348,000.00."

Authorization to Purchase Tenable.sc Vulnerability Scanning Software Subscription – Three-Year Contract

The College uses Tenable.sc (Security Center) as its primary tool for scanning Oakton-owned systems for cybersecurity vulnerabilities. This software, with the included Nessus scanners, identifies security vulnerabilities in internet-accessible and internal computers, services, and devices so they can be addressed. The College has utilized Tenable Security Center since 2018 through a series of one-year contracts. Because the annual cost has remained below $25,000, the Board has not required approval. This year, the Administration is proposing a three-year contract to secure current pricing and provide greater cost predictability.

The current trend in the information technology industry allows manufacturers to give one preferred reseller special, discounted pricing, effectively eliminating the motivation for other companies to submit pricing. In the past, the College has received unsatisfactory bid responses for these types of bids because vendors resist submitting a bid after the manufacturer has already selected and identified the supplier. In addition, according to ILCS-805/3-27.1 item f, purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, and services are exempt from the bidding process. For these reasons, it is in the College's best interest to work directly with the manufacturer and its preferred reseller, SHI International Corporation, Somerset, NJ. SHI International is a non-certified Minority Owned, Woman Owned Business that the College has used for previous purchases.

The Administration recommends purchasing a three-year subscription to Tenable Security Center for 612 assets at a total cost of $43,118.36. The contract term would be from September 30, 2026 to September 29, 2029.

JMW:tt
9/2026

President's Recommendation:

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Tenable.sc Vulnerability Scanning Software Subscription – Three-Year Contract from SHI International Corporation, 290 Davidson Avenue, Somerset, NJ, 8873, for a total of $43,118.36."

Authorization to Purchase Construction Services for Adjacencies Phase 3 Bookstore and Welcome Center

The current Master Plan identifies, under the Workplace – Critical Adjacencies initiative, the renovation and expansion of the College Bookstore and Welcome Center. The Adjacencies Phase 3 - Bookstore and Welcome Center project will renovate and expand the existing bookstore while creating a centralized Welcome Center to enhance the student experience. The work will include: Interior renovation and expansion of the existing bookstore into a new campus store and Welcome Center, including associated offices, back-of-house support spaces, architectural finishes, casework, and related mechanical, electrical, plumbing, fire protection, and technology improvements at Oakton College's Des Plaines Campus.

Perkins + Will Architects (P&W) provided complete project design and engineering plans and specifications for this project. With this information, the Facilities and Procurement offices worked together to issue a bid. The bid was sent to 119 (Eleven in-district) contractors. The College received nine bids.

Adjacencies Reno. Phase 3	
Bid# TLE-FY27-01	
Vendor	**Total Price**
Osman Construction Corp	**$1,263,846.00**
Drive Constructions	$1,299,000.00
Maman Corp	$1,373,000.00
TW Webber	$1,391,000.00
Loberg Construction	$1,449,471.00
Powers& Sons Construction Company Inc	$1,475,900.00
K.R Miller Contractors Inc	$1,537,000.00
Industria Construction Services	$1,544,455.00
Tyler Lane Construction Inc	$1,553,000.00

The responsible and responsive low bid of $1,263,846.00 was submitted by Osman Construction Corporation of Arlington Heights, IL. P&W conducted a bid/project scope review meeting with the College's construction manager and Osman Construction to ensure all bid specifications were met. P&W has qualified Osman Construction to meet all project specifications.

In addition to the base bid of $1,263,846.00, the Administration requests a project contingency of $126,384.60(10%). This brings the grand total to $1,390,230.60. Work is scheduled to begin in October 2026, with substantial completion expected by February 2027.

JB:tt
9/2026

President's Recommendation:

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Construction Services for Adjacencies Phase 3 Bookstore and Welcome Center from Osman Construction Corporation, 70 West Seegers Road., Arlington Heights, IL, 60005, for a total of $1,390,230.60."

Authorization to Purchase Modular and Custom Retail Displays for Adjacencies Phase 3 Bookstore Project

The current Master Plan identifies renovating and expanding the College Bookstore as part of the Workplace Critical Adjacencies initiative. Building on this vision, the Adjacencies Phase 3 Bookstore and Welcome Center project will transform the existing bookstore while introducing a centralized Welcome Center designed to enhance the overall student experience.

As part of this project, the Opto modular display system offers a flexible and adaptable solution for the new bookstore. Its tool-free design allows staff to quickly reconfigure displays in a variety of ways, making it easy to refresh merchandising presentations, respond to seasonal changes, and accommodate future products that may not fit within standard display configurations.

In addition to this flexibility, the fixtures provide valuable integrated storage. This added capacity will be particularly beneficial given the limited back-of-house storage planned for the new store, allowing staff to maximize available storage while maintaining an efficient and organized sales floor.

The Opto displays have also performed exceptionally well at the Skokie campus, demonstrating their functionality, durability, and suitability for a high-traffic retail environment. Extending the same display system to both campuses would further strengthen the bookstore experience by creating a consistent and recognizable environment for customers across the College.

The breakdown of the cost is as follows:

Description	**Cost**
Modular Retail Displays	$93,340.00
Installation	$18,000.00
Total	**$111,340.00**

JB:tt
9/2026

President's Recommendation:

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Modular and Custom Retail Displays for Adjacencies Phase 3 Bookstore Project from Opto International, Inc, 1325 N. Mittel Boulevard, Wood Dale, IL, 60191, for a total of $111,340.00."

Authorization to Purchase Furniture for the Adjacencies Project – Phase 3

The Adjacencies Phase 3 - Bookstore and Welcome Center project will renovate and expand the existing bookstore while creating a centralized Welcome Center to enhance the student experience. To furnish these renovated areas, the College will procure furniture from Forward Space, LLC. The furnishings are intended to create flexible, functional, and collaborative work and learning environments for students, faculty, and staff.

The College's primary manufacturer for office, classroom, and lounge furniture is Steelcase, which has been supplied by Forward Space, LLC for more than thirty years. Forward Space is one of Steelcase's only premier dealers in Illinois, and there are no Steelcase dealers in the College's district. Forward Space has been an exceptional partner for the College. Forward Space participates in the Educational and Institutional (E & I) Cooperative consortium, which offers special consortium pricing on Steelcase furniture. Forward Space is also a certified Women-Owned Business (WBE).

The Administration seeks approval to purchase Steelcase Furniture for $125,000.00.

This purchase is bid-exempt in accordance with the Illinois Public Community College Act, Chapter 110, Act 805 (110ILCS 805/3-27.1), which states that purchases made through a consortium are exempt from formal bidding. Through the Consortium, no further advertisement, public notice, or competition is required because the Consortium has already conducted the bidding process.

JB:tt
9/2026

President's Recommendation:

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Furniture for the Adjacencies Project - Phase 3 from Forward Space, LLC, 650 N Wood Dale Road, Wood Dale, IL 60191, for a total of $125,000.00."

Authorization to Purchase CrowdStrike Falcon Software/Services Subscription – One-Year Renewal

The cybersecurity threats to the College continue to increase. To defend against this risk, retain cybersecurity insurance, and meet additional regulatory requirements, the College continues to invest in additional security tools and services.

In 2022, the College signed a three-year subscription agreement with CrowdStrike for Falcon Pro Endpoint Detection and Response (EDR) software to replace the existing antivirus/antimalware tools. CrowdStrike's product uses a lightweight sensor agent installed on Windows, Linux, and Macintosh computers and servers that reports to a cloud-based management console. The product does not rely on out-of-date antivirus signatures; instead, it uses heuristics and Artificial Intelligence (AI) to identify and stop malicious software based on its behavior. It also gives full visibility into the attack chain. For the 2026-2027 renewal, the Administration recommends purchasing CrowdStrike Falcon Complete, which adds 24x7x365 managed detection and response (MDR) services to improve response times when College IT staff are unavailable and to provide agentic MDR by uniting adaptive AI with human oversight.

The current trend in the information technology industry allows manufacturers to give one preferred reseller special, discounted pricing, effectively eliminating the motivation for other companies to submit pricing. In the past, the College has received unsatisfactory bid responses for these types of bids because vendors resist submitting a bid after the manufacturer has already selected and identified the supplier. In addition, according to ILCS-805/3-27.1 item f, purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, and services are exempt from the bidding process. For these reasons, it is in the College's best interest to work directly with the manufacturer and its preferred reseller, JensenIT, Inc, Des Plaines, Illinois.

JensenIT is an in-district reseller the College has used for recent purchases, and the Administration is confident it can meet the College's needs.

JMW:tt
9/2026

President's Recommendation:

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of CrowdStrike Falcon Software/Services Subscription – One-year Renewal from JensenIT, Inc, 1689 Elk Boulevard, Des Plaines, Illinois, 60016, for a total of $172,611.00."

Authorization to Purchase Annual Maintenance and Upgrades for Data Warehouse/Business Intelligence System– Five-Year Contract

In September 2018, the Board approved implementing a data warehouse as a centralized repository for storing and analyzing data to identify trends, patterns, and correlations, and to increase user access to research, custom reporting, strategic decision-making, and performance dashboards across the institution. Zogotech is the College's data warehouse vendor, and it is prominent in Community College research and an active, approved provider with Achieving the Dream. The original contract cost $386,500.00 and included an annual support and maintenance fee that expired in 2021. The contract was renewed for 5 additional years through September 30, 2026, for a total of $242,526.90. Since then, we have added additional modules: Pathways Analytics and Brightspace Analytics.

With an ongoing commitment to Achieving the Dream and data-informed decision-making, ease of access to data and timely insights on enrollment and student success are key to the overall Oakton Student Experience. The Administration is confident that the ZogoTech data warehouse and business intelligence software will continue to provide critical support for data-informed decision-making.

The cost of the contract is as follows:

Contract Term	Cost
Year 1 (10/1/2026 to 9/30/2027)	$73,055.65
Year 2 (10/1/2027 to 9/30/2028)	$74,585.16
Year 3 (10/1/2028 to 9/30/2029)	$76,148.69
Year 4 (10/1/2029 to 9/30/2030)	$77,747.07
Year 5 (10/1/2030 to 9/30/2031)	$79,381.19
Grand Total	**$380,917.76**

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

JMW:tt
9/2026

President's Recommendation:

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Annual Maintenance and Upgrades for Data Warehouse/ Business Intelligence System – Five-Year Contract from Zogo Technologies, LLC, 4514 Cole Avenue, Suite 600, Dallas, TX, 75205, for a total of $380,917.19."

Authorization to Purchase Advanced Email Threat Protection Cybersecurity Services – One-year Renewal

The College uses Google Gmail for its email platform. While Gmail does an excellent job of filtering unwanted commercial email (spam) and many malicious emails, it is not a perfect tool for identifying and protecting against advanced threats specifically targeting the college (spear phishing) or targeting specific individuals. As attacks have become increasingly effective and advanced (often using generative AI), the Information Technology department identified a need for additional tools to protect against Business Email Compromise (BEC) and other identity-based threats. After doing proof-of-concept implementations with three competing vendors, the College purchased a one-year contract for Abnormal Inc's Inbound Email Security for 1500 mailboxes in October 2025. The product has worked extremely well with very few false positives and false negatives.

