



## Section I: Bylaws of the Board of Trustees

## Section II Administrative Policies of the Board of Trustees

**2018**

(Revised October 2018)

**SECTION I  
BYLAWS AND POLICIES OF THE BOARD OF TRUSTEES**

**ILLINOIS CENTRAL COLLEGE**

**TABLE OF CONTENTS**

1.1	POWERS, DUTIES, AND RESPONSIBILITIES OF THE BOARD OF TRUSTEES OF ILLINOIS CENTRAL COLLEGE	1
1.2	BYLAWS OF THE BOARD OF TRUSTEES OF ILLINOIS CENTRAL COLLEGE	2
Article I	<u>Membership of the Board</u>	2
	Section 1. Number and Selection	2
	Section 2. Election	2
	Section 3. Term	2
	Section 4. Qualifications of Member	2
	Section 5. Vacancies	2
	Section 6. Student Board Member	3
	Section 7. Conflict of Interest	3
Article II.	<u>Meetings of the Board</u>	4
	Section 1. Annual Organizational Meeting	4
	Section 2. Regular Meetings	4
	Section 3. Special Meetings	5
	Section 4. Adjourned Meetings	5
	Section 5. Closed Sessions	5
	Section 6. Budget Hearing	5
	Section 7. Quorum	5
	Section 8. Board Member Use of Electronic Means of Communication	5
	Section 9. Order of Business	6
	Section 10. Rules of Procedure	7
	Section 11. Recognition of Visiting Groups or Individuals	7
	Section 12. Minutes	8
Article III.	<u>Officers of the Board</u>	9
	Section 1. Election of Officers	9
	Section 2. Determination of Duties	9
	Section 3. Duties of Chair	9
	Section 4. Duties of Vice Chair	9
	Section 5. Duties of Secretary of Board	10
	Section 6. Duties of Treasurer	10

Article IV.	<u>Special Committees of the Board</u>	12
Article V.	<u>The Board and the President</u>	13
	Section 1. President of the College	13
	Section 2. Acting President	13
	Section 3. Board Meetings	13
	Section 4. Communication with the Board	13
	Section 5. Emergency Action	13
Article VI.	<u>Board Legislation</u>	14
	Section 1. Classification of Board Legislation	14
	Section 2. Bylaws of the Board	14
	Section 3. Policies of the Board	14
	Section 4. Amendment of Bylaws or Policies	14
	Section 5. Intent of the Policies	14
	Section 6. Recognition of Collective Bargaining Organizations	14
Article VII.	<u>Freedom of Information</u>	15
Article VIII.	<u>Media Policy</u>	16
Article IX.	<u>Board of Trustees Conference &amp; Meeting Policy</u>	17
	Section 1. Purpose of Travel	17
	Section 2. Travel Approval	17
	Section 3. Forms	17
	Section 4. Conference & Meeting Expense Budget	18
	Section 5. Meals	18
	Section 6. Rental Vehicles	19
	Section 7. Airline Reservations	19
	Section 8. Conference Registration	19
	Section 9. Hotel Reservations	19
	Section 10. Mileage Rates	20
	Section 11. Travel Advance	20

**SECTION II  
ADMINISTRATIVE POLICIES OF THE BOARD OF TRUSTEES**

**ILLINOIS CENTRAL COLLEGE**

Article I.	<u>Chief Executive Officer</u>	22
	Section 1. President of the College	22
	Section 2. Role of the President in Academic Affairs	22
Article II.	<u>Advisory Organizations</u>	23
Article III.	<u>The Educational Program</u>	24
	Section 1. Basic Educational Policy	24
	Section 2. Curriculum Development	25
	Section 3. Credit Hour Policy	25
	Section 4. Intellectual Freedom	26
	Section 5. Controversial Issues	26
	Section 6. Outside Speakers and Programs	27
	Section 7. Degrees and Certificates	28
	Section 8. Selection of Textbooks	28
	Section 9. Selection of Instructional Materials	28
	Section 10. Educational Rights of Students	29
	Section 11. Academic Regulations	29
	Section 12. Study Abroad Program Policy	30
Article IV.	<u>Student Services</u>	31
	Section 1. Definition and Purpose	31
	Section 2. Admission of Students	31
	Section 3. Recruitment Materials and Advertising	32
	Section 4. Financial Aid Policy	32
	Section 5. Tuition	32
	Section 6. Resident Student	33
	Section 7. Admission of Non-Resident Students	33
	Section 8. Chargeback Agreement	33
	Section 9. Student Records	33
	Section 10. Extra-Curricular Programs for Students	34
	Section 11. Student Government Association	34
	Section 12. Student Conduct	34
	Section 13. Student Email Policy	36
Article V.	<u>Personnel</u>	38
	Section 1. Affirmative Action	38
	Section 2. Nepotism Policy	40
	Section 3. Selection	41

	Section 4.	Recommendation for Employment	41
	Section 5.	Appointment	41
	Section 6.	Personnel Action	41
	Section 7.	Employee Groups	41
	Section 8.	Responsibilities of All College Employees	41
	Section 9.	Romantic Relationships Between Employees and Students	42
	Section 10.	Rights and Privileges of Full-Time College Employees	42
	Section 11.	Grievance Procedure	43
	Section 12.	Academic Freedom	43
	Section 13.	Tenure/Termination of Service of Employees Under Tenure Article of Community College Act	44
	Section 14.	Dismissal of Non-Tenure Full-Time Faculty Members	44
	Section 15.	Discipline, Termination of Service of Full-Time Staff not Under the Tenure Act	44
	Section 16.	Effective Date of Retirement	44
	Section 17.	Right to Privacy	45
	Section 18.	Staff Development	45
	Section 19.	Health and Safety	45
	Section 20.	Outside Activities	47
	Section 21.	Conflict of Interest	47
	Section 22.	Part-Time Employees	47
	Section 23.	Full-Time Employee Positions Funded by External Funds	48
Article VI.		<u>The Department of Campus Police</u>	49
	Section 1.	Department of Campus Safety and Security	49
	Section 2.	Weapons on Campus Policy	50
	Section 3.	Sex Offender Policy	51
	Section 4.	Policy Statement on Sexual Assault	51
	Section 5.	Policy Statement on Domestic or Dating Violence and Stalking	51
Article VII.		<u>Campus Solicitation, Advertisements, Product or Sample Product Dissemination</u>	52
Article VIII.		<u>ICC Smoke-Free/Tobacco-Free Campus Policy</u>	53
Article IX.		<u>Drug-Free Awareness Program</u>	54
Article X.		<u>Use of College Facilities</u>	55
Article XI.		<u>Fundraising and Solicitation</u>	56
Article XII.		<u>Anti-Discriminatory and Harassment Policy</u>	58
Article XIII.		<u>Investment Policy</u>	60

Article XIV.	<u>Policy on Community Financial Commitments</u>	63
Article XV.	<u>Policy on Purchasing and Contracting</u>	64
Article XVI.	<u>Fund Balance Policy</u>	65
Article XVII.	<u>Ethics Ordinance</u>	66
Article XVIII.	<u>Sustainability Policy</u>	76
Article XIX.	<u>Social Media Policy</u>	78
Article XX.	<u>Identity Theft Prevention Policy</u>	80
	Section 1. Policy	80
	Section 2. Purpose	80
	Section 3. Definitions	80
	Section 4. Covered Accounts	81
	Section 5. Identification of Relevant Red Flags	81
	Section 6. Oversight of the Program	81
	Section 7. System Guidance	81
Article XXI.	<u>Emergency Operations Plan</u>	82



## Section I

# Bylaws of the Board of Trustees

**1.1 POWERS, DUTIES, AND RESPONSIBILITIES OF THE BOARD OF TRUSTEES**  
**OF**  
**ILLINOIS CENTRAL COLLEGE**

The Illinois Public Community College Act (1965 as amended) is the principal statute for the establishment and operation of the Illinois public community college system.

Illinois public community colleges are defined by law as public institutions of higher education and by statute (Illinois Public Community College Act) are made a part of the State system of higher education.

Responsibility for overall State planning, coordination, and regulation of the State system of higher education is vested in the Illinois Board of Higher Education.

Responsibility for the establishment of standards and criteria, for statewide planning and coordination, for evaluation and recognition of the various colleges, and for certain specific approvals of district board actions is vested in the Illinois Community College Board.

Institutional responsibility for governance, operation, and administration of a comprehensive two-year college program is vested in the local board of trustees of each community college district.

Statutory duties and powers of the community college board of trustees are stated in the Illinois Public Community College Act (110 ILCS 805/1-1 et. seq.).

The duties and responsibilities of the Board of Trustees may be broadly summarized as follows: (1) to appoint the president, other administrative personnel, and all teachers; (2) to fix the principal objectives and policies of the institution; (3) to hold, preserve, and invest the assets of the district; and (4) to represent the institution to the public.



Article I. Membership of the Board

Section 1. Number and Selection

The Board of Trustees of Illinois Central College (hereinafter called the Board) shall consist of seven members elected by the qualified voters of District 514.

Section 2. Election

The election of members of the Board shall be in accordance with applicable State statutes.

Section 3. Term

Members shall be elected for terms designated by applicable State statutes.

Section 4. Qualifications of Members

Board members shall, on the date of their election, be citizens of the United States, 18 years of age or older, and resident of Illinois and District 514 for at least one year immediately preceding the election

Section 5. Vacancies

In the event of a vacancy on the Board, the remaining members shall appoint a replacement to the Board to serve until the next regular election, filled in accordance with the applicable State statute.

A. Definition of a Vacancy

In order to clarify when a vacancy occurs, the Board adopts the following guidelines. A vacancy occurs if the incumbent:

- Dies
- Resigns
- Becomes a person under legal disability
- Is no longer a resident of the district
- Is convicted of an infamous crime
- Is not seated because the election is declared void by a competent tribunal

B. Guidelines for Filling a Trustee Vacancy

Pursuant to current Illinois Statutes (110 ILCS 805/3-7), whenever a vacancy occurs on a community college board, the vacancy shall be filled by the remaining board members in the following manner:

- The person appointed to fill the vacancy must be 18 years of age and a resident of the community college district for at least one year.
- The person appointed shall serve until a successor is elected and certified in accordance with the Election Code.
- If the vacancy occurs with less than four months remaining before the next scheduled consolidated election and the vacant seat is not scheduled to expire at that election, then the term of the appointee shall extend through that election until the succeeding consolidated election.
- If the term of the vacant position is scheduled to expire at the upcoming consolidated election, the appointed person shall serve only until a successor is elected and certified.
- The Board must appoint a person to fill the vacancy within 60 days after the vacancy occurs. (However, there is no current statutory definition of when the vacancy clock starts. It could be when the Board is officially notified of a vacancy.) If the Board fails to fill the vacancy within 60 days after the vacancy occurs, then the chair of the Illinois Community College Board shall fill that vacancy, and the person shall serve until a successor is elected and certified.

#### Section 6. Student Board Member

In accordance with 110 ILCS 805/3-7.24, a student Board member shall be appointed to the Board of Trustees for a term of one year by a campus-wide student referendum. Such member shall have advisory voting privileges only. The student trustee shall be limited to two (2) one-year terms.

To fill an unexpired term of a student Board member in the event of a vacancy, the Vice President of Student Affairs, in concert with the Office of Student Activities, will invite candidates to apply for the position. Candidates will follow the vacancy process outlined in the Student Trustee Manual provided by the Student Life Office.

Amended by Board of Trustees  
May 17, 2018

#### Section 7. Conflict of Interest

All members of the Board of Trustees must adhere to the general conflict of interest statute relating to public officers in Illinois (50 ILCS 105/3) and more specifically to the provisions set forth in the Community College Act (e.g. 110 ILCS 805/3-48).

**Article II. Meetings of the Board****Section 1. Annual Organizational Meeting**

In the year 2005 and beyond, Trustees will be elected and seated within 28 days following the election. The order of business for the organizational meeting shall be as follows.

- A. Call to order by the chair of retiring Board
- B. Pledge of Allegiance
- C. Roll Call by Secretary
- D. Report of the canvass
- E. Adjournment of retiring Board sine die
- F. Convening of the new Board by ranking officer from old Board who shall serve as temporary Chair
- G. Seating of new members
- H. Election of Chairperson of Board
- I. Election of Vice Chair
- J. Election or appointment of Secretary
- K. Appointment of Treasurer
- L. Establishment of regular meeting dates and place
- M. Adoption of existing Bylaws and Policies of the Board of Trustees
- N. Entering upon the discharge of the duties of the Board

**Section 2. Regular Meetings**

The regular meetings of the Board shall be held monthly on the day and at the hour designated by the Board. Meetings shall be held in a designated assembly room at the College. The regular meeting may, however, be set at another time or place or be postponed by the Board.

### Section 3. Special Meetings

The special meetings may be called at any time by the Board Chair. Special meetings also may be called upon request of three or more members of the Board presented to the President, the Chair of the Board, or Board Secretary. In all cases of special meetings, except a meeting held in the event of a bona fide emergency, written notice stating the time, place, and purpose of the meeting shall be given to each Board member 48 hours before the meeting. At such special meeting, no business shall be transacted other than stated in the call.

### Section 4. Adjourned Meetings

A regular meeting may be adjourned to a future date as the Board may determine.

### Section 5. Closed Sessions

Closed sessions will be held in compliance with the Open Meetings Act, 5 ILCS 120/2a.

### Section 6. Budget Hearing

A public hearing on the budget will be held each year prior to its adoption. Notice of the hearing will be in the local newspapers.

### Section 7. Quorum

At all meetings of the Board, whether regular or special, a majority of the voting membership of the Board shall constitute a quorum to do business.

### Section 8. Board Member Use of Electronic Means of Communication

Electronic means of communication (such as, without limitation, electronic mail, electronic chat, instant messaging, or other means of contemporaneous interactive communication) to, by, and between Board members in their capacity as Board members, shall not be used to conduct Board business in a manner that duplicates such contemporaneous interactive communication. Electronic communication use by Board members, in their capacity as Board members, shall be limited to:

- a. Disseminating information; and
- b. Messages or communications not involving deliberation, debate, or decision-making among three or more Board members.

