

## COMMUNITY RELATIONS

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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

**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.

**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

**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.

**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

**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 his or her 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.

**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

**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.

**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

**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, Board members need to:

1. Become familiar with 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 College Matters.
3. Be able to help people understand official Board actions.
4. Be in the position to explain operations and conduct at the College and clarify misunderstandings.
5. Listen to individuals in the community and community groups who wish to address the Board and who have suggestions for the College.
6. Be able to confer intelligently with all governmental officials, including state legislators and members of Congress, on College issues.

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 him/her 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.

**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

**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.

**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

**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.



**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

**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 his or her 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 his or her designee.

**Policy No. 8008**

7/17/1973

Updated 9/21/1993

Renumbered 7/1/2001

Renumbered and Revised 12/12/2006

Reviewed 12/9/2014

**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.

**Policy No. 8009**

3/15/1977

Updated 9/21/1993

Renumbered 7/1/2001

Renumbered 12/12/2006

Reviewed 12/9/2014

**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.

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

## **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.

**Policy No. 8011**

9/21/1993

Renumbered 7/1/2001

Renumbered and Revised 12/12/2006

Reviewed 12/9/2014

**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.

**Policy No. 8012**

9/21/1993

Revised 7/1/2001

Renumbered and Revised 12/12/2006

Revised 8/17/2021

**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.

**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.