The current trend in the information technology industry allows manufacturers to give one preferred reseller special, discounted pricing, effectively eliminating the motivation for other companies to submit pricing. In the past, the College has received unsatisfactory bid responses for these types of bids because vendors resist submitting a bid after the manufacturer has already selected and identified the supplier. In addition, according to ILCS-805/3-27.1 item f, purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, and services are exempt from the bidding process. For these reasons, it is in the College's best interest to work directly with the manufacturer and its preferred reseller, SHI International Corporation, Somerset, NJ. SHI International is a non-certified Minority Owned, Woman Owned Business that the College has used for previous purchases.

The Administration seeks approval to purchase a one-year subscription for Abnormal Inbound Email Security for 1500 mailboxes for a total cost of $26,745.00. The term would be from October 2026 to October 2027.

JMW:tt
9/2026

President's Recommendation:

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Advanced Email Threat Protection Cybersecurity Services – One-year Renewal from SHI International Corporation, 290 Davidson Avenue, Somerset, NJ, 08873, for a total of $26,745.00."

Authorization to Purchase Additional Support for Salesforce Adoption

In January 2026, the Board approved the purchase of CRMified consulting services to improve the consistency, reporting, and adoption of Salesforce across additional departments and functional areas for a total of $80,000.00. Given transitions in the Workforce area, the College recognizes the need to purchase additional training and change management support to ensure adoption and use of the software, as well as ongoing support once the software is in use. With this additional support, CRMified will monitor adoption metrics to ensure use and identify users who need extra support, provide proactive outreach and individual support to build confidence, and reinforce accountability so the College does not revert to old processes. This level of support is critical to successful adoption and long-term sustainability of Salesforce.

The Administration seeks approval for an additional amount of $18,000.00 for the added support for a total of $98,000.00.

CRMified provides expert Salesforce implementation, customization, integration, and ongoing support services. The firm is certified by the National Minority Supplier Development Council (NMSDC) as a minority-owned business and is also LGBTBE-certified by the National LGBTQ+ Allied Chamber of Commerce.

This is a bid-exempt purchase according to ILCS-805/3-27.1, Services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part.

KB:tt
9/2026

President's Recommendation:

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Additional Support for Salesforce Adoption from CRMified, 123 Main Street, Orlando, FL, 32801, for an additional amount of $18,000.00, bringing the total authorized amount to $98,000.00."

Authorization to Purchase Consulting Services for HLC Re-Accreditation Efforts and Ongoing Leadership Support

Over the last few years, the Board has authorized the purchase of consulting services from 26 Pines Group, LLC to provide interim leadership within Student Affairs and Liberal Arts. Dr. Ashley Knight served as the Interim Dean of Liberal Arts during the 2025-2026 school year and provided transition support through the end of July 2026. Dr. Knight has provided skilled administrative leadership in these interim roles, and the Administration is recommending an extension of consulting services from 26 Pines Group, LLC, to support the College's re-accreditation efforts. In this capacity, Dr. Knight will draft the College's assurance argument and provide a round of revisions in order for there to be a cohesive narrative and strong use of evidence throughout the document. In addition, the College proposes leveraging Dr. Knight to lead the search for the next Chief Human Resources Officer.

Dr. Knight is well-positioned to provide this leadership given her familiarity with Oakton and her breadth of experience, including her experience as a faculty member in the education department at DePaul University, and her role as a search consultant for Spelman Johnson, Executive Search Firm.

The Administration is requesting approval to purchase additional consulting services from 26 Pines Group, LLC, a women-owned business (non-certified WBE), for an amount not to exceed $80,000 from September 16, 2026 to May 31, 2027.

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

KB:tt
9/2026

President's Recommendation:

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Consulting Services for HLC Re-Accreditation Efforts and Ongoing Leadership Support from 26 Pines Group, LLC, 1111 Ridgewood Drive, Highland Park, IL 60035, for an amount not to exceed $80,000.00."

Ratification to Purchase Insurance Plans (ICCRMC) – One-Year Renewal

The Illinois Community College Risk Management Consortium (ICCRMC) comprises 14 community colleges, including Oakton, which participates in the insurance policies listed in the table below. The premiums and insurance coverage contracted for FY2027 are for the period from July 1, 2026, to June 30, 2027.

Oakton's overall gross premiums will increase by 2.72% from FY2026 to FY2027, from $1,122,352.00 to $1,152,892.83. This increase is primarily due to higher cybersecurity rates and the introduction of a new payroll audit starting this year. Beginning in FY2023, ICCRMC no longer offers a group cybersecurity insurance program. Instead, each institution receives its own individual policy, with pricing and coverage terms tailored to the institution's specific risk profile. The premiums include $87,155.83 for cybersecurity coverage.

Type of Insurance	**FY2026**	**FY2027**	**Increase (Decrease)**
Property and All Liability	$722,801.00	$699,871.00	($22,930.00)
Workers Compensation, Net	$306,052.00	$277,575.00	($28,477.00)
Foundation	$1,500.00	$1,500.00	$0.00
Student Athletic Injury	$38,929.00	$54,781.00	$15,852.00
Cyber Cost	$53,070.00	$87,155.83	$34,085.83
Payroll Audit	N/A	$32,010.00	$32,010.00
TOTAL CONTRIBUTIONS	$1,122,352.00	$1,152,892.83	$30,540.83
Less Dividends:	($81,572.00)	($65,986.00)	($15,586.00)
TOTAL	**$1,040,780.00**	**$1,086,906.00**	**$46,126.83**

Oakton's final premium payout of $1,152,892.83 is net of dividends. The dividend is the premium amount that exceeds losses and the consortium's overhead expenses, and it is returned to participants in proportion to the premiums they paid to the consortium. The dividend calculation for each insurance coverage line is calculated based on different pool years and surpluses. The dividend payout is subject to approval by ICCRMC members in June. Oakton's share of dividends was $81,572.00 in FY2026 and $65,986.00 in FY2027.

MR:tt
9/2026

President's Recommendation:

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District No. 535 authorizes the ratification for the purchase of Risk Management Insurance for Liability, Property, Worker's Compensation, Public Officials Educators Legal Liability, Foundation, Student Malpractice, Student-Athlete, and cyber coverage from Illinois Community College Risk Management Consortium, c/o Nugent Consulting Group, 2409 Peachtree Lane, Northbrook, IL 60062, in the amount of $1,086,906.83."

Ratification to Purchase Additional Zoom Licenses

In May 2026, the Board approved a three-year renewal agreement with Zoom Communications, Inc for $129,600.00. As part of the renewal, Zoom changed its licensing model, requiring the College to transition to a limited named-user model for faculty, staff, and administrators. Based on the information available at the time, we estimated that 650 employee licenses would meet the College's needs.

As we implemented the new licensing model in July, it became apparent that the number of active employee users was higher than anticipated. To avoid service disruptions at the start of the fall semester, we immediately increased the number of employee licenses from 650 to 1,000. Given the Board's meeting schedule and approval timelines, we did not have an opportunity to bring the additional purchase to the Board for approval before the start of the semester.

The additional 350 employee licenses result in a prorated cost of $16,803.84 for the first year and an additional $18,200 per year for years two and three of the agreement. As a result, the total cost of the three-year agreement will increase from $129,600.00 to $182,803.84. Zoom bills the service annually. The service term remains unchanged and runs from June 25, 2026, through June 24, 2029.

JMW:tt
9/2026

President's Recommendation:

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the ratification for the purchase of Additional Zoom Licenses from Zoom Communications, Inc., 55 Almaden Boulevard, 6th Floor, San Jose, CA, 95113, for a total of $182,803.84."

Preview and Initial Discussion of Upcoming Purchases

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

a. **TouchNet Student Account Advisor Implementation Services** – In March 2012, Oakton went live with TouchNet, a comprehensive electronic commerce management system. TouchNet's applications and tools connect Oakton's campus-wide Banner ERP with the networks of payment processors and banks. The Board approved a 5-year renewal of Touchnet's contract in June of 2024.

   The TouchNet Bill+Payment module provides students, parents, and other authorized users self-service access to online bills and bill payments. It includes web-based bill presentation, secure online payments and deposits, electronic disbursement of student refunds, and tuition payment plan setup and enrollment. TouchNet Cashiering adds integrated, real-time support for both receivable and non-receivable payment transactions.

   TouchNet is in the process of sunsetting the TouchNet Cashiering application and replacing it with a new application: TouchNet Student Account Advisor, which gives the Cashiers office staff additional visibility into student payments, payment plans, and account balances. The current Cashiering application is no longer being developed, and TouchNet is requiring all customers to migrate to the new software. While the new software has no licensing cost, TouchNet is charging for implementation services.

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

b. **Ricoh Printers** – The current lease for 36 Ricoh multifunction office printers and 1 color production printer is expiring. The new lease will replace them with 36 new Ricoh multifunction office printers (Ricoh IM series) and 1 new high-volume color production printer (Ricoh ProC5400S). In addition, we are adding a Roland TrueVIS VG4-540 printer/cutter.

   Upgrading the 36 Ricoh multifunction printers will maintain the printing, scanning, and fax capabilities that users currently rely on. We reviewed equipment usage to ensure each machine is appropriately sized for its location, providing the right capacity while supporting efficient operations.

   Replacing the color production printer will allow the Print Shop to continue providing the high-quality color printing services that departments depend on. Adding the Roland TrueVIS VG4-540 printer/cutter will further expand the Print Shop's services by enabling the production of banners, stickers, and bulk buttons, which departments frequently request.

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

c. **Daktronics Scoreboards** – The scoreboards at the softball field and in the gymnasium are more than 20 years old and are due for replacement. New scoreboards will enhance the student-athlete and spectator experience by providing more comprehensive game information in a modern, easy-to-read format. The new systems will also standardize scoreboard format, functionality, and operation across Oakton's athletic facilities. In addition, the updated scoreboards will strengthen and promote the Oakton Owl brand by creating a consistent visual identity with the recently installed baseball scoreboard.

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

Resolution to Transfer Funds for Restricted O&M Construction Costs

The Administration is proposing to transfer a total of $4.5 million; comprised of $3.3 million from the Education Fund, $500,000 from the Operations & Maintenance (O&M) Fund, and $700,000 from the Restricted Purpose Fund; to the Operations & Maintenance (O&M) Restricted Fund. These transfers will set aside funds for the future payment of approved Master Plan construction projects.

Authorization by the Board for these transfers will provide a mechanism to ensure that these resources only be used for the specific purpose stipulated in this resolution.

AW:js
9/2026

President's Recommendation:

That the Board adopts the following resolution:

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

Authorization to Hire a Full-Time, Tenure-Track Faculty Member

The recommendation to hire Mr. James Coates to a full-time, tenure-track faculty position for the 2026-2027 academic year was made after reviewing the College's need for faculty in the Air Conditioning, Heating and Refrigeration Technology department.