Examples of permissible electronic communication are:

1. Agenda items suggestions
2. Reminders regarding meeting times, date, and places
3. The dissemination of Board meeting agenda or public record information concerning agenda items
4. Responses to questions posted by the community, administrators, or College staff
5. Questions or requests for information directed to administrators or College staff

#### Board Member Attendance by Means Other Than Physical Presence

If a quorum of Board members is physically present at a Board meeting, a majority of the Board may allow a Board member who is not physically present to attend the meeting by other means if the member is prevented from physically attending because of (i) personal illness or disability; (ii) employment purposes or the business of the College; or (iii) a family or other emergency. "Other means" is by video or audio conference.

If a member wishes to attend a meeting by other means, the member must notify the Board Secretary of the College before the meeting unless advance notice is impractical.

Reviewed and Approved by the Board of Trustees  
October 19, 2006

#### Section 9. Order of Business

The order of business for regular meetings shall be as follows:

- A. Call to order by presiding officer
- B. Pledge of Allegiance
- C. Roll Call
- D. Recognition of visiting groups
- E. Citizen comments
- F. Approval of consent agenda
- G. Reports and recommendations from the President of the College
- H. Committee reports
- I. Unfinished business
- J. New business

K. Announcements

L. Adjournment

Revised and Approved by the Board of Trustees  
November 17, 2011

Section 10. Rules of Procedure

Board meetings shall be conducted according to current *Robert's Rules of Parliamentary Procedure*, except as modified by the Board. The ayes and nays shall be called and entered upon each vote. Voting ordinarily will be voice except when formal resolutions are required or when funds are to be expended, in which case the vote shall be by call of the roll. A roll call vote may also be used when requested by any member of the Board. Whenever, a committee makes a report to the Board, and the committee chairperson or other person making the report on behalf of the chairperson moves to accept the report, this motion shall not require a second.

Section 11. Recognition of Visiting Groups or Individuals

Visiting groups or individuals wishing to be heard concerning matters which lie within the scope of the Board's duties and responsibilities shall submit a written request indicating the topic or topics to be discussed prior to the public Board meeting. Citizens may make such requests known to any of the following: Secretary of the Board, Chair of the Board, or the President of the College. Since the President serves as the channel of communication between the Board and all subordinate administrative officers and personnel, all requests by faculty, staff, or students must be directed to his/her office.

Where internal College procedures or policies are specifically provided for, such procedures or policies must be exhausted prior to submission of a written request.

Presentations by individuals will be limited to not more than 10 minutes; group presentations will be limited to two (2) persons taking a total of 10 minutes. Questions from the Board and discussion may follow under the control of the Chair of the Board, but such discussions will be limited to 10 minutes. The matter may then be closed or taken under advisement as the Board directs.

Nothing herein contained should be construed to limit the power of the Board to refuse recognition to persons or groups who wish to discuss issues which are determined by the Board to be repetitive, outside the purview of the Board authority, or harassment.

**Section 12. Minutes**

A record of all transactions of the Board shall be set forth in the minute's book of the Board, and all minute books will be kept by the Secretary of the Board as a permanent record of all Board actions and policy decisions in the district. The approved minutes of all open sessions will be open to the inspection of the public at any time during normal business hours. Minutes of closed sessions will be kept in the same manner, but will remain closed until such time the items or topics of discussion are judged to be open under the requirements of the Open Meetings Act. All minutes will record the name of the person making a motion, the name of the person seconding the motion, and the vote. A member may request that the reason for his vote be recorded in the minutes, such request to be made at the time of voting.

All closed session minutes shall be recorded verbatim (audio or video), according to the amendments of Section 2.06 (a, b, c, d, e, and f) of the Open Meetings Act (effective January 1, 2004).

**Article III. Officers of the Board****Section 1. Election of Officers**

At the annual organizational meeting, the Board shall elect a Chair and Vice Chair, elect or appoint a Secretary, and appoint a Treasurer. These officers shall perform the duties associated with their offices as hereinafter provided.

**Section 2. Determination of Duties**

The officers of the Board shall perform the duties expressly delegated to them by the laws of the State of Illinois and by the Bylaws and Policies of the Board and such other incidental duties as pertain to their respective offices.

**Section 3. Duties of Chair**

The duties of the Chair shall be as follows:

- A. Preside at all meetings of the Board or meetings held for Board purposes within District 514.
- B. Call, subject to provisions of the Illinois Community College Act (1965 as amended), regular or special meetings as may be deemed necessary or desirable.
- C. Perform all duties which the Statutes of the State of Illinois require of the Chair.
- D. Appoint special Board committees.
- E. Sign, when authorized by the Board, all official documents and orders as agent of the Board.
- F. Be an ex-officio member of all committees.

**Section 4. Duties of Vice Chair**

In the absence of the Chair of the Board or in the event that the Chair is unable to act as such, in the event that the office becomes vacant, or in the event of refusal to attend or call meetings, the Vice Chair shall assume the duties of Chair and shall have the same powers as the duly elected Chair. The Vice Chair shall serve until the duly elected Chair assumes or resumes his or her duties.



### Section 5. Duties of the Secretary of the Board

The duties of the Secretary of the Board shall be as follows:

- A. Attend all meetings of the Board and keep or cause to be kept by a competent recorder a full and accurate record of all votes and acts of the Board.
- B. Promptly furnish, or cause to be furnished, a copy of the minutes of each regular or special meeting of the Board to all members of the Board and to the President of the College.
- C. Record, or cause to be recorded, all calls for meetings of the Board, and notify all members of such meetings.
- D. Keep, or cause to be kept, a record in a separate book of the names of all members of the Board, the dates of their election, their length of term, the date of expiration of their terms of office, and a file of all reports made by committees of the Board.
- E. Keep, or cause to be kept, a current and complete record and text of the Bylaws and Policies of the Board and publish the same from time to time as directed by the Board.
- F. Furnish to the President of the College and to all members of the Board, immediately after change, amendments, or additions to the Bylaws and Policies, a complete, accurate, and official copy of the text thereof.
- G. Plan and implement all travel arrangements for the Board members including reimbursements.
- H. Coordinate the activities and communication with the President Emeriti, as needed.

### Section 6. Duties of the Treasurer

A Treasurer shall be appointed by the Board as provided by the Illinois Community College Act (110 ILCS 805/3-18). Before duties begin, the Treasurer shall execute a bond in the manner and form provided for in the Community College Act (110 ILCS 805/3-19). It shall be the duty of the Treasurer to:

- A. Perform all duties which the Statutes of Illinois require of the Treasurer.
- B. Keep an accurate record of all functions and transactions appropriate for the office.

- C. Furnish the Board with such reports as may be required.
- D. Invest funds in accordance with prescribed policy.

**Article IV. Special Committees of the Board**

Special committees may be appointed from time to time as the Board deems advisable. Each committee shall be discharged automatically at the time of the annual organizational meeting unless the Board takes specific action to extend its life beyond that period.

**Article V. The Board and the President****Section 1. President of the College**

The President of the College shall be the chief administrative officer of the internal operating organization of the College and shall be appointed by the Board.

**Section 2. Acting President**

The President shall be authorized to designate a member of the College staff as acting president during temporary disability or absence from the College. If no acting president has been designated, the Vice President of Academic Affairs will serve. In the event that the Vice President of Academic Affairs is also unable to be appointed, the Vice President with seniority will serve as the interim President.

In the case of long continued disability or absence of the President, in case of vacancy in the presidency, or under other special circumstances, the Board shall name an acting president.

Amended by the Board of Trustees  
March 17, 2011

**Section 3. Board Meetings**

The President or a designated representative shall be in attendance at all meetings of the Board and shall inform and advise the Board with respect to the operation of the College.

**Section 4. Communication with the Board**

The President shall serve as the channel of communication between the Board and all subordinate administrative officers and personnel of the internal organization.

**Section 5. Emergency Action**

In the event of emergency situations not covered by specific policy, the College President shall have the authority to take any necessary or appropriate action required by such emergency. Action taken and the reason therefore shall be communicated to the Board as soon as practical.

**Article VI. Board Legislation****Section 1. Classification of Board Legislation**

Legislation by the Board shall be classified as (1) Bylaws and (2) Policies.

**Section 2. Bylaws of the Board**

Legislation concerning the organization, procedures, and functions of the Board in the management of its own affairs shall be classified as Bylaws of the Board.

**Section 3. Policies of the Board**

Legislation concerning the broad structure and procedures of the internal organization of the College shall be classified as Policies of the Board.

Policy shall hereinafter be defined as a basic assumption or principle established by the Board as a guideline for discretionary action by the administration, faculty, and staff in conducting the affairs of the College to achieve the stated goals or objectives.

**Section 4. Amendment of Bylaws and Policies**

The Bylaws and Policies of the Board may be changed or amended and additional Bylaws and Policies may be adopted at any regular or special meeting of the Board by vote of a majority of the total membership of the Board, provided that notice of the intention to change, amend, or add to the Bylaws and Policies in whole or in part shall have been included in the call for the meeting.

**Section 5. Intent of the Policies**

Rules and procedures in implementation of Policies are established by the administration to apply Board policy to specific situations. Such rules and procedures shall subsequently be made a part of the College catalog and/or handbooks or manuals as may be appropriate.

**Section 6. Recognition of Collective Bargaining Organizations**

The Illinois Central College Board of Trustees will grant recognition to appropriate employee organizations for the purpose of collective bargaining under provisions set forth by the Illinois Educational Labor Relations Act.

**Article VII. Freedom of Information**

As a public institution, public access to the records of Illinois Central College is governed by the Federal Family Educational Rights and Privacy Act, the Illinois Local Records Act, and the Illinois Freedom of Information Act. Information, which is available for public disclosure, shall be made available through the office of the Executive Vice President of Administration and Finance.

**Article VIII. Media Policy**

The Illinois Central College Board of Trustees may designate an official spokesperson for the Board on matters of official Board business and policy.

The Board of Trustees spokesperson may be the Board Chair, his/her designee, or another Trustee determined by the Board. When the spokesperson changes, the Board of Trustees will provide the media with the name of the spokesperson as well as recommended contact information.

**Article IX. Board of Trustees Conference and Meeting Policy (Travel)****Section 1. Purpose of Travel**

Travel related expenses for business conducted on the College's behalf by the Board of Trustees and officers of ICC should be reimbursed consistent with the guidelines established for all ICC employees. Examples of the types of official business travel that are reimbursable include: professional conferences, seminars, association activities, official representation of the College at meetings and events or other educational programs relevant to a Trustee's responsibilities. Please note that this list is not exhaustive and only includes some of the most common types of allowable events. Generally, the policy states that the business related expenses would be reimbursed at a reasonable actual cost not to exceed U.S. General Services Administration (GSA) rates while the ICC official is on official College business. Exceptions to the current per diem limit may be reimbursed at actual and reasonable cost with the appropriate documentation (e.g. conference rate of hotel exceeds GSA rate). On a case by case basis, exceptions will be made for travel to remote or non-standard locations, both domestic and foreign. Please contact the Board Secretary for assistance. Any reimbursement above the GSA amount must be approved by a roll call vote at the Board of Trustees monthly meeting. The College will coordinate travel to eliminate as much "out-of-pocket" expense as possible.

**Section 2. Travel Approval**

Trustee travel must be approved in advance by the Board Chair. The Vice Chair must approval travel for the Board Chair. Additionally, all travel expenses for any member of the Board, regardless of amount, must be approved by roll call vote at the Board of Trustees monthly meeting.

**Section 3. Forms**

A travel reimbursement form (Form #CM1) should be completed by each Trustee claiming reimbursement. The proper supporting documentation should be attached to the form for expenditures claimed and then presented directly to the Board Secretary. If a reimbursement is claimed by a Trustee, it must be approved by the Board Chair. The Vice Chair must approve expenditures of the Board Chair. Trustees are required to reconcile their travel expenses within five (5) business days after the travel has been completed. If travel reconciliation is not completed with five (5) business days, the Board of Trustees reserves the right to (a) deny future Trustee travel at College expense; (b) deny future College credit card use; and (c) hold all future advances, and/or reimbursements to the Trustee until prior expenses have been properly accounted for.



In the event a travel advance is requested, prior approval of the Board Chair (or in the case of the Board Chair requesting the travel advance, the Vice Chair) shall be required. The amount of the request should represent, at maximum, a reasonable estimate of expected "out-of-pocket" business expenses for the pending travel. All properly supported and authorized reimbursements on advance requests will be processed by Accounts Payable within ten business days of receipt.

#### Section 4. Conference and Meeting Expense Budget

The budget for the Board of Trustees and the President's Conference and Meeting expenditures should be reviewed and approved by the Board Chair or Vice Chair, as a part of the annual budget preparation. A recap of actual expenditures for the applicable accounts will be shared on a quarterly basis for review with the Chair of the Finance Committee.

#### Section 5. Meals

The College shall reimburse meals at reasonable, actual cost while the official is on College business. Documentation is essential for all expenditures, and is required for individual items over \$25.00.

To obtain reimbursement, each meal must be individually itemized.

Group meals should include a list of all attendees and purpose of the expenditure.

Breakfast is reimbursable when an official has been away from his/her residence overnight or is required to leave for the travel destination at or before 7:00 a.m.

Lunch may be reimbursable when the official is conducting business away from his/her workplace between 10:00 a.m. and 2:00 p.m.

Dinner is payable when an official is required to be away from his/her residence overnight or as required to leave for the travel destination at or before 6:00 p.m.

Trustees will not be reimbursed for a meal when a meal is included in a conference registration should the Trustee decide not to eat the meal provided. In the event the Trustee eats a meal other than the one included in the conference registration, the meal will be at the Trustee's own expense.

The College will not reimburse officials for entertainment expenses.

Expenses incurred relating to spouses of ICC officials shall not be paid and are not reimbursable unless approved in advance by the Board Chair.

#### Section 6. Rental Vehicles

Vehicle arrangements and reservations must be made through the Board Secretary. Trustees are required to use an ICC vehicle if available. If an ICC vehicle is not available, the Board Secretary will make arrangements for a rental vehicle. Trustees shall not be reimbursed for vehicle rentals that are not made by the Board Secretary. A collision damage waiver should always be declined as the College has coverage for rentals made in conjunction with College business.

#### Section 7. Airline Reservations

It is preferred to have the Board Secretary or a designated College representative make all airline travel arrangements. Airline tickets for Trustees will be ticketed using the Board Secretary's College credit card. No spouse airline travel will be charged on the College credit card or reimbursed to the Trustee.

If a Trustee prefers to make their own airline reservations using their personal credit card, airline travel is reimbursed at coach fares unless otherwise impractical. Private aircraft is not allowed as a reimbursable mode of travel. Reimbursement for airline travel will be handled the same as other travel expenses.

#### Section 8. Conference Registration

Conference attendance must be approved by the Board Chair. Conference attendance for the Board Chair must be approved by the Vice Chair. The Board Secretary will handle all conference registrations using the College credit card. Trustees are prohibited from making conference registration on a personal credit card. The College shall not be responsible for making or paying for conference registration for a Trustee's spouse or guest, unless approved in advance by the Board Chair.

#### Section 9. Hotel Reservations

The Board Secretary will make all hotel reservations. Hotel expenses will be charged to the Secretary's College credit card (room only), and a credit card authorization form will be sent to the hotel. Trustees are asked to obtain receipts for all hotel expenses and submit them to the Board Secretary.

A Trustee will be allowed to stay the night prior to a meeting or conference providing the event begins at 9:00 a.m. or earlier and is farther than a one (1) hour drive from the College. Hotel expenses for the night prior will be paid by the College for meetings or events beginning at 12 noon or later and is within a three (3) hour drive from the College.

#### Section 10. Mileage Rates

College officials are allowed to charge business related mileage when incurred. Check with the Accounting Office for current mileage reimbursement rate.

#### Section 11. Travel Advance

In the event a travel advance is requested, prior approval by the Board Chair or Vice Chair shall be required and the amount of the request should represent, at maximum, a reasonable estimate of expected "out-of-pocket" business expenses for the pending travel. Trustees must complete the College Reimbursement Request Form.

Please allow ten (10) business days for advances.

The Accounts Payable Office will issue a check for all travel advances in excess of \$250. The Board Secretary will process and distribute the cash advance.

Reconciliation of the travel advance and actual travel expenses incurred should be completed on a travel reimbursement form by each individual traveler. Forms are available from the Board Secretary. The proper supporting documentation should be attached to the form for expenditures claimed and then presented directly to the Board Secretary for approval by the Chair, or if the Board Chair submits the travel reimbursement form, by the Vice Chair. Trustees are required to reconcile their travel expenses within five (5) business days after the trip has been completed. If travel reconciliation is not completed within five (5) business days, the Board of Trustees reserves the right to deny Trustee travel and the right to hold all future advances and/or reimbursements to the Trustee until prior expenses have been properly accounted for.

Adopted by the Board of Trustees September 15, 2011  
Amended by the Board of Trustees  
November 17, 2016



## Section II

# Administrative Policies of the Board of Trustees

**Article I. Chief Executive Officer****Section 1. President of the College**

The President of the College is the chief executive officer of the College and is responsible for the operations of the College within the framework of the policies of the Board.

**Section 2. Role of President in Academic Affairs**

- A. The President shall be the presiding officer of the College faculty.
- B. It shall be the responsibility of the President to subject the educational program and organization to critical review and, if demonstrable need for changes in these areas arises, initiate, after consultation with appropriate advisory bodies, such revisions, additions, or reorganizations as the situation requires, subject to securing any necessary authorization from the Board.

**Article II. Advisory Organizations**

Advisory groups may be formed to facilitate communication within the College along with the advancement of institutional goals. These groups may serve to advise the President or his representative, with respect to broad policies of the College or upon any other matter about which he or she may seek advice.

**Article III. The Educational Program****Section 1. Basic Educational Policy**

The educational program at Illinois Central College shall be such as to implement the basic philosophy, functions, and objectives.

As basic tenets, we believe that:

- A. The purpose of education is to improve the individual.
- B. Society is enhanced by the improvement of the individuals who comprise it.
- C. Individuals have worth and dignity in their own right and should be educated to the fullest extent of their abilities and motivation.
- D. In order to facilitate the democratic ideal, every citizen must have the opportunity to acquire the education that is appropriate for free people.

In light of these beliefs, Illinois Central College conceives its functions to be the provision of:

- A. Academic courses and curricula to meet college and university lower division requirements.
- B. General education courses and out-of-class activities to prepare students for intelligent living.
- C. Occupational or career programs of varying length, but complete in themselves, to prepare the individual to move directly into the life of the community in occupations and positions in business and industry.
- D. Programs of personal, occupational, and cultural development to meet the needs of all citizens of the community.
- E. Opportunity programs for the undereducated.
- F. Programs of community service.

Since the community college is by its very nature student-centered, the objectives of Illinois Central College are behavioral in nature. Illinois Central College will endeavor to assist students' growth through the development of the following:

- A. The skills involved in communication (reading, writing, speaking, listening, computation) as the basic tools of human thought and action.

- B. An understanding of the culture in which one lives and the tradition associated with it.
- C. A body of knowledge and information needed for intelligent participation in a free, democratic society.
- D. The skills and knowledge necessary for a successful and satisfying career.
- E. An appreciation of the need for continuous education throughout life.
- F. The powers of understanding, original thought, and independent judgment.
- G. A higher sense of values.

The primary purpose of the College facilities is to accommodate its educational programs. First priority for the use of all College facilities, (which will take precedence over the use of College facilities by non-college entities) will be accorded to College classes and scheduled College activities.

At the same time, the College, acting in a manner consistent with its role as a public community college, will make its facilities available for use by various groups and constituencies of the College and the community at large, provided that:

1. The use does not unduly interfere or conflict with the operations or educational programs of the College.
2. The use conforms to the procedures and conditions governing the use of facilities for the College.

### Section 2. Curriculum Development

A College committee shall be designated to participate in the development and evaluation of the instructional program. Recommendations for changes and additions to the College curriculum will be reviewed by the committee prior to presentation to the Vice President of Academic Affairs.

Amended by the Board of Trustees  
December 16, 2010

### Section 3. Credit Hour Policy

Illinois Central College defines a credit hour as an amount of work represented in goals or intended learning outcomes, and verified by evidence of student achievement, that reasonably approximates not less than fifty minutes of classroom or direct faculty instruction and a minimum of two hours



of out-of-class student work each week for approximately sixteen weeks for one semester hour of credit.

Adopted by the Board of Trustees  
January 19, 2012

#### Section 4. Intellectual Freedom

Intellectual freedom at Illinois Central College is recognized as a vital privilege of a free society. In educating adults for full participation as citizens, Illinois Central College encourages free discussion and inquiry in the pursuit of truth. It is recognized that only in the free exchanges of ideas can the maximum potential of any educational institution be realized.

#### Section 5. Controversial Issues

- A. Assumptions Basic to Policy. The policy of the Board with respect to controversial issues is based upon the following assumptions:
1. Free discussion is a right extended to all citizens.
  2. A free society functions effectively only if its citizens have the right to discuss, to debate, and to disagree constructively.
  3. An educated citizenry, fully aware of all the evidence, is best able to preserve the valuable heritage of American democratic institutions.
  4. Illinois Central College has an obligation to the community to promote free discussion as an educative force.
  5. The American way of life and American institutions will stand comparison with those which exist in any culture.
  6. The very concept of freedom assumes that people usually choose wisely from a range of available ideas and that the range and implications of ideas cannot be fully understood unless we hold vital our rights to know, to express, and to choose.
- B. Policy on Controversial Issues. Within the framework of the orderly processes of our democratic constitutional society, the faculty of Illinois Central College shall have the freedom to consider all issues which will contribute to the constructive development of its students. The criteria to be followed in selecting issues for study shall be:
1. The issue should contribute to the prescribed course of study and the general education program of the College.

2. It should be of sufficient interest to encourage student participation.
3. It should provide opportunity for critical thinking, tolerance, and understanding of conflicting points of view.
4. It should be one about which sufficient information is available to allow for discussion and evaluation on a factual and reasonable basis.
5. It should be presented in such a manner that beliefs and philosophies are not taught as truths.

#### Section 6. Outside Speakers and Programs

Illinois Central College respects the right of all members of the academic community to explore and to discuss questions which interest them and to express opinions even if unpopular.

The College offers the following procedures to make its facilities available for peaceful assembly, to welcome guest speakers and to encourage the exercise of these rights free from unduly disrupting or interfering with the operations or educational programs of the College.

- A. College departments, recognized student organizations and clubs may invite guest speakers, panel participants, discussion leaders or others from off campus to speak.
- B. The College, acting through the President or duly authorized representative(s) shall maintain the right to reasonably regulate the time, place, and manner of such events or expressions to maintain safety and to protect against unduly interfering with or disrupting the academic programs and administrative processes of the College.
- C. Since Illinois law expressly prohibits the use of public funds to urge electors to vote for or against any candidate or public question. *Election Code*, 10 ILCS 5/9-25.1, candidates for public office and individuals who support or oppose propositions before the electorate must be advised by the sponsoring College group that:
  1. A speech or appearance on College premises does not constitute an endorsement by the College or a candidate or the advocacy by the College of a position on a public question; and
  2. No campaign materials which state or imply that the College supports or opposes a candidate or a public proposition may be distributed on College premises or elsewhere.

Amended by the Board of Trustees  
March 20, 2014

### Section 7. Degrees and Certificates

#### A. Degrees and Awards Authorized

1. Illinois Central College is authorized to grant the following degrees to regularly matriculated students who successfully complete the requirements of certain prescribed curricula:

Associate in Arts  
Associate in Sciences  
Associate in General Studies  
Associate in Applied Science  
Associate in Engineering Science

2. Certificates shall be granted in career fields to students who complete the required courses in accordance with prescribed standards developed by the College.
  3. Such other awards, as may be appropriate, may be granted upon authorization of the Board.
- B. Earned degrees shall be awarded by the authority of the Board of Illinois Central College upon completion of requirement for the particular degree to be awarded and upon recommendation to the President by the College faculty.
- C. Certificates may be issued for the completion of requirements for short non-degree programs approved by the Board. Such certificates may be issued by the President upon recommendation of the educational unit concerned.
- D. Requirements for graduation in programs leading to degrees and certificates shall be embodied in the regulations established by the administration and faculty and approved by the Board.

Amended by the Board of Trustees  
November 17, 2011

### Section 8. Selection of Textbooks

The selection of textbooks shall be the right and the duty of the faculty of the College. Textbooks for each course shall be selected by the instructor or instructors in consultation with the dean in accordance with the criteria and procedures of the College.

### Section 9. Selection of Instructional Materials

- A. The administrator or designee(s) in charge of the Learning Resource

Center shall, in consultation with the faculty, select books and instructional materials in accordance with the needs of the faculty, the students, and the instructional program.

- B. So far as practical, books and materials shall be selected to present all points of view concerning the problems and issues of the time, international, national, and local.
- C. No books or materials shall be excluded because of the race or nationality or the political, philosophical, or religious views of the writer.
- D. In the event of questions as to whether materials shall be included, the matter shall be referred to the President.

#### Section 10. Educational Rights of Students

Under the educational program at Illinois Central College, it shall be the right of the student to:

- A. Study any controversial issue which has political, economic, or social significance.
- B. Have free access to all relevant information, including materials that circulate freely in the community.
- C. Study under competent instructors in a healthy, attractive atmosphere free from bias and prejudice.
- D. Form and express opinions on controversial issues without jeopardizing relationships with instructors of the College.
- E. Be treated fairly and with full respect for the rights of the individual students.
- F. Be accorded the best efforts of the instructor including access to the instructor through regular office hours.

In return, students will be expected to conduct themselves as responsible members of the academic community. Any disruption of the academic process or infringement upon the rights of others may be cause for dismissal.

#### Section 11. Academic Regulations

- A. Academic regulations, including standards of achievement, normal progress, retention, probation, and dismissal shall be developed by the administration and faculty, subject to approval by the Board.

- B. Dismissal of a student for academic reasons is the responsibility of the Vice President of Academic Affairs and the Vice President of Student Affairs. Procedures for appeal for readmission are available in the Student Handbook.

Section 12. Study Abroad Program Policy

Illinois Central College (ICC) students participating in a study abroad program will study an approved curriculum or program of study. Students selected to study abroad will be in good standing with ICC. Students participating in a study abroad experience will participate in an orientation or pre-departure program. Students on study abroad will participate in all required activities associated with the study abroad program. Students, faculty, and staff on study abroad must be covered by an international health insurance policy and provide proof thereof. While on study abroad, students will abide by the host country and United States laws. Host institution rules, as well as the rules of ICC and its agents, will be followed. Students will pay all fees and associated costs for the study abroad before the established deadline for the program. Students will leave with the group and return at the time that the group returns to the United States. Students can be removed or dismissed from study abroad experiences for infractions of rules or based on appropriate determinations of ICC and its agents. Study abroad experiences can be cancelled at the discretion of ICC or its agents.

Approved by the Board of Trustees  
March 27, 2013

**Article IV. Student Services****Section 1. Definition and Purpose**

- A. Purpose. Student Services are designated to assist and enrich the curricular program of the College by:
- Creating the best possible climate for learning.
  - Providing educative activities and experiences to complement the curricular programs.
- B. Definition. In accordance with the above objectives, the term “student services” as used in this policy includes the following functions: admission and retention of students, maintenance of student records, counseling and advising, administration of the financial aid program, health services, testing, job placement, articulation with high schools and colleges, and student activities.

**Section 2. Admission of Students**

- A. The basic admissions policy of Illinois Central College shall be as stated in the Public Community College Act (110 ILCS 805/3-17): “The community college districts shall admit all students qualified to complete any one of their programs including general education, transfer, occupational, technical, and terminal, as long as space for effective instruction is available. After entry, the College shall counsel and distribute the students among its programs according to their interests and abilities. Students allowed entry in college transfer programs must have ability and competence similar to that possessed by students admitted to state universities for similar programs. Entry level competence to such college transfer programs may be achieved through successful completion of other preparatory courses offered by the college. If space is not available for all students applying, the community college will accept those best qualified using rank in class and ability and achievement tests as guides, and shall give preference to students residing in the district unless the district has entered into a contractual agreement for the mutual exchange of students with other community college district, in which case, equal enrollment preference may be granted to students residing in such contracting districts.”