The search began on January 8, 2026 with postings on the Oakton College website, LinkedIn, Historically Black Colleges and Universities (hbcuconnect.com), Hispanic Association of Colleges and Universities (hacu.net), Diverse Jobs (diversejobs.net), Inside Higher Education (insidehighered.com), Higher Education Jobs (higheredjobs.com), Illinois Unemployment (illinoisjoblink.illinois.gov), NACUBO (National Association of College & University Business Officers), and the Chronicle of Higher Education (jobs.chronicle.com).

There were five (5) applicants for the Air Conditioning, Heating and Refrigeration Technology faculty position. The search committee conducted two semi-finalist interviews for this search and selected two finalists to interview with Dr. Ileo Lott, Provost/Vice President for Academic Affairs and Dr. Erika Burt, Dean of Business, Career and Technical Education. A recommendation was made to hire Mr. James Coates for a full-time, tenure-track Air Conditioning, Heating and Refrigeration Technology faculty position.

Mr. Coates has been an Adjunct Faculty member at Oakton College since 2006. He also has held several adjunct faculty positions at Illinois Institute of Technology, Wilbur Wright College and Triton College, teaching classes in sustainable facility operations, facility finance, boiler operations and environmental technology. Mr. Coates is an experienced facility management professional, educator, and licensed electrician with an extensive background in stationary engineering, HVACR, and building operations. Mr. Coates received his Master of Arts degree in Adult Education from DePaul University.

JF:vb
9/2026

President's Recommendation:

That the Board adopts the following resolution:

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

Name	Academic Rank and Assignment	Lane-Step	Base Salary
James Coates	Professor Air Conditioning, Heating and Refrigeration	D-7	$85,424."

Acceptance of a Faculty Retirement

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

Faculty Member	Discipline	Retirement Date
Marian Staats	Distinguished Professor, English	July 31, 2028

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

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

JF:nm
9/2026

President's Recommendation:

That the Board adopts the following resolution:

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

Approval of Policy Revisions

Board Policies 1024, 1026, 1113, 1115, 4307, and policy series 8000 were proposed for revision on August 18, 2026. In accordance with College Policy, action on the proposed revisions will take place at the regular meeting of the Board of Trustees.

JLS:bs
9/2026

President's Recommendation:

That the Board adopts the following resolution:

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

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Policy No. 1024
1/19/1999
Renumbered 7/1/2001
Reviewed 2/17/2015
Reviewed 12/15/2020
Revised 8/17/2021
Reviewed 1/17/2023
Reviewed 9/15/2026

BOARD OF TRUSTEES

Naming

Oakton College may recognize, honor or memorialize individuals, corporations, foundations, or other organizations for their contributions to the College, to higher education, or to society by naming a physical or non-physical asset in their honor. Examples of such assets include but are not limited to:

- Physical Assets: rooms, labs, buildings, floors or wings of a building, lakes/ponds, field, park, patios and outdoor gathering spaces; and,
- Non-Physical Assets: scholarships, academic programs/units, chairs, and lecture series.

These contributions may include time and talent devoted by dedicated community members, distinguished service on the part of staff or significant financial commitments made by a College supporter.

Oakton College will consider the following two general categories of naming opportunities:

1. Philanthropic Naming – Consideration for naming of a building, part of a building, classroom, property or other non-physical asset may be given in recognition of substantial financial gifts to the Oakton College Educational Foundation. The Foundation will seek financial contributions commensurate with the honor sought and compatible with the mission of the institution. Consideration for naming a building will be made for gifts that represent a significant percentage of the building cost. Responsibility for the naming of a building, classroom, laboratory, field or other physical areas in recognition of substantial financial gifts rests with the Board of Trustees upon the recommendation of the President in consultation with the Executive Director of the Oakton College Educational Foundation.
2. Honorary Naming – Oakton College considers the naming of a building, part of a building or other property in honor of an individual to be one of the highest recognitions the institution can bestow. In that context, only in rare circumstances will property be named to memorialize or honor individuals who have made extraordinary contributions to Oakton College. Persons considered for naming honors shall have been dedicated to the purpose, nature and mission of the institution and have achieved outstanding distinction through civic, intellectual or artistic contributions to the development of the institution, area, state and/or nation. Responsibility for the naming of a building in honor of an individual rests solely with the Board upon the recommendation of the President.

Naming opportunities are limited to the useful life and continued use of the applicable facility, space, program, or activity until use of the asset in its current condition becomes impossible or impracticable.

The following restrictions shall apply to the two categories:

- Persons holding elective or appointive office in national, state or local governmental or educational bodies, including employees of Oakton College, may not be honored during their term of office or employment.
- Current members or employees of any governing board in the State of Illinois, including the Illinois Board of Higher Education, are not eligible.

This policy was developed collaboratively by a working group comprised of representatives of the College Board of Trustees, Foundation Board of Directors, the College President and Foundation Executive Director and has been adopted by both bodies.

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Policy No. 1026
8/17/2021
Reviewed 1/17/2023
Reviewed 9/15/2026

BOARD OF TRUSTEES

Renaming

The honorary or philanthropic naming of a physical or non-physical asset of the College is a prominent honor that recognizes individuals, corporations, foundations, and other organizations for whom the asset is named.

Renaming of such a facility is an exceptional event to be considered only after careful and deliberate consideration by the College's Board of Trustees when the actions or words of a namesake directly conflict with the College's mission statement and core values. A physical or non-physical asset, whether named through a philanthropic commitment or in honor of an individual's service or character, may be rescinded or re-named for any of the following reasons:

- If circumstances change so substantially that the continued use of the name may compromise the public trust or image of the College.
- The conduct or activities of the donor is inconsistent with the College's values.
- A donor's failure to fulfill the terms and conditions of a gift agreement.
- Demolition or substantial renovation of a physical space that substantially changes the function or appearance of the space.[1]
- Dissolution of a program or lecture or workshop series.
- Repurposing of a program, department, building, etc.
- Corporation/foundation/organization naming for physical spaces may end if the organization ceases to exist. If the donor is acquired/merged into another organization, the Foundation will begin discussion with the new organization regarding naming rights and obligations of its predecessor.

Such decisions shall be made at the discretion of the College with due consideration for the impact on the relationship with the namesake and the community. Responsibility for the re-naming of a building in honor of an individual rests solely with the Board of Trustees upon the recommendation of the President and in consultation with the Executive Director of the Educational Foundation if the asset was named as the result of a philanthropic commitment.

As modifications are made to physical spaces and programs over time, situations may occur in which it is in the best interest of the College to relocate and/or reallocate named physical space and/or programs. When determining whether the current name shall be continued, careful consideration shall be given to the history and legacy of the original naming. If the decision is made to discontinue the use of the former name, the College, in consultation with the Educational Foundation, will consider alternative continued recognition of the original donor or honoree. This shall be handled on a case-by-case basis in such a manner that takes into account the history and legacy of the original donor or honoree.

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[1] In the event of demolition or substantial renovation, a plaque or other means of conveying historical significance of what was once physically present may be installed.

If the College deems it necessary to modify the name of a physical space or program, the Foundation will make every effort to discuss the proposed change with the donor and/or the donor's representatives in advance. If neither a donor nor a donor's representative is available, the College may change the name in accordance with applicable policies.

Changing the Name at the Donor's Request

If a donor requests that the name be changed (e.g., in the case of a divorce, corporate merger), the request will be reviewed and decided upon by the Executive Director of the Foundation and the President and recommended to the Trustees. If approved, the cost of signage removal and replacement, as well as any other costs associated with this change, will be the responsibility of the requesting party.

This policy was developed collaboratively by a working group comprised of representatives of the College Board of Trustees, Foundation Board of Directors, the College President and Foundation Executive Director and has been adopted by both bodies.

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Policy No. 1113
1/20/2009
Renumbered 12/15/2009
Revised 2/17/2015
Revised 9/15/2026

COLLEGE-WIDE POLICIES

Code of Conduct

All College employees are expected to maintain high standards in their work performance and conduct themselves in a manner that reflects well on Oakton College. Employees should refer to the Ethical and Professional Conduct policy for their respective employee group for specific information related to conduct standards.

Code of Conduct for Individuals Involved with College Finances

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

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

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

The Code of Conduct specifically prohibits:

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

8) or opportunity pool loans in exchange for providing a lender with a specified number of loans, specified loan volume, or a preferred lender arrangement;
9) Requesting or accepting assistance from any lender with call center or financial aid office staffing; and
10) Taking any other action that results in a personal gain or benefit.

The Code of Conduct allows:

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

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

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

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

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Policy No. 1115
12/13/2012
Reviewed 2/17/2015
Reviewed 9/15/2026

COLLEGE WIDE POLICIES

Social Media Policy

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

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

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Policy No. 4307
2/13/1979
Revised 10/1990
Revised 10/20/1992
Renumbered 7/1/2001
Revised 3/19/2002
Reviewed 12/9/2014
Revised 9/15/2026

PERSONNEL – ADMINISTRATION

Ethical *and Professional* Conduct

Administrators are expected to maintain high standards in their work performance and conduct themselves in a manner that reflects well on Oakton College. Violations of this policy include, but are not limited to, unsatisfactory performance, violation of other Board policies or procedures, or unprofessional conduct.

Gifts to Administrators

Administrators will not accept gifts of value from vendors or from other persons having an interest in influencing official actions of the College.

Gifts include but are not limited to: money in any amount, consumer goods (other than samples) travel, and services of any kind.

Travel to Inspect Vendors' Goods and Services

Administrators will not accept from a vendor or the vendor's representative the offer of free travel and/or living expenses for the purpose of viewing a product or service considered or proposed for purchase by the College. Approved travel to visit installations for the purpose cited above, if undertaken by administrators, will be paid for out of College funds.

Use of College Time and/or College Facilities

Administrators may use College time and/or College facilities for public and community service consistent with college goals and objectives. Administrators will not use College time and/or College facilities, including mailing lists, for personal activity or personal gain.

Other Ethical Conduct and Behavior

Administrators will maintain the highest code of ethical conduct that reflects well on the institution. In addition, Administrators should set an example for exemplary ethical conduct and provide guidance and direction for faculty, classified staff, and students.

In the event any of the provisions of this policy conflict with or contradict the College's Policy 4002 (Ethics and Gift Ban), the provisions of Policy 4002 shall prevail.

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Policy No. 8000
7/17/1973
8/27/1974
Updated 9/21/1993
Revised 12/12/2006
Reviewed 12/9/2014
Reviewed 9/15/2026

COMMUNITY RELATIONS

General Statement

The Board of Trustees believes that good community relations are essential for the success of Oakton College and will ensure that there are vehicles which encourage and support such relations between the College and the community.

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Policy No. 8001
7/17/1973
8/27/1974
Updated 9/21/1993
Renumbered 7/1/2001
Revised 12/12/2006
Reviewed 12/9/2014
Reviewed 9/15/2026

COMMUNITY RELATIONS

Communication with the Public

The Board of Trustees recognizes the importance of keeping the community informed about the College and will ensure a continuous planned program of public information.