“A student who has graduated from high school and has scored within the Illinois Central College’s accepted range on the ACT or SAT shall not be required to take the high school level General Educational Development (GED) Test as a prerequisite to admission.”

- B. Requirements for Specific Programs. The College shall establish and publish such requirements as may be necessary for entry into specific programs.

Amended by the Board of Trustees  
October 18, 2012

### Section 3. Recruitment Materials and Advertising

- A. The College will provide accurate, timely, and appropriately detailed information to current and prospective students and to the public about its accreditation status with accrediting agencies, its programs, locations, and policies.
- B. Prohibition of “Headhunting” Payment. Consistent with the terms of the Higher Education Act, no employee, alumni, or friend of the College will receive per capita remuneration in any form for influencing or causing individuals to enroll in the College. The College prohibits providing incentive compensation to recruiters based on the number of students they enroll.

Adopted by the Board of Trustees  
October 18, 2012

### Section 4. Financial Aid Policy

Illinois Central College provides the opportunity for all students to apply for federal and state financial aid programs. The College administers these programs in accordance with all applicable rules and regulations. Requirements for receiving financial aid are outlined in the catalog and on the website, including Satisfactory Academic Progress (US Department of Education Title 34 § 668.34).

Adopted by the Board of Trustees  
November 15, 2012

### Section 5. Tuition

Under the provision of 110 ILCS 805/3-45 of the Illinois Public Community College Act, the Board may establish and revise tuition charges to be paid by students.

### Section 6. Resident Student

A resident student shall be defined thus:

- A. A dependent person whose parents or legal guardians are residents of Illinois Central College District 514.
- B. An emancipated minor, completely self-supporting and residing within College District 514.
- C. A person, 18 years of age or older, completely self-supporting, and whose domicile is within College District 514.
- D. A married person who is a minor, whose spouse is domiciled in College District 514.
- E. An alien who has an immigrant visa (permanent residence).
- F. Students employed full-time in the College district but domiciled out of the district shall be considered in-district residents.

### Section 7. Admission of Non-Resident Students

Non-resident students may, upon fulfilling all requirements for admission, be admitted to Illinois Central College in any courses and programs for which they may be eligible, provided that space is available to accommodate them.

### Section 8. Chargeback Agreement

The Illinois Central College Board of Trustees will only enter into agreements for partial tuition support for associate degree or certificate programs that are not offered by ICC or any other institution who has signed on as a participant in the Community College Education Agreement (identified as the cooperative agreement).

Adopted by the Board of Trustees  
June 16, 2011

### Section 9. Student Records

- A. Maintenance of Student Records. The College will maintain permanently the scholastic record of any student who has enrolled. A student will be furnished a transcript of his record upon request from the student or a person or organization duly authorized by the student to make such a request.



- B. Confidentiality of Records. The requirements as set forth in the Family Educational Rights and Privacy Act of 1974 will be administered by the College.

#### Section 10. Extra-Curricular Programs for Students

- A. Definition. To enlarge and enrich the educational program of Illinois Central College, a program of extra-curricular activities will be made available. Such activities may include: student government, forensics, dramatics, service organizations, social activities, intramural activities, and other related activities.
- B. Participation. All students having an interest in such activities shall have the opportunity to participate according to their interests. There shall be no discrimination with respect to race, color, religion, sex, age, national origin, ancestry, or physical or mental disability.

#### Section 11. Student Government Association

- A. Purpose. The Student Government Association shall be the official organization designated to represent the students in matters pertaining to student welfare, student activities, student participation in College affairs, and student opinion.
- B. Communication. The Student Government Association shall, through the Vice President of Student Affairs, make recommendations in writing to the President concerning those matters which should be brought to the attention of the faculty and administration.
- C. Personnel. The Student Government Association shall be composed of members elected from year to year by the student body in accordance with the constitution of the Student Government Association.
- D. Officers. The Student Government Association shall elect its own officers in accordance with its constitution.
- E. Operation. The Student Government Association shall operate under a constitution and bylaws developed by the students in consultation with its advise and the Vice President of Student Affairs.

#### Section 12. Student Conduct

Regulations and policies concerning student conduct and discipline shall be published in the College's Student Handbook or other publications readily available to students. Procedures for due process hearings and grievance procedures shall be published in the Student Handbook.

Students will be expected to conduct themselves as responsible members of the academic community. Any departure from acceptable norms will be cause for disciplinary action. Among the causes for which disciplinary action may be taken are the following:

- A. Violation of College policies and regulations.
- B. Failure to comply with the directions of College officials acting in the performance of their duties.
- C. Intoxication and/or use and possession of alcoholic beverages on College property.
- D. Use, distribution, or possession of narcotics or dangerous drugs, except as expressly permitted by law.
- E. Obstruction or disruption of College activities and processes and/or infringement of the rights and freedoms of others.
- F. Destruction of property.
- G. Actions endangering life and property.
- H. Flagrant disruptiveness in the classroom or on or about College property, or at College sponsored functions.
- I. Engaging in unsafe practices in clinical or laboratory assignments.
- J. Plagiarism.
- K. Theft

Regulations concerning student conduct shall be published in the Student Handbook or other publications readily available to students.

Violations of civil and/or criminal statutes or codes may be handled directly through appropriate state or local authorities. When a recommendation is made by an appropriate College official that a student is to be suspended or dismissed as a disciplinary sanction, the Vice President of Academic Affairs or a designee shall conduct a due process hearing to determine the appropriateness of suspension or dismissal.

Procedures for due process shall be published in the Student Handbook.

### Section 13. Student Email Policy

#### **Policy Statement**

Illinois Central College establishes a College (ICC) email address for each enrolled student for the purpose of communicating official business. College communication in this manner is viewed as both efficient and reliable for the distribution of important institutional documents needing immediate attention. The College will exercise the right to communicate official business by solely using student email, although individual departments may choose to use supplemental web interfaces such as Blackboard or ICC eServices for communication. The College will expect that all students will receive and read all Illinois Central College email communication in a timely manner.

#### **Reason for the Policy**

The purpose of this policy is threefold: 1) to define the official means of communication of necessary, important, and timely information to current and potential students; 2) to set the expectations of student use of email communications for official ICC business; 3) to set the expectation of administrative use of email communications for official ICC business.

#### **Scope of the Policy**

This policy applies to all students who are currently enrolled in credit classes at Illinois Central College. Email communication may be part of a group email or as an email sent to one student.

#### **The Policy**

Unless law, contract, or other College policy prohibits email as an official form of communication, Illinois Central College will send communications for official College business to students via their Illinois Central College student email address. It is expected that each student will receive and read ICC email communications within a reasonable amount of time as some materials will be time-sensitive. Official College business may include important student services information, as well as deadlines and documentation for academic and administrative needs of the College. Email communication that results in an undeliverable message due to the use of "spam" filters for a full inbox will be considered delivered without further action required by Illinois Central College.

#### **Security & Privacy**

Illinois Central College abides by all federal regulations of student records information as set forth by the Family Educational Rights and Privacy Act (1974) and its subsequent amendments. As such, all email communications must comply with federal and/or state regulations and College policies regarding student communication. ICC will not request or release confidential

information such as social security number, credit/debit card numbers, or bank account numbers via email communication. Students are responsible for keeping their password confidential and must not share their password with others.

### **College Email Address**

Illinois Central College's Technology Services Department will request the creation of an electronic mail account upon a student's admission to the College. The account should be active no later than 48 hours after the student's application has been processed. An example of the ICC email format is zz999@lab.icc.edu (where "zz" is the student's initials).

### **Forwarding of College Emails**

Although students may choose to forward their College email to another personal email account, forwarding is not recommended. Some ICC messages may be blocked or lost. Students who choose to have information sent to their ICC email address forwarded to another service do so at their own risk. Students are still responsible for all official College communications sent to the ICC email address if problems occur with the forwarding of emails to other servers.

### **Instructional Use of Emails**

It is important for students to understand that many faculty use student emails for communicating classroom information. The course syllabus will specify how email communication will be used in each class.

Adopted by the Board of Trustees  
July 15, 2010  
Amended November 15, 2012

**Article V. Personnel****Section 1. Affirmative Action**

It is the policy of Illinois Central College that no person shall be excluded from consideration or denied employment because of discrimination. The affirmative action status of the College is an extension of this basic respect for an individual's dignity and understanding the needs of its heterogeneous population for diverse role models provided by the College's faculty and staff. The goals of the affirmative action program include:

- A. To employ a work force which reasonably reflects the composition of the population within the area from which the employees are drawn.
- B. To continue to provide equal employment opportunity to all people regardless of race, color, religion, sex, age, national origin, ancestry, physical or mental disability, or veteran status.
- C. To continue to maintain an environment at the College that is free of sexual harassment and other types of discriminatory harassment, and that respects the dignity and worth of all members of the institutional community.

**Board of Trustee's Affirmative Action Policy Statement**

Illinois Central College is committed philosophically to providing excellence in education of its students. Illinois Central College's students are composed of individuals of both genders and many different ages, abilities, interests, motivations, and socioeconomic backgrounds. Illinois Central College serves a population diverse in cultural, ethnic, racial, and religious composition.

The volunteer affirmative action status of Illinois Central College is an extension of the College's commitment to respecting an individual's dignity and understanding the needs of its heterogeneous population for diverse role models provided by the College's faculty and staff. The cultural, ethnic, racial, religious, and gender composition of the College's employees affect teaching diversity and are necessary and desirable elements of an educational institution such as Illinois Central College.

Illinois Central College is committed to non-discrimination and equal opportunity in programs, activities, and employment (except where gender, age, or lack of disability is a bona fide occupational or programmatic qualification) for students and employees regardless of race, color, religion, gender, national origin, age, disability, sexual orientation, veteran status, or other factors prohibited by law.

Further, Illinois Central College is committed to a comprehensive program of affirmative action to ensure access, equity, and fairness in educational programs, related activities, and employment for minorities, women, disabled

persons, disabled veterans, and veterans of the Vietnam Era.

It is our firm belief that the employment practices of Illinois Central College are nondiscriminatory. The premise of the affirmative action concept is that the realization of equal opportunity requires that positive steps be taken to ensure equity and fairness for all. To further strengthen that position, we reemphasize through the policy statement that every aspect of the employment relationship, including hiring, placement, promotion, transfer or demotion, recruiting, advertisement or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, training, and terminations, shall be accomplished without regard to race, color, religion, gender, age, national origin, ancestry, physical or mental disability unrelated to ability, sexual orientation, or status as a disabled veteran, or veteran of the Vietnam Era. The College will establish goals and timetables designed to achieve representation of women and minorities consistent with their availability.

Consequently, Illinois Central College reaffirms its ongoing commitment to equal opportunity in employment and education by endorsing the following policy which will be the cornerstone of the College's Affirmative Action Program.

#### Affirmative Action Policy

It is the policy of Illinois Central College that no person shall, on the grounds of race, color, religion, gender, age, national origin, ancestry, disability, sexual orientation, or veteran status, be excluded from consideration for employment, denied employment with, or be subject to discrimination of any kind by the College.

The President, as Chief Executive Officer, shall have the ultimate responsibility for administration of the College's Affirmative Action Program, including periodic audits of equal employment opportunity practices, establishment of special programs to supplement affirmative action activities and guidance in handling specific problems which may arise. The College's affirmative action progress will be reviewed annually with administrative personnel and Board of Trustees.

All supervisory personnel are responsible for direct compliance with these policies within the respective areas of their activities. It is the essential responsibility of all employees to conduct themselves in such a way that their support of these policies is evident. The College will maintain a written Affirmative Action Plan, relevant portions of which will be made available for review by all applicants and employees during regular business hours.

Adopted by the Board of Trustees  
July 14, 1988  
Amended February 22, 2008

## Section 2. Nepotism Policy

For the purpose of this policy, Illinois Central College defines a relative as any person who is related to an employee by blood or marriage, or whose relationship with the employee is similar to that of a relative, for example those in civil unions or the sharing of a domicile. ICC defines a dating relationship as one in which people have been involved or are involved in a romantic or sexual relationship. This policy applies to all employees regardless of their gender or sexual orientation.

For purposes of this policy, “supervisor” means any employee, regardless of job description or title, having authority to hire, direct, transfer, suspend, layoff, recall, promote, discharge, evaluate, assign, reward, or discipline the employee or to recommend any type of employment action. Employees shall not initiate, participate in, or influence in any way any type of employment decision involving relatives as defined above. Such employment decisions shall include screening and selection initial appointment, retention or issuance of contract, evaluation, promotion, tenure, salary, leave of absence, or grievance adjustment.

No person shall be employed in, promoted to, or transferred to a department where he/she would be the immediate supervisor of or receive direct supervision from an individual related through blood, marriage, adoption or legal guardianship in the following categories: spouse, child, parent, grandchild, sibling, aunt, uncle, niece, nephew, first cousin, and in-laws, step or half relative of the same degree of relationship as previously listed. The College also does not allow a person in a dating relationship to work for or supervise the other person on interest. ICC reserves the right to take quick action related to any issues that arise that involve relatives or persons in a dating relationship who are in positions at any level (higher or lower) in the same line of authority, or who are in positions of trust requiring a segregation of duties. This prohibition includes full-time and part-time employees, adjunct faculty members, hourly, and temporary employees.

If two employees become relatives, or start a dating relationship and one of them supervises the other, the one who is the supervisor is required to inform the Vice President of Human Resources of the relationship. The Vice President of Human Resources will then ask the two employees to decide which one of them is to be transferred to another available position for which he or she is qualified. If the employees do not make that decision with 30 calendar days, ICC will decide which one will be transferred or, if necessary, terminated from employment.

Adopted by the Board of Trustees  
September 20, 2012

### Section 3. Selection

All personnel shall be selected on the basis of merit. Applicants will be judged on evidence of professional, personal, educational and/or vocational qualifications. Confidential information may be obtained from all necessary sources.

### Section 4. Recommendation for Employment

All recommendations for personnel action by the Board will be made by the President or designee.

### Section 5. Appointment

The President shall indicate to the Board the number and kinds of positions to be budgeted. Upon authorization by the Board, the President shall be empowered to employ those candidates who meet the necessary qualifications for employment. Such appointments shall be presented to the Board for approval.

### Section 6. Personnel Action

The President of the College also shall approve and recommend to the Board such advances, promotions, leaves of absence, and retirements as may be in the best interest of the College.