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Policy No. 8002
7/17/1973
4/21/1982
Updated 9/21/1993
Renumbered 7/1/2001
Revised 12/12/2006
Reviewed 12/9/2014
Reviewed 9/15/2026

COMMUNITY RELATIONS

Communications from Outside the College

The Board recognizes that individuals or organizations from the college or community at large may wish to publicly speak and/or disseminate or collect information on campus; such material must not be contrary to local, state or federal laws. Should such individuals or organizations wish to distribute materials on campus, the administration of the College (complying with the provisions of the First Amendment) reserves the right to control the place, time and manner such printed material is to be distributed and must have prior approval from the President or their designee.

The administration of surveys, questionnaires and requests for information by non-College-connected organizations will be permitted when deemed appropriate by the Administration.

Posting and display of all non-College material on College premises will be governed by the procedures and regulations established by Policy 3027 (Dissemination of Information, Posting of Notices, Signs and Advertisements).

Any group or organization not satisfied with the administrative decision as herein set forth may present a written complaint to the President of the College. If the response is not satisfactory, a written complaint may be presented to the Board of Trustees.

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Policy No. 8003
7/17/1973
4/21/1982
Updated 9/21/1993
Renumbered 7/1/2001
Revised 12/12/2006
Reviewed 12/9/2014
Reviewed 9/15/2026

COMMUNITY RELATIONS

Public Participation at Stated Board Meetings

In accordance with the Illinois Open Meetings Act, the Board of Trustees encourages the public's attendance at stated Board meetings. The Board provides an opportunity for public participation at each regularly scheduled meeting.

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Policy No. 8004
7/17/1973
11/12/1974
Updated 9/21/1993
Renumbered 7/1/2001
Renumbered and Revised 12/12/2006
Reviewed 12/9/2014
Revised 9/15/2026

COMMUNITY RELATIONS

Responsibilities of the Board of Trustees

As a member of the local community and as an elected official of such community, the trustee represents the community to the College. The trustee also may represent the College at the local, district, state, regional and national levels. ~~Therefore,~~ ***Consistent with Board Policy 1009 (Scope and Duties of the Board of Trustees of Oakton Community College), and in support of*** Board members***' role in the community, Trustees*** need to:

1. ~~Become familiar with the~~ ***Be versed in the provisions of the*** Open Meetings Act and Freedom of Information Act, both which foster openness in communications and the transaction of the business of the College in an open, ethical and legal manner.

2. ~~Become familiar with the various media and be fully informed on Oakton Weekly~~ ***Stay informed and up to date on College activities and achievements to serve as a positive advocate for the College in the community***.

~~3. Be able to help people understand official Board actions.~~

3. Be in the position to ***help community members understand official Board actions,*** explain operations ~~and conduct~~ at the College and clarify misunderstandings***, referring concerns to the President for investigation and resolution as appropriate***.

4. Listen to individuals in the community and community ***who have suggestions for the College*** ~~groups who wish to address the Board and who have suggestions for the College~~.

5. Be ~~able to~~ ***versed in the College's legislative agenda on public policy to*** confer intelligently with all governmental officials, including state legislators and members of Congress, on College issues.

6. ***Refer outreach and questions on College matters from the members of the press or media to the College's media relations department, deferring to the College President and Board Chair for official comments and interviews.***

An individual Board member should not commit the Board to a position in answer to any inquiry or in public statements unless Board policy is already established or the questions addressed to them require factual information about the College.

In community relations, as in all other matters, the Board has both governing authority and responsibility for the College.

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Policy No. 8005
7/17/1973
11/12/1974
Updated 9/21/1993
Renumbered 7/1/2001
Renumbered and Revised 12/12/2006
Reviewed 12/9/2014
Reviewed 9/15/2026

COMMUNITY RELATIONS

Citizens' Advisory Committees

The Board of Trustees recognizes the value of citizens' advisory committees and approves the appointment of Program Advisory Committees on an annual basis.

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Policy No. 8006
7/17/1973
Updated 9/21/1993
Renumbered 7/1/2001
Renumbered and Revised 12/12/2006
Revised 10/23/2007
Reviewed 12/9/2014
Reviewed 9/15/2026

COMMUNITY RELATIONS

Concerns and Complaints

The Board of Trustees welcomes constructive comments about the College from the community.

Complaints should be submitted in writing and handled by the appropriate supervisors and administrators. The administration has established procedures for handling complaints when they are received. The President is expected to keep the Board appropriately apprised. Any concerns or complaints made directly to the Board will be channeled through the President for study, and the President will report back to the Board if action is required.

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Policy No. 8007
7/17/1973
Re-coded 10/20/1975
Updated 9/21/1993
Renumbered 7/1/2001
Reviewed and Revised 12/12/2006
Reviewed 12/9/2014
Revised 8/17/2021
Reviewed 9/15/2026

COMMUNITY RELATIONS

Sale of Products/Services on the Campuses

The sale of products and/or services within the College by outside groups require prior approval from the President or their designee.

Internal organizations may sponsor outside groups when the product, service or cause is beneficial to students and consistent with the mission of the College. Prior approval for sponsorship must be obtained from the College President or their designee.

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Policy No. 8008
7/17/1973
Updated 9/21/1993
Renumbered 7/1/2001
Renumbered and Revised 12/12/2006
Reviewed 12/9/2014
Reviewed 9/15/2026

COMMUNITY RELATIONS

Use of College Facilities

Oakton College provides educational services to the residents of Community College District 535 to the extent that facilities and resources permit. The buildings and grounds of the College (hereafter referred to as "facilities") are available for educational, cultural, civic, and business or industrial activities in the public interest so long as these activities do not interfere with the regular College program. The College reserves the right to reject a request for facility use by any person or organization.

Persons or organizations requesting the use of the College facilities for other than the delivery of instruction and programs in support of the College mission must assume rental and service fees as required and furnish adequate insurance for the protection of the College when requested. The College will not be responsible for any damage, loss, or injuries to persons or property sustained by users or patrons participating in or attending any program held on College premises under these circumstances.

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Policy No. 8009
3/15/1977
Updated 9/21/1993
Renumbered 7/1/2001
Renumbered 12/12/2006
Reviewed 12/9/2014
Reviewed 9/15/2026

COMMUNITY RELATIONS

Use of Library Resources

Oakton College will make its library resources available to the community when such use does not adversely affect the College educational program.

Library cards may be issued to non-students providing such persons are residents of Community College District 535. All rules and regulations governing the control of the Library and circulation of materials will apply. Since the primary function of the Library is to serve the needs of enrolled students, restrictions for non-students may be placed on services and on the circulation of special materials.

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Policy No. 8010
9/21/1993
Renumbered 7/1/2001
Renumbered 12/12/2006
Reviewed 12/9/2014
Revised 9/15/2026

COMMUNITY RELATIONS

Continuing Education/Community Services

The Board of Trustees supports the efforts of the College to offer continuing education and community service programs for residents of the community who do not desire formal college-level instruction.

In meeting these mandates of the Illinois Community College Board, the College is encouraged to continue the extensive cooperative efforts with local high school districts~~, most notably Alliance for Lifelong Learning~~.

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Policy No. 8011
9/21/1993
Renumbered 7/1/2001
Renumbered and Revised 12/12/2006
Reviewed 12/9/2014
Reviewed 9/15/2026

COMMUNITY RELATIONS

Business and Government Relations/Economic Development

The Board of Trustees recognizes that business and governmental organizations are a vital part of the Oakton community, and good relations with business, industry, and government are important to the continued success of Oakton College.

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Policy No. 8012
9/21/1993
Revised 7/1/2001
Renumbered and Revised 12/12/2006
Revised 8/17/2021
Reviewed 9/15/2026

COMMUNITY RELATIONS

Resource Development and the Oakton College Educational Foundation

The Board of Trustees recognizes the need for, and encourages the development of, external funding beyond that provided in the College's operating budget. These resources enable Oakton to better serve the community and students by providing for expansion of educational opportunities.

The Oakton College Educational Foundation was organized at the direction of the Community College District 535 Trustees in 1977 to secure and provide support to the institution and its students through private philanthropy. The Oakton College Educational Foundation operates as a separate, 501(c)(3) non-profit organization with an independent Board of Directors to forward the mission of raising scholarship and programmatic support for the benefit of the college and its students.

Private donations are gifts provided by any non-governmental entity, including but not limited to individuals, family foundations, corporations, corporate foundations, community organizations, and community foundations.

The Board authorizes the Oakton College Educational Foundation as the sole repository of all private donations for Oakton College, ensuring that through its MOU partner, the Educational Foundation, the College will solicit, accept, acknowledge, receipt, steward, invest, and allocate support in accordance with IRS guidelines and professional standards put forward by the Association of Fundraising Professionals (AFP), Council for the Advancement and Support of Education (CASE), the Association of Governing Boards (AGB), the National Association of College and University Business Officers (NACUBO), and the National Committee on Planned Giving (NCPG). In addition, the Educational Foundation through its policies and practice adheres to ethical fundraising practices inherent in the Donor Bill of Rights and the Model Standards of Practice for the Charitable Gift Planner.

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Policy No. 8013
12/10/2019
Reviewed 9/15/2026

COMMUNITY RELATIONS

Library Institutional Archives Collection Development Policy

Mission

The Oakton College Library Archives ("Archives") form part of Special Collections, which is the repository for rare tangible works at the College. The mission of the Archives is to manage collect, preserve, and provide access to official and legal College records, historical/cultural works, and personal papers of enduring value, regardless of format, that were created by the College, its trustees, administrators, faculty, staff, alumni, students, affiliated organizations and members of the larger Oakton College district. The Archives function as the institutional memory of the College and its mission is accomplished through organizing and providing access to these records by means of finding aids and descriptive bibliographic metadata.

Scope

The Collection Development Policy 8013 is designed to support the mission statement of the Archives and serves as a guide for the selection, acquisition, maintenance, and retention of records.

The Archives serves as a repository for selected College documents, historical images, and video recordings for all of the College's locations. It preserves historical and cultural records about College activities, people, and events. In addition, it collects records, creative works and personal papers of enduring value primarily for their historical research value that are used by students, staff, faculty, alumni and the community at large. The Archives seeks the authorized and timely transfers of institutional records and other donations that fit within the scope of this policy and which are typically no longer in active use.