### Section 7. Employee Groups

For the purpose of salary administration and personnel management, a number of employee groups and employee advisory committees have been recognized or established. Included, for example, are the Faculty Forum, Carpenter's Local #237, and separate advisory committees for full-time administrative staff, full-time professional/supervisory and support personnel, and full-time and regular part-time classified employees.

### Section 8. Responsibilities of All College Employees

Each member of the College shall have the following responsibilities:

- A. Support and operate within the framework of College policy and practice.
- B. Represent the College creditably on all occasions and in all places.



- C. Continually strive to improve teaching and/or professional effectiveness.
- D. Engage in no regular business activity or be employed for remuneration by other agencies in such a way as to impair effectiveness as a member of the College faculty or staff.
- E. Full-time members of the faculty are required to notify the President when participating in outside research or consulting services as regulated by State statute.

#### Section 9. Romantic Relationships Between Employees and Students

Employees of Illinois Central College shall not be romantically or sexually involved with a student whom he or she teaches, advises, coaches, mentors, or supervises in any way.

This policy will be supported by guidance regarding employee-student relationships such as appropriate language, suggested behaviors to avoid, and steps for modifying a present or potential situation, i.e., reporting the conflict, changing advisors, instructors, etc.

Adopted by the Board of Trustees  
October 16, 2014

#### Section 10. Rights and Privileges of Full-Time College Employees

Full-time employees shall have the following rights and privileges:

- A. To participate in the formulation and recommendation of basic policy relating to their area of concern and to assist in the promotion of the welfare of the College.
- B. To receive the benefits of a variety of College supported programs as outlined in the current employment manuals or contracts appropriate to each employee group.
- C. To receive compensation in accordance with the current salary schedule or salary ranges approved by the Board.
- D. To be evaluated and to receive the results of such evaluation for the improvement of services to the student and to the College.
- E. To receive a copy of the appropriate employment agreement.
- F. To be recognized for earned degrees. Postsecondary degrees are recognized from institutions of higher education accredited by one of

the six (6) regional accrediting organizations in the United States: e.g. the Higher Learning Commission. In addition, degrees or certificates received through professional programs accredited by agencies recognized by the Council on Postsecondary Accreditation are also recognized.

#### Section 11. Grievance Procedure

Each non-student employee of the College shall have, within reasonable time limitations, the right to use the channels and procedures provided for the settlement of grievances. In general, personnel problems should be settled within the organization at the level at which they arise, and in no case should individuals outside the College internal organization be asked to rule on such difficulties until established College channels, and procedures have been exhausted. Please refer to the appropriate personnel manual for more information.

#### Section 12. Academic Freedom

Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in presenting issues and of the student to freedom in learning. It carries with it responsibilities as well as rights.

- A. The faculty member is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his or her academic duties.
- B. The faculty member is entitled to freedom in the classroom to discuss the course subject matter, but the faculty member should be careful not to introduce topics which have no relation to the subject.
- C. The College faculty member is a citizen, a member of learned profession, and a representative of an educational institution. When a faculty member speaks or writes as a citizen, he or she should be free from institutional censorship or discipline, but the faculty member's special position in the community imposes special obligations. As a person of learning and an educator, the faculty member should remember that the public may judge the profession and the institution by his or her utterances. Hence, the faculty member should at all times make every effort to be accurate, to exercise appropriate restraint, to show respect for the opinions of others, and to indicate that he or she is not speaking for the institution.

Section 13. Tenure/Termination of Service of Employees Under Tenure Article of Community College Act

The definition of tenure and Board action in the granting of tenure or in the termination of service of a tenured staff person shall be governed by the Tenure Article of the Illinois Public Community College Act (110 ILCS 805/3B-1, *et. seq.*).

Section 14. Dismissal of Non-Tenure Full-Time Faculty Member

A decision to dismiss a non-tenure full-time faculty member for the ensuing school year shall be governed by the provisions of Section 3B-3 of the Community College Act (110 ILCS 805/3B-3).

Section 15. Discipline, Termination of Service of Full-Time Staff Not Under the Tenure Act

It is the College's policy that administrative and supervisory efforts should be concentrated on preventing serious personnel actions from occurring rather than on disciplining employees for misconduct. However, when an employee fails to maintain acceptable standards of performance, service, or conduct, formal disciplinary action may be necessary to ensure that individuals operate in a collective effort to achieve the College's institutional goals and objectives. The Board authorizes the President or his/her designated administrative officer, manager, or supervisor to take appropriate formal disciplinary action when warranted by the facts and circumstances. Discipline of employees may include oral and/or written warnings or reprimands, probation for up to six months, suspension without pay, withholding of a salary increase, demotion, or termination of employment. Depending on the severity and circumstance of other specific misconduct, an employee may receive any level of discipline, in any order, including up to dismissal, even for a "first" offense.

Unless otherwise provided by the terms of a valid collective bargaining agreement or a specific signed written contract between the College and employee, any employee who has not achieved tenure under the Tenure Article of the Community College Act is an at-will employee and may be terminated from service at any time with or without cause.

Section 16. Effective Date of Retirement

The effective date of retirement shall not be based on age.

**Section 17. Right to Privacy**

The names of full-time and adjunct faculty, staff, and students, their home addresses or telephone numbers, shall be made available only when required by law or professional obligation and shall not be available for general distribution. By the same token, individual faculty, staff members, and students shall not make such information available to individuals, groups, or agencies outside the College and shall not use such lists for political, commercial, or private subscription or solicitation.

**Section 18. Staff Development**

The President shall establish appropriate programs for all employees as may be necessary or desirable.

**Section 19. Health and Safety**

All reasonable health and safety measures shall be taken for the welfare of all College employees.

**Chronic Communicable Disease Procedure for Illinois Central College**

Illinois Central College places a high priority on the need to prevent the spread of dangerous chronic communicable diseases on its campus. This procedure is designed to promote the health and regular attendance of both students and employees. The College is committed to protecting the civil rights of individuals while preserving the health and safety of all employees and students, therefore, strict confidentiality must be maintained.

**Students with Chronic Communicable Diseases**

Students with identified chronic communicable diseases may not be excluded from the College as long as, 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 the College. Whenever possible, the College will attempt to assist students in continuing their pursuit of educational goals. Placement decisions will be made by using these objectives in conjunction with current, available public health guidelines concerning the particular disease in question. Individual cases will not be prejudged; rather, decisions will be based upon the facts of the particular case. The determination of whether a student with a chronic communicable disease may attend college shall be made in accordance with procedures implemented by the College.

The College shall respect the right to privacy of any student who has a chronic communicable disease. The student's medical condition shall be disclosed

only to the extent necessary to minimize the health risks to the student and to others. The number of personnel aware of the student's condition will be kept at the minimum needed to assure proper care of the student and to detect situations in which the potential for transmission of the disease may increase. Persons deemed to have "a direct need to know" would be provided with appropriate information; however, these persons shall not further disclose such information.

### **Employees with Chronic Communicable Diseases**

Employees with identified chronic communicable diseases shall retain their positions whenever, through reasonable accommodation of the employee's physical condition and without undue hardship to the employer, there is not reasonable risk of transmission of the disease to others. Such employees shall remain subject to the Board's employment policies, including, but not limited to current collective bargaining agreements in effect, sick leave, physical examinations, temporary and permanent disability, and termination. Employment decision will be made utilizing the general legal standard in conjunction with current, available, public health department guidelines concerning the particular disease in question. Individual cases will not be prejudged; rather, decisions will be made based upon the facts of the particular case. The determination of an employee's continued employment status will be made in accordance with procedures implemented by the College.

The College shall respect the right to privacy of any employee who has a chronic communicable disease. The number of personnel aware of the employee's medical condition will be kept at the minimum needed to detect situations in which the potential for transmission may increase. Persons deemed to have "a direct need to know" would be provided with the appropriate information; however, these persons shall not further disclose such information.

### **Procedure for Handling an Identifiable Case of a Chronic Communicable Disease**

The Coordinator of Health Services shall investigate, as the situation warrants, the health status of any student or employee known to have a chronic communicable disease. In addition, the health status of any student or employee identified to the Coordinator of Health Services by public health officials as being strongly suspected of having a chronic communicable disease will be investigated under proper guidelines identified by the public health officials. The Coordinator of Health Services shall investigate and then refer the case to the Executive Vice President of Administration and Finance. As the situation warrants, a task force shall be formed, and may include the following individuals: the Executive Vice President of Administration and Finance, the Coordinator of Health Services, the Manager of Risk Management, Safety, and Benefits, the Vice President of Student Affairs, and the Coordinator of Public Relations and Public Information Officer.

After reviewing the case and guidelines set forth by public health officials, the task force shall determine the appropriate action to be taken for the particular case based upon the following criteria:

- 1) The nature of risk
- 2) The duration of risk
- 3) The potential harm to other parties
- 4) Possibility of transmission of the disease

The recommendation will include a summary of the findings relative to each of the above criteria, a description of the recommended attendance or employment accommodations recommended, and a specific description of the notifications suggested.

After a recommendation is made by the task force and action set forth, the Executive Vice President of Administration and Finance will inform appropriate College officials of that recommendation and action. During the notification procedure, all efforts shall be made to keep confidential the name of the person/persons involved.

Whenever a decision is made that might have an adverse effect on the employment or educational placement of a person and that person disagrees with the decision, an appeal may be made to the President of the College for a review of that decision. The decision of the President shall be final.

Date of Last Review: April 2004

#### Section 20. Outside Activities

The College Board recognizes the right of any employee of the District to take or refrain from taking a stand on any political issue and to support or oppose any issue or candidate. Such activities, however, must be conducted on the employee's own time and off the premises of the College. The employee shall exercise reasonable care to show that he/she is acting in the capacity as a private citizen and does not represent the College in any way.

#### Section 21. Conflict of Interest

Full-time employees of Illinois Central College District 514 shall avoid any conflict between their personal interest and the interests of the College in dealing with vendors, contractors, or any organization or individual seeking to do business with the College.

#### Section 22. Part-Time Employees

Due to a wide variety of programs and services offered by a comprehensive community college, part-time employees serve a vital role in fulfilling its goals

and objectives. As well as adjunct faculty, part-time professional/supervisory support, part-time classified employees, and part-time student employees are utilized by the College.

Generally, appointments of part-time employees are of short duration with no obligation for reemployment. Salary ranges and other conditions of employment of part-time individuals are reviewed and established annually by the President in consultation with the Board.

#### Section 23. Full-Time Employee Positions Funded by External Funds

Employees who fill positions which are not regularly authorized positions approved in the annually adopted budget and whose positions are funded not limited to any contractual or fiscal agent agreement which may be entered into by the College, are classified as exempt or as nonexempt and are placed within an appropriate employee category. However, since these positions are not duly authorized positions and because appointments are made on nonrecurring basis, these employees are not assigned specific positions within the College's salary classification structure. These employees do enjoy many of the rights and fringe benefits extended to employees in regular full-time positions; however, they may be terminated at any time.

**Article VI. The Department of Campus Police****Section 1. Department of Campus Police**

The Department of Campus Police shall be established to provide safety and security to College property and persons on or about College property, 24 hours per day, seven days per week.

Sworn Campus Police Officers of the Illinois Central College Campus Police Department shall be peace officers under the laws of the State of Illinois. As such, sworn officers of the Department shall have all the powers of police officers in cities and sheriffs in counties including the power to make arrests on view or on warrants of violations of state statutes, county or city ordinances, when such is required for the protection of College personnel, students, property, or interest.

Sworn Campus Police Officers of the Illinois Central College Campus Police Department will conform to the training requirements established by the Illinois Law Enforcement Training and Standards Board. As Peace Officers in the State of Illinois, sworn officers, who have successfully completed a Law Enforcement Training and Standards Board certified firearms course, shall be equipped with Board of Trustees approved firearms.

Campus Security Officers of the Illinois Central College Campus Police Department shall not be considered peace officers or conservators of the peace and shall not have arrest powers beyond those of a private citizen, in accordance with 725 ILCS 5/107-3. Campus Security Officers whose job requirements involve patrol and security type functions shall, within six months of initial hiring date, be required to successfully complete the 20-hour Basic Training Course required by the Illinois Department of Financial and Professional Regulations, Division of Professional Regulation for Security Officers; The International Association of Campus Law Enforcement Administrators, Campus Protection Officer training program, or a similar certified course. Campus Security Officers are not authorized to carry firearms.

The duties of officers assigned to the Campus Police Department shall include, but not necessarily be limited to, traffic control, parking control, crowd control, investigation of auto accidents, investigation of accidents other than auto accidents, investigation of any suspected criminal activity, surveillance, and responding to emergency situations. The College shall maintain the right to establish the duties and procedures of the Department of Campus Police in the manner necessary for the protection of the College's people, property, and interests.

In the performance of their duties and investigations, Campus Police Department Officers shall cooperate with all local law enforcement agencies; whenever it is determined that such notification is necessary. Campus Police Department Officers shall have the authority to exercise such powers as are



necessary to properly respond to emergency situations and as necessary to maintain peace and safety on campus.

Adopted by the Board of Trustees  
June 19, 2008

## Section 2. Weapons on Campus and Firearm Concealed Carry Policy

### **I. Statement of Purpose**

Illinois Central College (ICC) is committed to providing a safe and secure environment for the ICC community and its guests. In support of this commitment, ICC shall establish restrictions on weapons and firearms possession on ICC property in accordance with the Board of Trustees' authority to promulgate rules and regulations and the 2013 Illinois Firearm Concealed Carry Act.

### **II. Persons Covered by this Policy**

This policy applies to all persons present on ICC property, which includes ICC Educational Foundation property.

### **III. Weapons and Firearm Prohibition**

ICC is designated as a weapons and firearms-free campus. No person covered by this policy, unless authorized by law or specifically exempted by federal or state law or ICC regulation, is authorized to possess a weapon or firearm while on ICC property.

### **IV. Delegation**

ICC's Board of Trustees hereby delegates to the President of ICC the authority to promulgate regulations and procedures related to weapons on campus and firearm concealed carry, provided they are consistent with the 2013 Illinois Firearm Concealed Carry Act and other relevant laws and regulations. The President of ICC shall report any regulation or procedure changes to the ICC's Board of Trustees.