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

First Read of Policy

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

JLS:bs
9/2026

President's Recommendation:

That the Board adopts the following resolution:

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

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Policy No. 1100
5/22/1973
Revised and Re-coded 01/19/1999
Renumbered 7/1/2001
Revised 1/16/2007
Revised 8/22/2014
Revised 2/17/2015
Revised 10/13/2026

COLLEGE WIDE POLICIES

Nondiscrimination

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

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

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

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Policy No. 1101
11/15/1988
Revised and Re-coded 01/19/1999
Renumbered 7/1/2001
Revised 12/15/2009
Revised 2/17/2015
Revised 2/20/2018
Revised 10/13/2026

COLLEGE WIDE POLICIES

Harassment

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

Definition of Harassment

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

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

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

Internal Reporting Procedures

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

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

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

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

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Policy No. 1102
6/29/1993
Revised and Re-coded 01/19/1999
Renumbered 7/1/2001
Revised 3/19/2002
2/17/2015
Revised 2/20/2018
Revised 10/13/2026

COLLEGE WIDE POLICIES

Sexual Misconduct

It is the intent of this policy to prevent any occurrence of sexual misconduct at the College and to inform all members of the College community of the procedures to follow if questions or problems arise. To provide an environment conducive to learning and professional performance and development, the College shall not tolerate sexual misconduct in any form by any employee, student or third person. ***Specifically, Oakton College complies with Title IX of the Education Amendments of 1972 ("Title IX"), the Violence Against Women Act ("VAWA"), Title VII of the Civil Rights Act of 1964 ("Title VII"), the Illinois Human Rights Act, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), the Preventing Sexual Violence in Higher Education Act, and all other applicable laws and local ordinances regarding unlawful sex-based discrimination, harassment or other misconduct.***

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

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

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

Definitions[1]

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

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

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

Sexual Harassment is illegal under both state and federal law and objectionable under any circumstance. It is the College's policy[2] that no member of the College community may sexually harass any other member of the College community. The College shall not condone sexual harassment of or by students, faculty members, staff members or administrators. Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitute harassment when:

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

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

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

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

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

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

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[2] Policy 1101

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

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

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

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

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

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

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

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

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

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

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

For Procedures for Reporting a Complaint see Procedure 1102.

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Policy No. 1103
11/15/1988
Revised and Re-coded 01/19/1999
Renumbered 7/1/2001
Revised 1/21/2014
Reviewed 2/17/2015
Revised 10/13/2026

COLLEGE WIDE POLICIES

Substance Abuse

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

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

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

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

This policy does not regulate the use of medication taken under the direction of a physician. In compliance with the Compassionate Use of Medical Cannabis Pilot Program Act, the College will not discriminate against a person based solely on their status as a registered qualifying patient. The College will continue to enforce its Substance Abuse policy in a non-discriminatory manner. ***Notwithstanding the foregoing, the College prohibits the use or possession of recreational or medically prescribed cannabis, and/or being under the influence of cannabis while on campus or at College-sponsored activities. The College reserves the right to ensure compliance with***

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

For Procedures for Reporting Substance Abuse see Procedure 1105.

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Policy No. 1104
4/17/1990
Revised and Re-coded 01/19/1999
Renumbered 7/1/2001
Revised 1/21/2014
Revised 2/17/2015
Revised 10/13/2026

COLLEGE WIDE POLICIES

Alcohol and **Drug-Free Workplace**

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

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

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

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

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

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

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

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

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

COLLEGE WIDE POLICIES

Drug-Free Schools and Communities Act Rules

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

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

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

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

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

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

VI. Available Drug and Alcohol Rehabilitation Programs

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

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

VII. Distribution of Information

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

VIII. Biennial Review

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

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

COLLEGE WIDE POLICIES

Americans with Disabilities Act (ADA)

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

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

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

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

Section 504 of the Rehabilitation Act

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

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

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

COLLEGE-WIDE POLICIES

Use of Information Technology

Preamble

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

Policy

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

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

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

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

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

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

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

Implementation

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

Enforcement

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

Definition of Terms

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

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

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

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

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

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

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

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

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

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

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

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

Systems: see Information Technology facilities and resources

User: see Authorized User

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

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

COLLEGE WIDE POLICIES

Financial Records – Confidentiality

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

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

COLLEGE WIDE POLICIES

Compliance with Health Insurance Portability and Accountability Act

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

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

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

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

COLLEGE WIDE POLICIES

Reporting Employee Concerns Regarding the College's Financial Management

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

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

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

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

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

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

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

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

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

COLLEGE WIDE POLICIES

Document Retention and Destruction

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

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

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

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

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

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

COLLEGE-WIDE POLICIES

Compliance with Higher Education Smoke-Free Campus Act

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

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

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

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

Definitions

“Smoking” means:

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

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

COLLEGE-WIDE POLICIES

Code of Conduct

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

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

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

The Code of Conduct specifically prohibits:

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

The Code of Conduct allows:

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

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

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

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

Policy No. 1114
5/24/2011
Reviewed 2/17/2015
Reviewed 10/13/2026

COLLEGE WIDE POLICIES

Identity Protection Policy

Purpose

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

Requirements

A. All employees that have access to social security numbers in the course of performing their duties must be trained to protect the confidentiality of social security numbers. Training will include instructions on the proper handling of information that contains social security numbers from the time of collection through the destruction of the information.

B. Only employees who are required to use or handle information or documents that contain social security numbers will have access to such information or documents.

C. Social security numbers requested from an individual will be provided in a manner that makes the social security number easily redacted if required to be released as part of a public records request.

D. When collecting a social security number, or upon request by the individual, a statement of the purpose or purposes for which the social security number is being collected and used must be provided.

Prohibited Activities

No employee may do any of the following:

A. Publicly post or publicly display in any manner an individual's social security number. "Publicly post" or "publicly display" means to intentionally communicate or otherwise intentionally make available to the general public.

B. Print an individual's social security number on any card required for the individual to access products or services.

C. Encode or embed an individual's social security number in or on any cards or documents, including, but not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology.

D. Require an individual to transmit their social security number over the Internet, unless the connection is secure or the social security number is encrypted.

E. Print an individual's social security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless State or federal law requires the social security number to be on the document to be mailed. Notwithstanding any provision in this Section to the contrary, social security numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the social security number. A social security number that may permissibly be mailed under this Section may not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.

F. Collect, use, or disclose a social security number from an individual, unless:

    1. Required to do so under State or federal law, rules, or regulations, or the collection, use, or disclosure of the social security number is otherwise necessary for the performance of that agency's duties and responsibilities;

    2. The need and purpose for the social security number is documented before collection of the social security number; and

    3. The social security number collected is relevant to the documented need and purpose.

G. Require an individual to use their social security number to access an Internet website.

H. Use the social security number for any purpose other than the purpose for which it was collected.

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

A. The disclosure of social security numbers pursuant to a court order, warrant, or subpoena.

B. The collection, use, or disclosure of social security numbers in order to ensure the safety of other employees.

C. The collection, use, or disclosure of social security numbers for internal verification or administrative purposes.

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

Public Inspection and Copying of Documents

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

Public Availability

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

Applicability

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

Policy No. 1115
12/13/2012
Reviewed 2/17/2015
Reviewed 10/13/2026

COLLEGE WIDE POLICIES

Social Media Policy

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

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

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

COLLEGE WIDE POLICIES

Compliance with Campus Sex Crimes Prevention Act

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

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

COLLEGE WIDE POLICIES

Reciprocal Support: Local Purchasing

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

The aspirational purchasing goals of the Board of Trustees are:

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

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

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

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

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COLLEGE WIDE POLICIES

Concealed Carry

I. Statement of Purpose

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

II. Persons Covered by this Policy

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

III. Prohibited Activities

A. Weapons or Firearms

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

It is the Policy of the College to prohibit:

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

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

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

B. Exceptions

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

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

2. The weapon or firearm is carried by a full-time or part-time law enforcement officer, in good standing with their department, who is required to carry a weapon or firearm, whether on-duty or off-duty, as a condition of his or her employment; the weapon or firearm is carried by an enforcement officer from an external agency conducting official business at the College; or for any other exception deemed necessary as determined by the College's Chief of Police and Emergency Management.

3. The weapon or firearm is used in connection with sanctioned classes, athletics, or recreational sports practices, games, matches, tournaments or events on Campus when the activity requires the use of such weapons or firearms (e.g., fencing, starter pistols and archery).

4. The use of simulated weapons or firearms in connection with College-related theatrical productions.

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

IV. Signage that Concealed Firearms are Prohibited

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

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

V. Parking and Firearm Storage

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

VI. Enforcement

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

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

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

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

VII. Definitions

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

B. The term "weapon" is defined as:

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

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

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

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

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

VIII. Police Department

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

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

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

IX. College Vice President of Student Affairs

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

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

X. Delegation

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

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

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

COLLEGE WIDE POLICIES

Emergency Operations Plan

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

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

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

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

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

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

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

COLLEGE WIDE POLICIES

Free Speech and Expression

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

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

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

COLLEGE WIDE POLICIES

Ban of Incentives

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

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

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

COLLEGE WIDE POLICIES

Oakton College Art Collection

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

The art collection is divided into three categories:

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

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

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

Policy No. 4400
8/29/1974
Revised 12/12/1989
Revised 1/16/1996
Renumbered 7/1/2001
Reviewed 12/9/2014
Reviewed 10/13/2026

PERSONNEL – STUDENT EMPLOYEE

Student Employees

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

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

PERSONNEL - STUDENT EMPLOYEE

Student Employee Definition

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

Authorization to Employ

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

Eligibility for Student Employment

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

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

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

Work Hour Limitations

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

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

Multiple Student Employee Assignments

A student employee can be active in no more than two (2) student employee assignments at any given time.

Limitation in Semesters Employed

A student will not work as a student employee more than 12 semesters. Any exceptions are subject to review by and approval ***from*** ~~of~~ the Vice President for Student Affairs and the Vice President for Administrative Affairs ***or designee***.

Salary Schedule

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

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

STUDENTS

Academic Honors

In recognition of academic excellence, the Board of Trustees establishes categories to honor students for their academic performances.

The following standards will apply after a student has completed 12 credit hours (excluding developmental courses) with a grade point average of 2.0 or better at Oakton. Determination of eligibility for honors for students who receive an I indicator will be deferred until the I indicator is replaced with a grade.

Term Honors

Term honors are awarded to students who meet standards of academic progress at the end of both the fall and spring terms, and who meet the following criteria:

For students enrolled in 6 or more credits at the 100-level or above:

1. President's Scholars - term grade point average of 4.0
2. High Honors - term grade point average between 3.75 and 3.99
3. Honors - term grade point average between 3.50 and 3.74

For students enrolled for 1 - 5 credits at the 100-level or above:

1. Commendation - term grade point average of 3.50 - 4.00

Graduation Honors

Students receive graduation honors when they receive an associate degree or certificate, and when their cumulative grade point average for all courses taken at Oakton meets the following criteria:

1. President's Scholars - cumulative grade point average of 4.0
2. High Honors - cumulative grade point average between 3.75 and 3.99
3. Honors - cumulative grade point average between 3.50 and 3.74

See also Policy 6100

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

Standards of Academic Progress (SOAP)

Oakton College requires that students make satisfactory progress toward achieving their educational goals. The fundamental standard of academic progress will be the attainment of a 2.0 cumulative grade point average. The following standard will apply after a student has attempted 9 credit hours (including developmental courses):

A minimum grade point average of 2.0 will be required of all students each semester and cumulatively. This GPA will be computed using A, B, C, D, and F grades, defined in Policy 5103. Additionally, indicators of AS, BS, CS, DS, N, W, P, I, IR, IS, FR, FS, IP, and Q will not be used in the calculation. F grades and the I indicator for developmental classes will not be calculated into the GPA or for determining the Standard of Academic Progress (SOAP). The GPA and academic standing will be recalculated when the I has been converted to a grade.

Students who fail to maintain the above standards will be subject to the following progressive sanctions:

A. Academic Probation: Students in this category will be restricted in one or more of the following ways:

a. the number of hours for which they may enroll;
b. specific courses for which they may enroll;
c. enrollment only with the approval of appropriate college personnel.

~~A student who is on Academic Probation and who does not successfully meet the GPA standard in that semester, but whose cumulative GPA remains above a 2.0 will remain on Academic Probation.~~ ***A student who is on Academic Probation and who successfully meets the GPA standard in that semester, and whose cumulative GPA is 2.0 or above, will be returned to good standing.***

~~A student who is on Academic Probation and who does not successfully meet the GPA standard in that semester and whose cumulative GPA remains below 2.0 will be placed on Academic Suspension.~~ ***A student who is on Academic Probation and who does not successfully meet the GPA standard in that semester, but whose cumulative GPA remains above 2.0 will remain on Academic Probation.***

A student who is on Academic Probation and who successfully meets the GPA standard in that semester but whose cumulative GPA remains below 2.0 will remain on Academic Probation.

~~A student who is on Academic Probation and who successfully meets the GPA standard in that semester and whose cumulative GPA is 2.0 or above will be returned to good standing.~~ ***A student who is on Academic Probation and who does not successfully meet with GPA standard in that***

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

B. Academic Suspension: A student who falls below the GPA standard of progress for a second consecutive semester* will be suspended for one semester (Fall, Spring, or Summer). After the suspension, the student may re-enroll with an academic status of Suspension Return. With the support of ***various Student Affairs offices*** ~~the academic advising office~~, a student may be restricted to one or more of the following during their status of "Suspension Return":

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

~~A student who is on Suspension Return who does not meet the GPA standard in that semester and whose cumulative GPA remains below 2.0 will be placed on Academic Dismissal.~~ ***A student who is on Suspension Return and who successfully meets the GPA standard in that semester, and whose cumulative GPA is 2.0 or above, will be returned to good standing.***

A student who is on Suspension Return and who successfully meets the GPA standard in that semester but whose cumulative GPA remains below 2.0 will remain on Suspension Return.

~~A student who is on Suspension Return and who successfully meets the GPA standard in that semester, and whose cumulative GPA is 2.0 or above will be returned to good standing.~~ ***A student who is on Suspension Return, who does not meet the GPA standard in that semester and whose cumulative GPA remains below 2.0 will be placed on Academic Dismissal.***

C. Academic Dismissal: Students who have returned after being on Academic ~~s~~***S***uspension, and who fail to meet the standard of progress as outlined in the suspension rules, will be dismissed from the College for a period of 12 consecutive months. ~~Readmission after this period is by petition to the Vice President for Student Affairs at least four weeks prior to the start of the term for which they are seeking readmission~~. Students re-entering after Academic Dismissal will be placed on academic status of Dismissal Return. With the support of ***various Student Affairs offices*** ~~the academic advising office~~, a student may be restricted to one or more of the following during their status of "Dismissal Return":

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

~~A student who is on Dismissal Return who does not meet the GPA standard in that semester and hose cumulative GPA remains below 2.0 will be placed on Subsequent Academic Dismissal.~~ ***A student who is on Dismissal Return and who successfully meets the GPA standard in that semester, and whose cumulative GPA is 2.0 or above, will be returned to good standing.***

A student who is on Dismissal Return and who successfully meets the GPA standard in that semester but whose cumulative GPA remains below 2.0 will remain on Dismissal Return.

~~A student who is on Dismissal Return and who successfully meets the GPA standard in that semester, and whose cumulative GPA is 2.0 or above will be returned to good standing.~~ ***A student who is on Dismissal Return who does not meet the GPA standard in that semester, and whose cumulative GPA remains below 2.0 will be placed on Subsequent Academic Dismissal.***

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

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

STUDENTS

Student Academic Integrity

Statement of Principles

Students and faculty members at Oakton College enjoy a shared commitment to the integrity of their learning environment and to well established rights and responsibilities in their mutual pursuit of scholarship, knowledge, and skill. Common courtesy, mutual respect, reasoned discourse, intellectual candor and openness to constructive criticism characterize the change and growth that result from academic endeavors at Oakton. Academic honesty is vital to these endeavors; it is essential to the life and meaning of any academic community. In the absence of acknowledged standards of honesty, faculty members, students and our community cannot have confidence in either the intellectual achievement and knowledge or the implicit promise of potential for continued growth that college education implies. All members of the Oakton community are responsible, therefore, for maintaining the College's standards of integrity. Students, faculty members, and staff members share the responsibility and authority for making known acts of apparent academic dishonesty.[3]

Even though all members of the College community share the mutual obligation of maintaining our academic integrity, Oakton's faculty members, as they seek and transmit knowledge and present information about the methods by which it is acquired and properly demonstrated, are primarily responsible for maintaining our standards. As part of their responsibilities, faculty members must make judgments, with due regard for established standards of scholarship, about the academic performance and achievements of their students. In so doing, faculty members must be able to examine work that students submit for academic credit in confidence that it is original. Academic evaluation, therefore, incorporates a trust as well as a responsibility. The trust includes the fundamental expectation that a student's work is free from academic dishonesty of any type; the responsibility includes the obligation to challenge any dishonesty encountered.

[3] Oakton College is intellectually indebted to the following institutions, whose policies on academic integrity influenced this policy: College of DuPage; College of Lake County; Dartmouth College; Illinois State University; Joliet Junior College; Miami University of Ohio; Moraine Valley Community College; Northwestern University; Pennsylvania State University; University of Illinois at Chicago; University of Illinois at Urbana-Champaign; Indiana University; University of Iowa; University of Maryland at College Park; University of Michigan; University of North Carolina, Charlotte; University of Wisconsin at LaCrosse; University of Wisconsin at Madison; William Rainey Harper College.

What students learn at Oakton goes beyond the acquisition of knowledge or skill; it involves commitment to the principles of scholarship, acceptance of a sense of mutual obligation in inquiry, adherence to standards of honesty and acknowledgement, and participation in relationships of trust in the life-long pursuit of wisdom. The virtues associated with these values develop in an environment of freedom and personal responsibility. In such an environment, mistakes of judgment by students that faculty members deem to be based on ignorance of the established standards of scholarship can be corrected immediately and informally by faculty members in cooperation with their students, and nothing that follows in this policy (or related procedures P6102, P5102) is meant to prohibit this proper resolution of such learning opportunities for students.

~~The~~ Code of Student ~~Academic~~ Conduct: ***Acts of Academic Dishonesty***

Faculty members and students have mutual responsibility for establishing clear understanding about Oakton's values-expressed in part in the Statement of Principles and in part in the Code of ~~Academic~~ ***Student*** Conduct concerning academic evaluation activities.

The Code of ~~Academic~~ ***Student*** Conduct prohibits such violations of academic integrity as: cheating; plagiarism; falsification and fabrication; abuse of academic materials; complicity in academic dishonesty; falsification of records and official documents; personal misrepresentation and proxy; and bribes, favor, and threats.

Violations and Penalties

Violations of the Code of ~~Academic~~ ***Student*** Conduct are activities (observed or reported) or materials whose character is deceitful and dishonest. Violations of the Code will be reported and determined in accordance with the processes described in the procedures relating to academic integrity (P6102, P5102). Penalties for violations of the Code will be based upon the nature of the violation and may include any of the sanctions described in the procedures relating to academic integrity (P6102, P5102).

See also Policy 6102

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Policy No. 5103
8/15/1972
Revised 1/16/1996
Renumbered 7/1/2001
Revised 11/15/05
Effective August 2006
Revised 4/17/2007
Reviewed 12/9/2014
Revised 6/25/2019
Revised 8/18/2020
Revised 10/13/2026

STUDENTS

Grade Reporting System

Faculty members are responsible--in accordance with course requirements and through a fair, professional application of reasonable academic standards--for determining and reporting grades (or indicators) for students enrolled in credit courses at Oakton College. To accurately generate state credit hour claims, faculty will provide information required by the Illinois Community College Board, including ~~mid-term~~ ***midterm*** attendance and final grades, according to the procedures and deadlines communicated by ***the*** Registrar Services ***office***.

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

Grades:

A Excellent
B Good
C Satisfactory
D Minimal passing
F Failure
~~F20 Failure (Created for Spring 2020)~~
~~P20 Satisfactory (Created for Spring 2020; criteria for pass was a standard grade of D or higher)~~

Grades (developmental classes only):

AS Excellent
BS Good
CS Satisfactory
DS Minimal Passing
FR/FS Failure
P Successful Completion

Indicators:

FZ Forgiveness (an "F" grade forgiven for satisfactory performance - no penalty)
I Incomplete (by student request and faculty agreement)
IP Course in Progress
IR/IS Incomplete (Developmental Classes Only)
~~I20 Incomplete (Created for Spring 2020)~~
J Course Drop (Student initiated course drop during the zero percent refund period.)
N Nonattendance (reported at mid-term)
Q No grade submitted by instructor
V Audit
W Withdrawal

~~Indicators –~~ Historic ***Grades***:

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

Historic Indicators:

I20 Incomplete (Created for Spring 2020 and not used after May 2020.)
O Withdrawal (withdrawal from course after mid-term to the end of the 10th week of the regular term; not used after August 1996)
R Repeat (not used after August 1984)
X Course Still in Progress (not used after August 1984)
T Successful Completion (not used after August 1988)
Z Forgiveness (an “F” grade forgiven for satisfactory performance – no penalty internal only (not used after August 2006)

Grade Appeals

A student wishing to appeal a final grade must follow the defined procedure (P5103).

~~Transcript Appeals (Forgiveness)~~ ***Grade Forgiveness***

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

Please see P5103 and PD5103.

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Policy No. 5106
11/20/1973
Revised 01/16/1996
Renumbered 7/1/2001
Revised 01/17/2006
Reviewed 12/9/2014
Revised 10/13/2026

STUDENTS

Admission to the College

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

Oakton College reserves the right to limit enrollment or participation in any of its classes, programs, or services to qualified individuals who are able to meet fundamental program requirements (as determined by the College) and whose participation would not impede the performance of other students, or cause undue disruption to the conduct of College business.

The College reserves the right to establish special requirements and admission procedures for designated categories of students or for designated academic programs or courses. The College also reserves the right to establish special admission requirements for individuals who are not high school graduates or who do not possess the General Education Development (GED) certification***, or the High School Equivalence Test (HiSET) certification***.

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Policy No. 5107
11/20/1973
Updated 1/16/1996
Renumbered 7/1/2001
Revised 3/19/2002
Reviewed 12/9/2014
Revised 10/13/2026

STUDENTS

Student Classification

Full-time Students

Students taking twelve semester hours of course work or more during the fall or spring semester will be considered full-time. Students receiving benefits under various financial assistance programs should contact the Office of Student Financial Assistance for specific requirements of those particular programs requiring full-time status.

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

Part-time Students

Students taking less than twelve semester hours of course work during the fall or spring semesters~~, or less than six semester hours of course work during the summer term~~ will be considered part-time.