### **V. Enforcement**

Any person violating the ICC Weapons on Campus and Firearm Concealed Carry policy may be subject to administrative action, regulation enforcement, as well as arrest and prosecution.

Adopted by the Board of Trustees  
February 18, 2011  
Amended January 16, 2014  
Amended April 21, 2016

### Section 3. Sex Offender Policy

Illinois Central College is committed to providing a safe and secure learning and working environment for all students and staff members. To that end, and in accordance with the Campus Sex Crimes Prevention Act of 2002, it is the policy of Illinois Central 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.

Adopted by the Board of Trustees  
January 19, 2012

### Section 4. Policy Statement on Sexual Assault

Illinois Central College will not tolerate sexual assault against students, staff, faculty, or visitors. Internal complaints of sexual assaults filed against students will be investigated pursuant to procedures established by the College, and appropriate disciplinary action taken as determined by the College judicial system.

In an on-going effort to prevent sexual assaults, and in addition to providing various security measures, the College is committed to making available, through a variety of channels, relevant educational information and programs. It is College policy to comply with all applicable federal and state statutes for reporting and publishing sexual assault statistics.

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Adopted by the Board of Trustees  
November 20, 2014

### Section 5. Policy Statement on Domestic or Dating Violence and Stalking

Illinois Central College will not tolerate domestic or dating violence and stalking against students, staff, faculty, or visitors. Internal complaints of domestic or dating violence and stalking filed against students will be investigated pursuant to procedures established by the College and appropriate disciplinary action taken as determined by the College judicial system.

In an on-going effort to prevent domestic or dating violence and staling, and in addition to providing various security measures, the College is committed to making available, through a variety of channels, relevant educational information and programs. It is College policy to comply with all applicable federal and state statutes for reporting and publishing domestic or dating violence and stalking.

Adopted by the Board of Trustees  
November 20, 2014

**Article VII. Campus Solicitation, Advertisements, Product or Sample Product Dissemination**

The Board regards the campus environment as a space to be free from solicitation, advertisement (whether for profit or awareness), or product dissemination. The Board reserves the right to regulate all solicitation, dissemination of information or product distribution by all current or potential solicitors, vendors, advertisers, or organizations.

Any solicitation, advertisement (whether for profit or awareness), or product dissemination must be sponsored by one or more recognized club, organization, or College department.

The College shall maintain the right to regulate the time, place, and size of the area allowed for these activities in an effort to maintain safety and eliminate conflicts with normal College activities. Regulation of campus activities under these provisions shall be the responsibility of the College President or his designee.

Amended May 17, 2012

**Article VIII. ICC Smoke-Free/Tobacco-Free Campus Policy****I. Purpose**

This Illinois Central College (ICC) Administrative Policy is enacted to implement the Illinois Smoke-Free Campus Act, which prohibits smoking and tobacco usage on all State supported Illinois college campuses.

**II. Policy**

Effective July 1, 2015, smoking and/or use of all tobacco products is prohibited on all premises and property of Illinois Central College and the Education Foundation Student Residence, LLC, including but not limited to, all land, buildings, facilities and college-owned or controlled vehicles. In compliance with State law, the smoking and tobacco usage prohibition shall not apply to non-college owned vehicles traveling through campus. This policy supersedes all previous smoking and tobacco usage Administrative Policies adopted by the ICC Board of Trustees.

**III. Definition**

“Smoke” or “smoking” means the carrying, using, burning, inhaling, or exhaling of any kind of tobacco product, including but not limited to, cigarettes, cigars, pipes, cigarillos, smokeless tobacco, chew, snuff, herbs, hookah-smoked products, cannabis (including medical marijuana) and electronic nicotine delivery systems including all forms of “e-cigarettes” and personal vaporizers.

**IV. Procedures**

- A. The prohibitions on smoking/tobacco usage in this policy shall be communicated to all students and employees on or before May 1, 2015, and to guests of ICC upon request.
- B. “No Smoking” signs (consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a red bar across it) and additional signage educating students, employees and guests on the ICC smoke-free/tobacco-free policy will be clearly and conspicuously posted on each campus.
- C. In compliance with State law, the College shall post on the ICC website a smoke-free/tobacco-free campus map indicating the locations where smoking/tobacco usage is prohibited and also information on smoking cessation programs available to students and employees.
- D. Discrimination or retaliation in any manner against any person for making a complaint regarding a violation of this policy or furnishing information concerning a violation is prohibited.
- E. Violations of this policy by students and employees are subject to the College Regulations Violation Notice fine and appeals process and/or other disciplinary action as deemed appropriate by the ICC Administration. Visitors and members of the public who refuse to comply with this policy may be required to leave the campus.

Adopted by the Board of Trustees August 9, 1990

Amended August 2004

Amended February 19, 2009

Amended March 19, 2015

**Article IX. Drug-Free Awareness Program**

The use of drugs undermines the quality and safety of job performance, endangers co-workers, and brings discredit to Illinois Central College and its community. Illinois Central College will not tolerate the use of drugs by its employees in any job related context and is committed to the eradication of drugs from the work place.

To this end, it is the policy of Illinois Central College that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on the job, in a job status, or on College premises is strictly prohibited. Anyone in violation of this policy is subject to severe disciplinary action, including discharge.

Any employee who is convicted by a federal, state, or local court of a drug related offense which occurred in the work place must inform the College within five (5) days of the date of such conviction. Within ten (10) days of such notice, the College will advise any affected work place contracting agency of such conviction. Persons who are convicted of drug related crimes arising at the work place will be terminated and may be reinstated, at the College's sole discretion, only after satisfactory completion of a drug abuse assistance or rehabilitation program acceptable to the College.

Any employees, who believe that they currently have a substance abuse problem, may consult with Health Services concerning the availability of Employee Assistance Programs, rehabilitation agencies, or drug counseling services. All such inquiries will be kept strictly confidential. All employees are encouraged to take advantage of this important resource.

In order to ensure that all employees in the work place are familiar with the terms of this important policy, a copy of the policy will be distributed to each individual currently employed by the College. Additional copies may be acquired from Human Resources. Henceforth, copies of the policy will be provided to all newly hired employees as part of the initial employment process.

Adopted by the Board of Trustees  
June 8, 1989  
Amended April 10, 1997

**Article X. Use of College Facilities (access and use both during and after College hours)**

Use of the campus during and after hours shall be by expressed written consent of the administration. The intent of such use shall be in keeping with the College's mission, and such use shall be undertaken in such a manner as to protect, maintain, and secure the facilities, assets, and campus of Illinois Central College.

Violation of the above may result in disciplinary action to include the potential dismissal of personnel involved in the infraction or other legal action.

The delivery, possession, and consumption of alcoholic beverages/liquors on any property controlled by the College are strictly prohibited. College property includes buildings, grounds, and College vehicles used for College business. However, students and staff of the Culinary Arts Program may use alcoholic beverages/liquors as an ingredient in food preparation and for consumption as appropriate for the presentation of the meal in context of an academic program to include classes on wine, which would include wine tasting. Further, alcoholic beverages/liquor may be served or sold in any building under the control of the College for events that are determined, by the Board of Trustees Chair or the President of the College, to be "Public Events" and not "student-related activities," as set forth in Section 5-165 of the Illinois Dram Shop Act (235 ILCS 5/6-15).

Adopted by the Board of Trustees  
April 10, 1997  
Amended March 17, 2011  
Amended October 18, 2018

**Article XI. Fundraising and Solicitation (Illinois Central College Educational Foundation)**

The Illinois Central College Educational Foundation was established in 1988 as a non-profit organization to provide additional funding for the College. Its members are appointed by the Foundation Board of Directors. The Illinois Central College Educational Foundation is a legal entity separate and distinct from the College. The Foundation works within the framework of goals provided by the elected Board of Trustees, which provides coordinating services for the Foundation.

The Educational Foundation is responsible for the planning, implementation, and the evaluation of all fundraising activities and solicitations for the College from both public and private sources. The ICC Educational Foundation, separately incorporated with 501(c)(3) status, was organized to accept gifts from the private sector. As such, the Educational Foundation has certain legal responsibilities to document and acknowledge the acceptance of all gifts received. The Educational Foundation procedures comply with the standards of the Internal Revenue Service and ethical standards and best practices as set forth by the Association of Fundraising Professionals and the Council for Resource Development.

Fundraising and solicitation activities referred to in this policy statement may include, but are not limited to, requests for pledges, cash, corporate sponsorships, securities, items of property, in-kind gifts, fundraising event, and deferred or planned gifts designed to support programs at ICC such as academic initiatives, athletics, student activities, scholarships, endowments, faculty development, equipment purchases and capital expansion.

**A. Fund Raising Activities**

The Illinois Central College Education Foundation was established as a non-profit 501(c)(3) corporation to receive all gifts (cash, real property, stocks, bonds, bequests, and in-kind donations) to the College. All fund raising activities are directed, sanctioned, and approved through the Foundation through the Foundation Board of Directors in accordance with its Bylaws and procedures, and are coordinated with the College President in accordance with the College's needs.

**B. Guidelines for Consideration of Tribute Requests**

Illinois Central College and the Educational Foundation are committed to recognizing those who provide a significant contribution to the College. One of the ways in which this recognition may be given is by naming scholarships, College facilities, campus areas, and College programs for such donors. The naming of scholarships, College facilities, campus areas, and College programs is solely with the discretion of the governing

boards of the College and the Foundation. A donor shall not have any right, title or interest in said scholarship, facility, area of program, the naming thereof or the duration of said name.

1. Proposals to establish a self-perpetuating general scholarship fund will be referred to the Illinois Central College Educational Foundation.
2. A specific scholarship may be established in the name of the particular individual criteria developed by the Illinois Central College Educational Foundation.
3. Naming of Facilities, Areas and Programs as a Tribute.
  - a. Donors wishing to be recognized, memorialized or honored through the naming of a College facility, campus area, or College program may do so by submitting a written request to the President of the College. The President shall consult with the Educational Foundation, appropriate officers of the College, and/or constituent campus groups. If the request is deemed appropriate, the Educational Foundation Chief Administrator shall prepare a Naming Rights Agreement to be executed by the Donor, President and Educational Foundation, which shall set forth the terms and conditions of such Donor recognition. Upon full execution of the Naming Rights Agreement, the President shall submit the Agreement to the Board of Trustees for approval.
  - b. The person for whom a College facility, campus area, or College program, is named shall have made a significant contribution to the College. A significant contribution is defined as service to the College, leadership, community involvement, or monetary contribution in accordance with the Educational Foundation guidelines for gift acceptance and stewardship.
  - c. A Naming Rights Agreement must be approved by a majority vote of the Board of Trustees.
4. The President of the College shall the final authority over the appropriateness of any tribute activity not covered by items 1-3 above.

Adopted by the Board of Trustees  
October 1988  
Amended August 2004  
Amended March 20, 2014  
Amended September 15, 2016  
Amended September 21, 2017



**Article XII. Anti-Discriminatory and Harassment Policy**

Illinois Central College is committed to the philosophy that all employees and students have a right to work and be educated in a discrimination-free environment. This encompasses freedom from discrimination based on race, color, sex, sexual orientation, religion, national origin, age, disability, veteran, or marital status. Any such discrimination undermines the integrity of the employment relationship and the educational experience. Title VII of the Civil Rights Act of 1964, as amended, includes sexual harassment as a prohibited form of sex discrimination for employees, and Title IX of the Educational Amendments of 1972 prohibits sexual harassment of students. The Illinois Human Rights Act of 1980 also renders sexual harassment illegal. For these reasons, the following policy was developed.

**POLICY**

It is the policy of Illinois Central College to maintain an environment, which respects the dignity and worth of all members of the institutional community, and is harmonious with the College's mission of educating and providing services. To this end, harassment of faculty, staff, administrators, and students at Illinois Central College based on race, color, sex, sexual orientation, religion, national origin, age, disability, veteran, or marital status is unacceptable conduct, is in violation of this policy, and will not be tolerated. Retaliatory action against a person reporting sexual or other forms of harassment and intentional false accusations are also prohibited. Individuals in violation of this policy are subject to severe disciplinary action, up and including suspension, discharge, or expulsion.

All employees are expected to complete Sexual Harassment Training and receive a certification of completion on an annual basis.

**DEFINITION OF SEXUAL HARASSMENT**

For purpose of this policy, sexual harassment is defined as in the Equal Opportunity Commission Guidelines, as any unwelcome, unsolicited sexual advances, requests for sexual favors, or other verbal or physical 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 or educational status.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience or creating an intimidating, hostile, or offensive working or educational environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include.

- Unwanted sexual advances
- Subtle or overt pressure for sexual favors
- Unwelcome sexual jokes, comments, innuendos, advances, propositions, or abusive personal remarks
- Verbal abuse of a sexual nature
- Graphic commentary about an individual's body, sexual prowess, or sexual deficiencies
- Sexually explicit displays or distribution of pictures, materials, or objects in the work area
- Offering or implying a reward or threat concerning academic assignments, grades, discipline, or other terms or conditions of the academic situation in exchange for sexual favors
- Demeaning behavior including but not limited to staring, leering, pinching, obscene gestures, touching, and other physical conduct or blocking the movements of another person
- Obscene, pornographic, discriminatory, or sexually explicit phone calls, emails, or other communications

Sanctions which may be imposed by the President (or in appropriate cases by the Board of Trustees of the College) include, but are not necessarily limited to training, referral to counseling, and disciplinary action such as warnings, oral or written reprimands, suspension, reassignment, termination of employment, or expulsion.

The procedure to report sexual harassment can be found in the ICC Standard Operating Procedures.

Adopted by the ICC Board of Trustees  
August 16, 2001

Amended by the ICC Board of Trustees  
June 21, 2018

**Article XIII. Investment Policy**

The investment strategy of Illinois Central College District 514 (“The College”) is to invest cash reserves in a prudent and timely manner to ensure the preservation of capital and provide adequate investment return. The College policy is consistent with the authorized forms of investment set forth in the Public Community College Act and sections 235/1 through 235/7 of the Public Funds Investment Act which covers current operating funds, special funds, interest and sinking funds, and other funds belonging to or in the custody of the College, including restricted and non-restricted funds.