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

Policy No. 5108
1/20/1973
Revised 1/16/1999
Renumbered 7/1/2001
Revised 3/19/2002
Reviewed 12/9/2014
Reviewed 10/13/2026

STUDENTS

Financial Aid

At Oakton College, the primary objective of the Office of Student Financial Assistance is to provide financial assistance to qualified students who, without such assistance, would be unable to attend the College. In meeting this objective, the Office of Student Financial Assistance coordinates federal, state, and institutional programs. Assistance may be offered to students in the form of gift aid (grants and scholarships) and self-help (loans and part-time employment).

To assure equality of access to higher education in accordance with federal and state regulations, the College, in selecting financial aid recipients, places emphasis upon family and student financial need. Both the student and the parents of dependent are expected to make a reasonable effort to pay all College expenses. Student financial aid at Oakton should be reviewed only as supplemental to the efforts of the student and the student's family.

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

STUDENTS

Payment Policy

Due Dates

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

Payments not received by the due date may result in the student being dropped from all courses for which he/she is registered. If full payment has not been received and the student drops class(es) or is dropped by the College, the student's obligation for the outstanding bill remains.

Credit Cards

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

Payment Plan

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

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Policy No. 5110
11/20/1973
Revised 1/16/1996
Renumbered 7/1/2001
Revised 3/19/2002
Revised 11/15/2005
Effective May 2006
Revised 12/9/2014
Revised 10/13/2026

STUDENTS

Fees

Fees are established by the President in consultation with the Board of Trustees and are subject to change without prior notice. All fees except course fees are nonrefundable. Refunds of course fees are based on the tuition refund schedule.

All fees will be published in the catalog and ~~Schedule of Classes~~ ***and the College's website***.

Application Fee

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

Registration Fee

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

Late Registration Fee

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

Course Fees

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

Student Activities Fee

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

Reinstatement Fee

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

Returned Check

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

Graduation Processing Fee

A graduation fee ~~is~~ ***may be*** charged ***to*** each student who submits a request to have his/her credentials evaluated for graduation. This is used to defray the cost of transcript evaluation and production of diplomas. All eligible students can participate ***for*** free in the Commencement ceremony.

Audit Fee

Students electing to audit will pay an audit fee to help offset lost revenue from state apportionment. Employees and their dependents who are eligible for free tuition are exempt from audit fees.

Transcript Fee

Students will be charged a transcript fee to offset the cost of processing official transcript requests.

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Policy No. 5111
11/20/1973
Revised 8/20/1996
Renumbered 7/1/2001
Revised 1/17/2006
Revised 10/17/2006
Reviewed 12/9/2014
Revised 10/13/2026

STUDENTS

Tuition

Tuition rates are recommended by College administrators in accordance with ICCB guidelines, approved by the Board of Trustees and are subject to change without notice.

In-District Tuition

Students who are legal residents of Community College District 535 for at least 30 days immediately prior to the date classes begin for the term they are attending will pay tuition and fees as established by the Board of Trustees. ~~Distance~~ ***Online*** learning courses are charged the in-district tuition rate.

Out-of-District Tuition

Students who are legal residents of Illinois but who live outside of the Oakton College district pay tuition rates higher than in-district residents. This tuition rate is established by the College administrators. ~~Distance~~ ***Online*** learning courses are charged the in-district tuition rate.

Out-of-State Tuition

All students who do not maintain a legal residence in the state of Illinois pay tuition rates higher than out-of-district residents. This tuition rate is established by the College administrators. Distance learning courses are charged the in-district tuition rate.

Exemptions

Business Service Agreement

In recognition of the contribution of eligible in-district business and industry, the College has established a program for their non-district resident employees who are employed full time (usually 35 or more hours each week). These students may be allowed to pay in-district tuition rates. Tuition charges may either be paid by the employee or billed directly to the company.

United States Military Personnel

Military personnel who are stationed within the Oakton College district will pay in-district tuition and fees as established by the Board of Trustees.

Senior Citizens

District residents sixty years of age or over prior to the date classes begin for the term for which they are registering, are exempt from paying fifty percent of the tuition rate established for in-district residents. Resident adults sixty-five years of age or over who demonstrate financial need can have all in-district tuition waived.

Agreements

Oakton District Residents Attending Other Community Colleges

Residents of Community College District 535 who wish to enroll in a curriculum not available at Oakton may apply for a chargeback or joint agreement to attend another community college in Illinois that offers that curriculum. Through a chargeback or joint agreement, a district resident will be entitled to pay that college's in-district tuition rate.

Residents of other community college districts who wish to enroll at Oakton in a program not offered in their area community college should apply for a chargeback to their local community college.

Terms, conditions and deadlines for these programs vary greatly from college to college and are defined in their equivalent of our Schedule of Classes, or catalog.

In-District Schools

The in-district tuition rate applies for Oakton courses taught in the district school for their employees or currently enrolled students. The College may impose additional fees to cover extraordinary costs.

Policy No. 5112
11/20/1973
Revised 1/16/1996
Renumbered 7/1/2001
Revised 3/19/2002
Revised 1/17/2006
Reviewed 12/9/2014
Reviewed 10/13/2026

STUDENTS

Refunds

The amount of refund allowed when a student drops a class(es) will be calculated according to the published refund schedule. Course drops may be done in-person or by written notice to the Office of Registration and Records or by using the On-Line Registration System. The Schedule of Classes, published for each term, will specify the dates withdrawals are accepted and the percentage of refund allowed.

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Policy No. 5113
1/27/1975
Revised 8/18/1998
Revised 1/18/2000
Revised 9/19/2000
Revised 7/1/2001
Renumbered 7/1/2001
Revised 3/19/2002
Revised 1/17/2006
Reviewed 12/9/2014
Revised 10/13/2026

STUDENTS

Residency

Proof of Residency

The following will govern the determination of residency of a student not only for tuition, but to validate residency for the purpose of state funding and/or grants.

The College will require that a student ~~show~~ ***provide*** evidence, as reasonably may be required, to demonstrate where they are "domiciled"--the place where the student lives and intends to maintain a true and permanent home. Such evidence is to be presented to ~~either~~ the ~~Office of Admission and~~ Enrollment ***Center*** ~~Management or the Office of Registration and Records~~ by the date designated for each semester or term. Students who do not present proof of residency or other evidence entitling them to in-district tuition by the deadline will be charged out-of-district tuition for that term.

In-District Student

A student whose legal residence is within the boundaries of Community College District 535 for at least 30 days immediately prior to the date classes begin for the term they are attending will be classified as an in-district student and will be so identified for the purpose of state funding.

Out-of-District Student

A student whose legal residence is outside of the boundaries of Community College District 535 but within the state of Illinois will be classified as an out-of-district student. Although students may be allowed to pay in-district tuition rates resulting from an agreement between an eligible in-district business or another community college, their place of residency will remain out-of-district and be so identified for the purpose of state funding.

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

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

Out-of-State Student

A student whose legal residence is outside the boundaries of the state of Illinois will be classified as an out-of-state student ***(except refugee, parolee or asylum)***. Although students may be allowed to pay in-district tuition rates resulting from an agreement between industry or other educational institutions, their place of residency will remain out-of-state and be so identified for the purpose of state funding.

Appeal of Residency Determination

Once the residency status of a student has been determined, they may appeal this decision if the student thinks the determination is incorrect. To appeal ~~the~~ ***a residency*** decision***, the student may request an exception by submitting a residency appeal. The appeal will be reviewed by the Residency Appeals Committee, and a decision rendered. To appeal the committee's decision,*** ~~of the Director of Registration and Records~~ the student must write the ~~Vice President for Student Affairs~~ **Dean of Enrollment Management**. The ~~Vice President~~ ***Dean*** will review this petition and render a final decision.

Change of Address

Students will notify the ~~Registration and Records or the Office of Admission and Enrollment Management~~ ***College*** of changes in permanent address. The student must make such notification in writing ***to the Enrollment Center***, stating both the old and the new address. If the student does not inform the College of a change in address or if the College becomes aware that an address given by the student is incorrect, the student must demonstrate again proof of residence for the correct address. Changes in tuition rates resulting from changes in the place of residence will primarily be made at the beginning of the semester/term following the change of residence.

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Policy No. 5114
11/20/1974
Updated 11/15/1988
Renumbered 7/1/2001
Revised 1/17/2006
Reviewed 12/9/2014
Revised 10/13/2026

STUDENTS

Chargebacks

Chargebacks for Oakton District Residents Attending Other Community Colleges Residents of Oakton Community College District 535 who wish to enroll in a curriculum not available at Oakton may apply for tuition assistance (chargebacks) to attend another community college in Illinois which offers that curriculum. Tuition assistance is granted only to those individuals who are pursuing a degree or certificate program. Tuition assistance will not be issued for enrollment in individual courses or for courses that are outside of the curriculum required for a particular degree or certificate.

Application for tuition assistance must be made to the ~~Oakton Registration and Records Office~~ ***Enrollment Center*** at least thirty days prior to the beginning of the semester, session, or quarter of the college the student desires to attend.

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

STUDENTS

Withdrawal from Classes

It is the responsibility of the student to ~~notify the College when dropping or withdrawing from class(es). Notice can be given in-person, in writing or, when available, through the On-Line Registration System~~ ***drop or withdraw from their class(es) through myOakton***. Failure to attend class or to pay tuition and fees does not constitute ***dropping or*** ~~withdrawal~~ ***withdrawing from class(es)***.

Failure to drop a course within the refund period will result in tuition and fees being due in full. Students who officially drop a class(es) through the official drop date will not have the class(es) listed on their transcript. Students who withdraw from a class after the drop period has ended up to the withdrawal deadline will have the class(es) listed on their transcript with a grade of "W." ***The Student Concise Schedule (available to students through the Student Profile in myOakton) and the Academic Calendar specify dates for drops and withdrawals and the percentage of refund allowed.*** ~~See the Schedule of Classes for specific refund, drop, and withdrawal dates.~~ Although the W indicator will appear on the external transcript, it will not be counted in the calculation of the grade point average or in determining academic status.

An N indicator will be assigned at mid-term by the instructor to a student who registers for class(es) but then fails to attend or attends only for a few days or weeks but does not formally withdraw. The N is an indicator used to determine if state apportionment can be claimed~~.~~ ***and will only appear on the student's unofficial transcript.***

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

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Policy No. 5116
11/20/1973
Revised 1/16/1996
Renumbered 7/1/2001
Revised 11/15/2005
Reviewed 12/9/2014
Revised 10/13/2026

STUDENTS

Auditing a Class

A student wishing to audit a class(es) must apply, register and pay all tuition and fees in the same manner as students who wish to take the course for credit. The faculty member may elect to limit the extent of evaluation made available to ~~the audit student~~ ***a student who is auditing the course***.

A change from “credit” to “audit” must be completed within the first four weeks of the semester (pro-rated for classes of less than 16 weeks in length). Students electing to audit will pay an audit fee. Employees and their dependents are exempt from audit fees.

Once a student has changed to audit status, ~~he/she~~ ***they*** cannot return to credit status later in that semester in that course. To receive credit for a class which has been audited, a student must repeat the course for credit.

A student auditing a course will not be considered enrolled in that course for purposes of financial aid, standards of academic progress, or athletic eligibility. The final grade for the class will be shown on the official transcript as an audit with the letter grade of V.

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

STUDENTS

Co-curricular and Extra-curricular Programs

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

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

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Policy No. 5118
11/20/1973
11/15/1988
Renumbered 7/1/2001
Revised 12/9/2014
Revised 10/13/2026

STUDENTS

Intercollegiate Athletics

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

Policy No. 5119
5/27/1975
Revised 11/15/1988
Renumbered 7/1/2001
Reviewed 12/9/2014
Reviewed 10/13/2026

STUDENTS

Student Records - Confidentiality

Student records are confidential and may be disclosed only in accordance with the federal Family Educational Rights and Privacy Act (Public Law 93-380, 20 U.S.C. Sec. 1232g, et seq.).

Policy No. 5120
10/19/1983
Updated 11/15/1988
Renumbered 7/1/2001
Revised 1/17/2006
Reviewed 12/9/2014
Reviewed 10/13/2026

STUDENTS

Board of Trustees Scholarships

The Board of Trustees will authorize scholarship awards to cover Oakton College tuition and fees up to the budgeted amount each academic year. These awards will be presented on an annual basis. These awards are presented to recognize academic excellence and demonstrated leadership by Oakton students. Recipients of the awards will be selected by a designated scholarship committee representing faculty, students, and administration.

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

STUDENTS

Code of Student Conduct

It is the responsibility of Oakton College to provide equal access to its educational opportunities and to prevent interference with those educational opportunities by maintaining an orderly, civil, and safe educational environment.

To that end, the Board of Trustees, recognizing both the rights and responsibilities of students that accrue to them as citizens or residents and guests of the United States, the State of Illinois, and Community College District 535, authorizes the President to develop a Code of Student Conduct and Procedures to implement it.

The purpose of the Code of Student Conduct is to provide fair and reasonable rules and procedures to promote human development and to ensure that students do not engage in conduct that materially or substantially interferes with the requirements of appropriate discipline for the operation of the College. Sanctions imposed for violating the Code may range from warning through expulsion.

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

STUDENTS

Student Employment

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

Student Employee Definition

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

Authorization to Employ

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

Eligibility for Student Employment

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

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

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

Work Hour Limitations

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

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

Multiple Student Employee Assignments

A student employee can be active in a maximum of 2 student employee assignments at any given time.

Limitation in Semesters Employed

A student will not work as a student employee more than 12 semesters. Any exceptions are subject to review by and approval of the Vice President for Student Affairs and the Vice President for Administrative Affairs.

See also Policy 4401.

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

STUDENTS

Recognition of Student Organizations

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

The Student Government Association (SGA) is empowered to recognize organizations at Oakton College with the approval of the ~~Director~~ ***Office*** of Student Life ***and Campus Inclusion***. The SGA will be responsible for developing procedures outlining the recognition process including: expectations for organizations, rights of organizations and the process for the withdrawal or suspension of recognition. The procedure must be submitted for the approval of the ~~Director~~ ***Office of Student Life and Campus Inclusion*** and the Vice President for Student Affairs ***or their designee***, each year, by April 1 and will be implemented the following academic year.

All organizations must have an advisor who is a member of the faculty, staff or administration of the College. The advisor's role is to lend experience and knowledge to the student organization in an advisory capacity. In order to ensure that student leaders are aware of College policies and procedures, the advisor ~~will encourage~~ ***and*** student leaders ***are required*** to attend officer training workshops and leadership opportunities. Advisors also will serve as the liaison between the College and the students with the primary purpose of sharing information.

Students, regardless of age, are presumed to be adults who will behave in a mature and responsible manner. It is understood that students will follow all applicable laws and College policies, procedures, rules and regulations and will seek the advice of the advisor when planning and conducting organization events. No organization leader, ***advisor,*** or member may obligate the College in any way. Contractual obligations and purchases require the prior approval of the ~~Director~~ ***Office of Student Life and Campus Inclusion*** and appropriate College administrators.

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

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

STUDENTS

Administration of Student Life Fees

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

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

1. An activity that is illegal;

2. An activity that is in violation of policies of the Board of Trustees of Oakton College;

3. Specific partisan political events;

4. Any activity or program which fosters and/or perpetuates an interest in a Religion;

5. An activity that is determined by the ~~Director~~ ***Office*** of Student Life ***and Campus Inclusion***, in conjunction with the Vice President for Student Affairs and the Vice President for Administrative Affairs, that may expose the College to excessive liability for which it is imprudent for the College to take responsibility.

Policy No. 5126
2/24/1984
Revised 11/15/1988
Renumbered 7/1/2001
Revised 11/15/2005
Effective June 2006
Reviewed 12/9/2014
Reviewed 10/13/2026

STUDENTS

Course Repetitions

Students may repeat courses previously taken an unlimited number of times unless restricted. (See College catalog for courses that have a restriction on the number of times that a course can be repeated). Each course attempt will be reflected on the student's academic record with only the highest grade counted in GPA calculation. Courses that are designated as repeatable up to a certain number of attempts or credit hours will have each course attempt reflected on the student's academic record with the credit hours and grades earned up to the limit counted in GPA calculation.

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

STUDENTS

Enrollment Restrictions

In order to help students benefit from instruction and achieve success at Oakton, the College will place the following restrictions on enrollment:

1. All students are encouraged to ~~take Oakton placement tests~~ ***demonstrate their abilities*** in reading, writing and mathematics prior to registration and must do so in order to register for certain courses.

2. In compliance with the state of Illinois and Illinois Board of Higher Education (IBHE) baccalaureate admissions requirements, students seeking the A.A. or A.S. degree must successfully have met high school course requirements or make up these deficiencies.

3. Students may be placed on an enrollment restriction at the discretion of an administrator and may be required to meet with a designated College employee prior to registration.

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

STUDENTS

Chronic Communicable Diseases

Students with chronic communicable diseases may attend Oakton College whenever, through reasonable accommodation, the risk of transmission of the disease and/or the risk of further injury to the student is sufficiently remote in such setting so as to be outweighed by the detrimental effects resulting from the student's exclusion from College. The determination of whether a student with a chronic communicable disease may attend College will be made in accordance with the criteria in P5128.

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

STUDENTS

Annual Student Leadership Awards

The Board of Trustees of Oakton College wishes to acknowledge and reward the contributions made to the College by student leaders. Therefore, the Board has established a series of annual Student Leadership Awards. The awards will consist of five monetary awards which can be used by the student for any college-related or other appropriate expenses. In addition to the grant, the student will receive a symbolic representation of the award.

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

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

Policy No. 5130
11/15/2022
Revised 8/20/2024
Reviewed 10/13/2026

STUDENTS

Student Debt Assistance Act

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

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

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

STUDENTS

Religious Observances

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

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Policy No. 4112
Revised 6/28/1988
Revised and Renumbered 1/18/2000
Reviewed 1/20/2015
Revised 10/13/2026

PERSONNEL – FACULTY

Standards of Ethical *and Professional* Conduct

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

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

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

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

PERSONNEL – CLASSIFIED STAFF

Standards of Ethical *and Professional* Conduct

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

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

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

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

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

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

Notification of Award of Grants

Funding has been made available to Oakton College:

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

TOTAL:..... **$380,011.00**

a. FY27 IBHE Illinois Cooperative Work Study Grant

Oakton College received a $50,000 FY27 Illinois Cooperative Work Study Grant from the Illinois Board of Higher Education to support paid internships and apprenticeships for Illinois resident students. Through Oakton's Work-based Learning Program, which has provided approximately 703 students with paid work experiences since 2000, the grant will create opportunities for 30 students to gain practical experience related to their academic programs, particularly in growing and in-demand fields such as artificial intelligence, accounting, engineering, manufacturing, information technology, and business.

The program will strengthen partnerships with Illinois employers, with a goal of engaging at least 15 new employers and reconnecting with at least 30 past employer partners. The program will also prioritize students who have been historically underrepresented and under-resourced in higher education, helping to reduce financial barriers while building career readiness and connections to Illinois employers. The grant period runs from August 2026 through August 31, 2027.

Christina Radmacher, Work-Based Learning Navigator, will manage the grant and Nathan Norman, Senior Director of Workforce, will administer the grant.

b. FY27 Illinois Arts Council General Operating Support (2 grants)

Oakton College has been awarded two Illinois Arts Council General Operating Support grants to supplement the Performing Arts Center ($10,000) and Koehnline Museum ($5,000) operational costs. The grant period for both is October 15, 2026 through August 31, 2027. Dan Cunningham, Production Coordinator, and Nathan Harpaz, Art Museum Manager, will manage the grants while Mary Hope Griffin, Dean of Liberal Arts, will administer them.

c. FY27 Illinois Community College Board (ICCB) Carl D. Perkins CTE Grant

Oakton College was awarded the Perkins CTE Grant for Fiscal Year 2027, in the amount of $215,834. The purpose of this grant is to develop more fully the academic knowledge and technical and employability skills of students who elect to enroll in CTE programs and programs of study. Perkins V places emphasis on comprehensive stakeholder engagement and collaborative planning; equity and accountability; and alignment with other education and workforce programs. Perkins V requires community colleges to develop and implement a four-year local application and annual work plan that is comprised of elements from the comprehensive local needs assessment, data analysis and performance improvement, and reported activities in work-based learning, career exploration and development, supporting special populations students, early college credit,

enhanced curriculum and instruction, and recruitment, retention, and professional development of CTE educators.

Shannon McKenzie, Workforce Compliance and Career Initiatives Manager, and Dr. Erika Burt, Dean of Business and Career Technologies, will manage the grant, and Dr. Ileo Lott, Provost and Vice President for Academic Affairs, will administer the grant.

d. Illinois Community College Board (ICCB) Integrated English Literacy and Civics Education (IELCE) Grant

The Illinois Board of Higher Education has awarded Oakton College a $99,176.81 Integrated English Literacy and Civics Education (IELCE) Grant. This funding will support integrated English language acquisition, civics education, workforce preparation, and career pathway training for adult learners, with a projected 250 participants in FY27. Programming will focus on students at intermediate to advanced English language levels and will prioritize immigrants, migrants, refugees, and other adult learners seeking employment in high-demand fields such as healthcare, manufacturing, transportation and logistics, early childhood education, and human services.

Grant-funded activities will connect English language instruction to practical civics and workforce skills and provide structured pathways into Bridge programs and Integrated Career and Academic Preparation System/Integrated Education and Training (ICAPS/IET) programs. Oakton anticipates approximately 30 IELCE students will transition into ICAPS/IET programs and approximately 90 students will participate in Bridge programming, helping learners develop the academic, technical, and employability skills needed to earn industry-recognized credentials and enter the workforce.

Elena Smoukova, Senior Manager of Adult Education, will manage the grant, and Delia Rodriguez, Dean of Adult and Continuing Education, will administer the grant. The grant period is July 1, 2026 through June 30, 2027.

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9/2026