All investment of funds is the direct responsibility of the College’s Treasurer. The Treasurer shall be responsible for all transactions and shall establish a system of controls for recording and reporting all investment activity.

**Investment Objectives**

- **Safety**—The security of monies, whether on hand or invested, is the responsibility of the College Treasurer in selecting depositories, investments, and securing adequate collateral.
- **Liquidity**—The investment portfolio will remain sufficiently liquid to meet all operating requirements, which might be reasonably anticipated.
- **Return**—The Treasurer will look to attain a market average or better rate of return throughout budgetary cycles, taking into account risk, cash flow, and legal restriction of the investment.
- **Local Consideration**—The Treasurer may give the preference to depositories and financial institutions located within the College’s district provided that all stated investment objectives are met and such investments would be in compliance with all other conditions and limitations of the College’s investment policy; however, the Treasurer may approve depositories and financial institutions regardless of location.

**Investment Guidelines**

- Investments will be made to ensure preservation of capital and minimize overall risk through the diversification of investments and maturities.
- The portfolio should remain sufficiently liquid to meet operating requirements which may be reasonably anticipated. Cash flows will be reviewed on a quarterly basis.
- To maximize earnings, all funds will be deposited into interest bearing accounts within two business days.
- Investment will be made with Board approved financial institutions based on competitive review of rates.
- Investment returns will be measured against the 90-day US Treasury Bill rate to determine that market yields are being achieved.

### Investment Security-Types

- Bonds, notes, Treasury Bills, and other securities issued and/or guaranteed by the United States Government and its Agencies or instrumentalities.
- Interest-bearing savings accounts, certificates of deposits, or time deposits, or any other investment constituting a direct obligation of any bank as defined by the Illinois Banking Act.
- Commercial Paper of U.S. corporations with assets exceeding \$500 million Obligations must be rated within the three highest classifications established by two or more standard rating agencies and have a maturity not later than 180 days. Commercial Paper holdings of the College may not exceed one-third of the institution's investment portfolio.

### Maturity Limitations and Diversification

Investments will be diversified to eliminate the risk of loss resulting in over concentration of a specific maturity, issuer, or class of securities. Investment maturities are generally scheduled to match the cash requirements of the College. Invested balances determined to exceed immediate operating needs (one year operating cycle) can be invested to the extent that the average portfolio maturity does not exceed two years. The maximum dollar amount of investments that exceed two years will be limited to 25% of the total investment portfolio. The College will minimize risk due to interest rate volatility through the diversification of maturities.

### Financial Institution

The College Board of Trustees will approve financial institutions as recommended by the College Treasurer to be used as depositories for investments and/or collateral.

### Collateralization

At all times in order to meet the objective of safety of capital, the Treasurer will require deposits in excess of the federally insured amount to be collateralized to the extent of one hundred and ten percent and evidenced by an approved written agreement. Collateral investment instruments must meet the investment guidelines under the Public Funds Investment Act. The Financial Institution must place the collateral in safekeeping at or before the purchase of the investment.

### Reporting and Review

The Controller's Office or other approved designee will record and report all investment transactions to the College Treasurer. A report will be generated monthly, listing all active investments and other pertinent information such as investment location, rate, and maturity dates including monthly transactions. This report will be submitted monthly to the Chair of the Finance Committee of

the Board of Trustees. An annual review of internal controls to assure compliance with the investment policy will be completed in conjunction with the College's annual audit.

Ethics and Conflict of Interest

Officers and employees involved in the investment process will refrain from personal business activity that could conflict with the proper execution of the investment program or which could impair their ability to make impartial investment decisions.

Indemnification

The Treasurer and employees of the College acting in accordance with this investment policy and operational procedures as established and exercising due diligence will be relieved of personal liability for an individual security's credit risk or market changes.

Amendment

The Treasurer will review this investment policy and procedure periodically throughout the year, and any substantive changes will be reported to the Board of Trustees.

Adopted by the Board of Trustees  
August 19, 1999

**Article XIV. Policy on Community Financial Commitments**

Illinois Central College desires a strong and consistent relationship with its key community partners. In order to strengthen these relationships on a fair basis, the following guidelines will be used to inform ICC's decision to make strategic financial commitments, attend a fundraiser, special event, or give financial support to a community initiative:

1. Priority will be given to an agency or business when an ICC manager is a member of the board for a non-profit fundraising or special event.
2. Whether ICC purchases a table or tickets will be determined by the available budget and alliance with ICC's mission, values, and strategic plan as well as historical association with agency/business.
3. When there is a departmental interest for support of an event or fundraiser, the individual department will need to seek approval through the President's Office and use its own budget.
4. When conflict arises about the cost of ICC's involvement or the appropriateness of the College's interest in a fundraiser or special event, the President of the College will render a decision after conferring with the interested individuals or departments as to the College's attendance or the level of the participation.
5. All donations from the College to other charitable organizations (i.e. Gift of Class) will only be given through the Marketing Office. No other donations will be official or approved by the College. The College will continue to support the United Way as its only college-wide charitable outlet.
6. The level of the Board of Trustees involvement will be determined by the Chair of the Board in accordance with the Board's policies, procedures, and budget.

Adopted by the Board of Trustees  
May 15, 2008

**Article XV. Purchasing and Contracting Policy**

Illinois Central College promotes competitive and unbiased purchasing and contracting practices and follows all applicable rules and regulations as outlined in Section 3-27.1 of the Public Community College Act and applicable sections of the Illinois Governmental Ethics Act.

Illinois Central College further recognizes the importance of increasing the participation of businesses owned by minorities, females, and persons with disabilities in public contracts. It is the College's policy to promote the economic development of businesses owned by minorities, females, and persons with disabilities as outlined by the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30 ILCS 575/0.01 *et seq.* The Finance Department monitors and reviews the College's compliance with said acts and provides purchasing and contracting guidelines.

Adopted by the Board of Trustees  
February 21, 2013  
Amended September 15, 2016

**Article XVI. Fund Balance Policy****Statement of Purpose**

The Board recognizes that maintaining adequate fund balance is essential to ensuring the financial stability of the College. This policy describes the guidelines for fund balances in the College's operating funds. These funds include the Education, Operation and Maintenance and Ancillary Funds. Fund balance is defined as the balance of funds after all the liabilities have been deducted from the assets of the funds.

**Goal**

The goal is to establish and maintain a fund balance between 25% and 50% of budgeted annual operating expenditures. This goal is considered a "targeted range" and is established to provide sufficient assets to realize the College's long-range goals, and demonstrate financial stability. If the operating fund balance falls below 25%, the President will implement a plan with Board approval to achieve the desired level through the budget process.

**Utilization**

The proposed recommended use of the operating fund balance is for strategic capital projects or other unanticipated one-time expenditures that do not result in recurring operating costs. Expenditures from the unreserved fund balance must be approved by the Board of Trustees and would be a part of the annual budget process.

**Annual Review**

Compliance with the policy will be reviewed with the Board by the Executive Vice President of Administration and Finance during the strategic and financial planning process.

The Board will receive a report of year-end reserves in the operating funds as part of the annual year-end audit and budget adoption process.

Adopted by the Board of Trustees  
April 21, 2016



**Article XVII. Illinois Central College Ethics Ordinance****DEFINITIONS**

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

**“Board of Trustees”** means the Board of Trustees of Community College District No. 514 of Peoria, Tazewell, Woodford, Marshall, Bureau, Livingston, Logan, McLean, Mason, and Stark Counties, Illinois.

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

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

**“Collective bargaining”** has the same meaning as the term is defined in Section 3 of the Illinois Educational Labor Relations Act (115 ILCS 5/1 and following).

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

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

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

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

**“Employer”** means the Board of Trustees.

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

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

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

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

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

**“Prohibited political activity”** means:

1. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
2. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
3. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.

4. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
5. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
6. Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.
7. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
8. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
9. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
10. Preparing or reviewing responses to candidate questionnaires.
11. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
12. Campaigning for any elective office or for or against any referendum question.
13. Managing or working on a campaign for elective office or for or against any referendum question. Serving as a delegate, alternate, or proxy to a political party convention.
14. Participating in any recount or challenge to the outcome of any election.

**“Prohibited source”** means any person or entity who:

1. is seeking official action (i) with the officer or (ii) with an employee;
2. does business or seeks to do business (i) with the officer or (ii) with an employee, or with the officer or another employee directing that employee;

3. conducts activities regulated by (i) by the officer or (ii) by any employee, or by the officer or another employee directing that employee; or
4. has an interest that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

## **ARTICLE 5**

### **PROHIBITED POLITICAL ACTIVITIES**

#### Section 5-1. Prohibited activities.

- (a) No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the Board of Trustees in connection with any prohibited political activity.
- (b) At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation, or personal time off).
- (c) No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited activity.
- (d) Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this ordinance.
- (e) No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

**ARTICLE 10****GIFT BAN**

Section 10-1. Gift ban. Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with an officer or employee (collectively referred to herein as “recipients”), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer to make a gift that violates this Section.

Section 10-2. Exceptions. Section 10-1 is not applicable to the following:

1. Opportunities, benefits, and services that are available on the same condition as for the general public.
2. Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.
3. Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.
4. Educational materials and missions.
5. Travel expenses for a meeting to discuss business.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, and including the father, mother, grandfather, or grandmother of the individual’s spouse, and the individual’s fiancé or fiancée.
7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift

personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.

8. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.
9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee; and are customarily provided to others in similar circumstances.
10. Intra-governmental and inter-governmental gifts. For the purpose of this Act, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental activity.
11. Bequests, inheritances, and other transfers at death.
12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.
13. Any item or items provided by Illinois Central College in support of the employee's or officer's discharge of official duties.

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

Section 10-3. Disposition of Gifts. An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this ordinance if the recipient promptly takes reasonable action to return a gift from prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or thereafter amended, renumbered, or succeeded.

**ARTICLE 15****ETHICS ADVISOR**

Section 15-1. The President, with the advice and consent of the Board of Trustees, shall designate an Ethics Advisor for Illinois Central College. The duties of the Ethics Advisor may be delegated to an officer or employee of Illinois Central College unless the position has been created as an office by the Board of Trustees.

Section 15-2. The Ethics Advisor shall provide guidance to the officers and employees of Illinois Central College concerning the interpretation of and compliance with the provision of this ordinance and State ethics laws. The Ethics Advisor shall perform such other duties as may be delegated by the Board of Trustees.

**ARTICLE 20****ETHICS COMMISSION**

Section 20-1. There is hereby created a commission to be known as the Ethics Commission of Illinois Central College. The Commission shall be comprised of three members appointed by the President with the advice and consent of the Board of Trustees. No person shall be appointed as a member of the Commission who is related, either by blood or by marriage up to the degree of first cousin, to any member of the Board of Trustees.

Section 20-2. At the first meeting of the Commission, the initial appointees shall draw lots to determine their initial terms. Two commissioners shall serve 2-year terms, and the third commissioner shall serve a one-year term. Thereafter, all commissioners shall be appointed to 2-year terms. Commissioners may be reappointed to serve subsequent terms.

At the first meeting of the Commission, the commissioners shall choose a chairperson from their number. Meetings shall be held at the call of the chairperson or any two commissioners. A quorum shall consist of two commissioners, and official action by the commission shall require the affirmative vote of two members.

Section 20-3. The President, with the advice and consent of the Board of Trustees, may remove a commissioner in case of incompetency, neglect of duty, or malfeasance in office after service on the commission by certified mail, return receipt requested, a copy of the written charges against the commissioner and after providing an opportunity to be heard in person or by

counsel upon not less than 10 days' notice. Vacancies shall be filled in the same manner as original appointments.

Section 20-4. The Commission shall have the following powers and duties:

1. To promulgate procedures and rules governing the performance of its duties and the exercise of its powers.
2. Upon receipt of a signed, notarized, written complaint, to investigate, conduct hearings and deliberations, issue recommendations for disciplinary actions, impose fines in accordance with Section 2-51 (c) of this ordinance and refer violations of Article 5 or Article 10 of this ordinance to the appropriate attorney for prosecution. The Commission shall, however, act only upon the receipt of a written complaint alleging a violation of this ordinance and not upon its own prerogative.
3. To receive information from the public pertaining to its investigations and to require additional information and documents from persons who may have violated the provisions of this ordinance.
4. To compel the attendance of witnesses and to compel the production of books and papers pertinent to an investigation. It is the obligation of all officers and employees of Illinois Central College to cooperate with the Commission during the course of its investigations. Failure or refusal to cooperate with requests by the Commission shall constitute grounds for discipline or discharge.
5. The powers and duties of the Commission are limited to matters clearly within the purview of this ordinance.

Section 20-5. (a) Complaints alleging a violation of this ordinance shall be filed with the Ethics Commission.

(b) The Commission shall send by certified mail, return receipt requested, a notice to the respondent that a complaint has been filed against him or her and a copy of the complaint. The Commission shall also send by certified mail, return receipt requested, a confirmation of the receipt of the complaint to the complainant. The notices to the respondent and the complainant shall also advise them of the date, time, and place of the meeting to determine the sufficiency of the complaint and to establish whether probable cause exists to proceed.

(c) Upon not less than 48 hours' public notice, the Commission shall meet to review the sufficiency of the complaint and, if the complaint is deemed sufficient to allege a violation of this ordinance, to determine whether there is probable cause, based on the evidence presented by the complainant, to proceed. The meeting may be closed to the public to the extent authorized by the Open Meetings Act. The Commission shall issue notice to the complainant



and the respondent of the Commission's ruling on the sufficiency of the complaint, and if necessary, on probable cause to proceed within 10 business days after receiving the complaint.

If the complaint is deemed sufficient to allege a violation of Article 10 of the ordinance and there is a determination of probable cause, then the Commission's notice to the parties shall include a hearing date scheduled within four weeks after the complaint's receipt. Alternatively, the Commission may elect to notify in writing the attorney designated by the corporate authorities to prosecute such actions and request that the complaint be adjudicated judicially. If the complaint is deemed not sufficient to allege a violation or if there is not determination of probable cause, then the Commission shall send by certified mail, return receipt requested, a notice to the parties of the decision to dismiss the complaint, and the notice shall be made public.

If the complaint is deemed sufficient to allege a violation of Article 5 of this Ordinance, then the Commission shall notify in writing the attorney designated by the corporate authorities to prosecute such actions and shall transmit to the attorney the complaint and all additional documents in the custody of the Commission concerning the alleged violation.

(d) On the scheduled date and upon at least 48 hours' public notice of the meeting, the Commission shall conduct a hearing on the complaint and shall allow both parties the opportunity to present testimony and evidence. The hearing may be closed to the public only if authorized by the Open Meetings Act.

(e) Within 30 days after the date and the hearing or any recessed hearing is concluded, the Commission shall either (i) dismiss the complaint or (ii) issue a recommendation for discipline to the alleged violator, the President and Board of Trustees, or impose a fine upon the violator, or both. The particular findings in the case, any recommendation for discipline, and any fine imposed shall be a matter of public information.

(f) If the hearing was closed to the public, the respondent may file a written demand for a public hearing on the complaint within 7 business days after the issuance of the recommendation for discipline or imposition of a fine, or both. The filings of the demand shall stay the enforcement of the recommendation or fine. Within 14 days after receiving the demand, the Commission shall conduct a public hearing on the complaint upon at least 48 hours' public notice of the hearing and allow both parties the opportunity to present testimony and evidence. Within 7 days thereafter, the Commission shall publicly issue a final recommendation to the alleged violator, the President, and the Board of Trustees, or impose a fine upon the violator, or both.

(g) If a complaint is filed during the 60 days preceding the date of any election at which the respondent is a candidate, the Commission shall render its decision as required under subsection (e) before the date of that election, if possible.

(h) The Commission may fine any person who intentionally violates any provision of Article 10 of this ordinance in an amount of not less than \$1,001 and not more than \$5,000. The Commission may fine any person who knowingly files a frivolous complaint alleging a violation of this ordinance in an amount of not less than \$1,001 and not more than \$5,000. The Commission may recommend any appropriate discipline up to and including discharge.

(i) A complaint alleging the violation of this Act must be filed within one year after the alleged violation.

## **ARTICLE 25**

### **PENALTIES**

Section 25-1. Penalties. (a) A person who intentionally violates any provision of Article 5 of this ordinance may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

(b) A person who intentionally violates any provision of Article 10 of this ordinance is subject to a fine in an amount of not less than \$1,001 and not more than \$5,000.

(c) Any person who intentionally makes a false report alleging a violation of any provision of this ordinance to the local enforcement authorities, the State's Attorney or any other law enforcement official may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.00.

(d) A violation of Article 5 of the ordinance shall be prosecuted as a criminal offense by an attorney for the Board of Trustees by filing in the circuit court any information, or sworn complaint, charging such offense. The prosecution shall be under and conform to the rules of criminal procedures. Conviction shall require the establishment of the guilt of the defendant beyond a reasonable doubt.

A violation of Article 10 of this ordinance may be prosecuted as quasi-criminal offense by an attorney for the Board of Trustees, or, if an Ethics Commission has been created, by the Commission through the designated administrative procedure.

(e) In addition to any other penalty that may be applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of Article 5 or Article 10 of this ordinance is subject to discipline or discharge.

Section 2: This ordinance shall be in effect upon its approval by the Board of Trustees.

Adopted by the Board of Trustees  
May 20, 2004

**Article XVIII. Sustainability****STATEMENT**

“ILLINOIS CENTRAL COLLEGE IS COMMITTED TO FOSTERING A SUSTAINABLE FUTURE FOR OUR STUDENTS AND COMMUNITY THROUGH EDUCATION AND THE EXAMPLE WE SET.”

**Definition of Sustainability**

For the purpose of this policy, Illinois Central College defines sustainability as an attempt to meet present needs, avoid human actions that threaten the natural environment, and conserve resources without compromising future generations' ability to meet their needs.

**Curriculum**

The College will strive for excellence in sustainability education and research by integrating sustainability concepts into curricula; supporting interdisciplinary scholarship, research and faculty hiring practices; increasing faculty and student awareness of sustainability issues; and increasing sustainability educational offerings. The College strives to produce students who understand sustainability, research that illuminates and advances sustainability, and graduates who will carry the mission of sustainability into the state, the nation, and the world.

**Facilities**

The College will evaluate the impact of its construction projects; incorporate green building and design methods; and consider the needs of future generations of the College community in campus planning, with the goal of minimizing the environmental footprint of the campus.

The College will establish policies and processes that will reduce solid waste generation; first through reduction, secondarily through reuse, and finally through recycling.

The College will establish policies and processes to maintain efficient use, tracking, storage, and disposal of hazardous and toxic materials.

**Business Practices**

The College will have sustainability goals that inform administrative policies and procedures in the areas of planning, decision making, assessment, reporting, and alignment.

The College recognizes that one of the primary methods of exercising its commitment to environmental responsibility is through its purchasing choices. The College will strive to obtain maximum value for its expenditures and will work towards obtaining the “best value” by balancing short and long-term

costs, maintenance, life-cycle, and environmental costs in purchasing goods and services.

The College recognizes the importance of environmentally responsible practices in developing the physical characteristics of its community. The College will consider environmental implications in the development, construction, and operation of campus infrastructure, grounds, and buildings.

#### Community

The College will share with outside communities the knowledge generated from sustainability research, education, and practice; help promote environmental awareness and natural resource conservation; and interact with the global community through on and off-campus activities.

#### Conservation

The College recognizes the importance of conservation efforts and efficient use of resources as the primary method to be used to reduce resource consumption.

- The College commits to minimizing the consumption of energy, water, and other resources by eliminating wasteful practices and promoting efficient use including water runoff.
- The College strives to maximize energy efficiency and to explore and implement well-considered and feasible conservation measures in existing buildings, renovations, and new construction.
- The College will work toward the goals of providing landscaping and grounds maintenance practices that use vegetation compatible with the local environment and that use integrated pest management techniques.

#### Implementation

The College will establish near and longer term procedures and measures, including an oversight structure, to review the status of each element of this policy and to ensure its implementation, with the goal of integrating informed and evolving practices for sustainability with the College's mission of creating a culture of excellence. These procedures and measures shall rely on scientific and technical analysis and support efforts to develop objectives and targets for operations and measures to assure accountability. Annual progress reports will be made with the overall goal of integrating knowledge of sustainability with actions to prove it.

Adopted by the Board of Trustees  
March 19, 2009

**Article XIX. Social Media Policy****Section 1. Social Media**

Social Media includes but is not limited to blogs, wikis, social networks (examples: Facebook™, LinkedIn™, MySpace™, etc.), video and photo portals (examples: YouTube™, Flickr™), collaborative professional space, and email. These programs often blur the lines between personal and professional life.

Illinois Central College believes its employees often are the best ambassadors for the College. Social media provides ICC employees ample opportunities to represent the College in the “virtual” community. ICC also recognizes its responsibility to assure employees, trustees, and volunteers adhere to local, state, and federal requirements to protect student and staff privacy. The College also retains its prerogative to protect its image, enhance its brand, guard proprietary information, require appropriate use of College computer resources, and restrict employee activities that do not add value to the College mission, vision, strategic priorities, general learning goals, or financial well-being.

Therefore, the Illinois Central College Board of Trustees establishes this policy regarding use of the social media by Illinois Central College employees and volunteers.

1. Employees and volunteers adhere to ICC’s internal standards on appropriate use of computer resources, media relations, Core Values, Diversity Pledge, CougarCare Principles, Red Flags policy, Ethics Ordinance, Brand Standards, and general use guidelines when using social media for specific job-related tasks of Illinois Central College.
2. When employees or ICC volunteers identify themselves as employed and/or associated with ICC, they should include a disclaimer that indicates that their opinions, comments, interpretations, etc., are their own and not those of the College and may not represent current or accurate information. In most cases, listing a title in a “profile” or “resume” would not require such a disclaimer but commenting on policy, governmental affairs, or controversial issues without adherence to the College’s media relation standards and/or Ethics Ordinance would require such a disclaimer. Personal opinions expressed in personal restricted venues using personal computing resources most often would not require disclaimers.
3. Employees and volunteers recognize that they use Social Media at their own risk. The College assumes no responsibility or liability for social media activity by employees or volunteers that is not approved and coordinated through the Marketing and College Communications Department.
4. No employee or volunteer shall post to Social Media any proprietary

information of ICC or any materials for which ICC holds a copyright, including, without limitation, any materials which may have been created by an employee, but were created pursuant to the employee's work duties such that the materials are a "work for hire," without written permission or a license ICC retains the copyright to all works for hire.

5. No employee or volunteer shall post to Social Media any materials prepared by a student without the express permission from the student who authored the materials.
6. No employee or volunteer shall post on Social Media any student records that are protected under the Illinois Student Records Act or the Family Educational Rights and Privacy Act (FERPA). A student record is any record, maintained by ICC, by which a student may be individually identified.
7. Even when using Social Media on a personal basis, employees or volunteers shall not post material that is a violation of ICC's workplace policies, including those against discrimination, harassment on account of age, race, religion, sex, sexual orientation, gender, ethnicity, nationality, disability, or other protected class, status, or characteristic or material that is otherwise offensive, malicious, demeaning, obscene, abusive, harassing, threatening, or intimidating regarding any ICC employee or volunteer, or regarding a student that the employee obtained information about through the employee's employment with ICC.
8. Nothing in this Social Media policy shall be interpreted in a manner that violates an employee's or volunteer's First Amendment rights or interferes with an employee's right to engage in protected concerted activity or union activity.
9. It is acknowledged that in light of ICC's educational mission, instructors and other employees may find it beneficial to utilize Social Media in furtherance of their duties. Employees who access Social Media during work hours or on ICC owned equipment must also comply with the ICC's computer usage policies. There is not right to privacy on ICC owned equipment.
10. Classroom activities that involve the use of the Social Media should follow the guidelines established above only when such material is visible beyond the confines of the virtual classroom.

Adopted by the Board of Trustees  
November 19, 2009  
Amended July 20, 2017

**Article XX. Identity Theft Prevention Policy****Section 1. Policy**

Illinois Central College has determined that it falls under the provisions of the Fair and Accurate Credit Transaction Act of 2003 (FACTA), Public Law 108-159, specifically sections 114 and 315. To ensure compliance with the Act, Illinois Central College shall develop and implement an appropriate policy and identity theft prevention program that is designed to detect, prevent, and mitigate identity theft in connection with the opening of a covered account or any existing covered account as defined in the Act. (See Definitions – 111)

**Section 2. Purpose**

The purpose of this policy is to establish an Identity Theft Prevention Program designed to detect, prevent, and mitigate identity theft in connection with the opening of a covered account or an existing covered account and to provide for continued administration of the Program. The Program shall include reasonable policies and procedures to:

1. Identify relevant red flags for covered accounts it offers or maintain and incorporate those red flags into the program;
2. Detect red flags that have been incorporated into the Program;
3. Respond appropriately to any red flags that are detected to prevent and mitigate identity theft; and
4. Ensure the program is updated periodically to reflect changes in risks to students and to the safety and soundness of the creditor from identity theft.

The program shall, as appropriate, incorporate existing policies and procedures that control reasonably foreseeable risks.

**Section 3. Definitions**

**Identity theft** is defined as fraud committed or attempted using the identifying information of another person without authority.

A **covered account** is defined as an account that a creditor offers or maintains, primarily for personal, family, or household purposes, that involves or is designed to permit multiple payments or transactions.

A **red flag** is a pattern, practice, or specific activity that indicates the possible existence of identity theft.

#### Section 4. Covered Accounts

Illinois Central College shall identify covered accounts for inclusion in the College's Identity Theft Prevention Program. The program must address covered accounts administered by the College and any that are administered by a service provider.

#### Section 5. Identification of Relevant Red Flags

Illinois Central College officials shall identify the relevant red flags for covered accounts. The red flags generally fall into the five categories listed below:

1. Alerts, notifications, or warnings from a consumer reporting agency;
2. Suspicious documents;
3. Suspicious personally identifying information, such as suspicious address;
4. Unusual use of – or suspicious activity relating to – a covered account; and
5. Notices from customers, victims of identity theft, law enforcement authorities, or other business about possible identity theft in connection with covered accounts.

#### Section 6. Oversight of the Program

Responsibility for developing, implementing, and updating this Program lies with the Executive Vice President of Administration and Finance for Illinois Central College. The Executive Vice President's designee will be responsible for the Program administration, for ensuring appropriate training of the College's staff on the Program, for reviewing any staff reports regarding the detection of red flags and the steps for preventing and mitigating identity theft, determining which steps of prevention and mitigation should be taken in particular circumstances, and considering periodic changes to the Program. The designated official is also responsible for sending the program to the Executive Vice President of Administration and Finance for review.

#### Section 7. System Guidance

ICC has developed a program for use by its departments in the identification and response to red flags.

Adopted by the Board of Trustees  
June 17, 2010



**Article XXI. Emergency Operations Plan**

As Illinois Central College (ICC) is potentially vulnerable to emergencies and disasters which may require an extraordinary commitment of College resources, officials of the College have developed a multi-hazard, multi-functional Emergency Operations Plan (EOP) to direct ICC's response to such events. The EOP will assist the College in accomplishing one of its primary responsibilities: protecting the lives and property of students, faculty, staff, and others.

The EOP will outline the actions to be taken by designated ICC officials to:

- Prevent avoidable emergency situations;
- Respond effectively and efficiently to the occurrence of emergencies and disasters;
- Implement strategies and capabilities to reduce the vulnerability of persons associated with ICC from the negative effects of emergencies and disasters, and;
- Provide for continuity of operations and recovery in the aftermath of any emergency or disaster affecting the College.

This EOP complies with the State of Illinois Campus Security Enhancement Act of 2008 (110 ILCS 12/1) and is consistent with the emergency management principles of the federal National Incident Management System (NIMS).

As there may be limited emergency response resources on hand or in reserve, ICC may call on the local municipal jurisdiction or other local, regional, state and federal emergency management agencies, as well as private or volunteer organizations, for assistance and material support.

The members of the Illinois Central College Emergency Management Leadership Group, chaired by the College President, are authorized to activate all or any appropriate part of the Illinois Central College Emergency Operations Plan, as needed, to direct and control the College's emergency response operations. The Emergency Management Leadership Group member authorizing the activation shall notify the chairperson of ICC Board of Trustees of the actions taken.

Adopted by the Board of Trustees  
March 16, 2017