



Section I: Bylaws of the Board of Trustees

Section II: Administrative Policies of the Board of Trustees

2022

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SECTION I
BYLAWS OF THE BOARD OF TRUSTEES ILLINOIS CENTRAL
COLLEGE

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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 (Act) (110 ILCS 805/1-1 et. seq.) 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 the 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 Act.

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.

1.2 BYLAWS OF THE BOARD OF TRUSTEES

OF

ILLINOIS CENTRAL COLLEGE

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 residents 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 a citizen of the United States, 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. The Student Board member shall have all of the privileges of membership, including the right to make and second motions and to attend executive sessions; provided, however, that the Student Board member's vote shall be advisory only. The Student Board member 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 Success, in concert with the Office of Student Life, will invite candidates to apply for the position. Candidates will follow the vacancy process outlined in the Student Trustee Manual provided by the Office of Student Life.

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 BoardSection 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
- O. Public comments to the new Board of Trustees

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 the public, in accordance with the Open Meetings Act, and 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 item 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

Section 9. 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.

Nothing in this Section or Bylaws shall be construed as preventing the Board from conducting a meeting by audio or video conference, without the physical presence of a quorum of the Board members, if the Governor or the Director of the Illinois Department of Public Health has issued a disaster declaration related to public health concerns because of a disaster as defined in Section 4 of the Illinois Emergency Management Agency Act, and all or part of District 514 is covered by the disaster area. Any such meeting by audio or video conference shall be conducted in accordance with Section 7(e) of the Open Meetings Act (5 ILCS 120/7(e)).

Section 10. Order of Business

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

- A. Convening the Meeting
 - a.1 Call to order by presiding officer
 - a.2 Pledge of Allegiance
 - a.3 Roll Call
 - a.4 Recognition of visiting groups
 - a.5 Public comments

- B. Consent Agenda

- C. Board of Trustees Chair Report

- D. President's Report
- E. Treasurer's Report
- F. Informational Items
- G. Action Items
- H. Unfinished business
- I. New business
- J. Closed Session
- K. Adjournment

Section 11. 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 12. 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 5 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. The Board may grant additional time to a speaker upon the request of any Member of the Board.

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 13. Public Comments

Each person speaking at any time set aside during a regular or special meeting of the Board for public comments shall state his or her name. Each speaker shall confine comments to five (5) minutes or less, restrict remarks to matters relevant to the business of the Board or governance of the College, avoid repetitious statements and refrain from vulgar or otherwise inappropriate language or references. If, in the discretion of the Chair or presiding Board member, the matter is best addressed in closed session, then the matter shall be directed to closed session. If the Chair or presiding Board member concludes that a speaker has unnecessarily exceeded the five (5) minute limitation, is addressing areas not relevant to the governance of the College, has been needlessly repetitious or has used vulgar or otherwise inappropriate language, the speaker shall at the request of the Chair or presiding Board member immediately conclude his or her comments. The Board may grant additional time to a speaker upon the request of any member of the Board.

Section 14. Minutes

A record of all transactions of the Board shall be set forth in the minute 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 and shall be posted on the College's website in accordance with the Illinois Open Meetings Act. 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). The Board hereby directs legal counsel and the Executive Vice President to, no less than semi-annually, review minutes of all closed meetings and make a recommendation to the Chair and Vice Chair as to whether (i) the need for confidentiality still exists as to all or part of those minutes, or (2) that the minutes or portions thereof no longer require confidential treatment. After receipt of such recommendation to the Chair and Vice Chair, together with the rationale for any meeting minutes for which the recommendation is that such minutes no longer require confidential treatment, the Board shall periodically, but no less than semi-annually, make a determination as to whether (1) the need for confidentiality still exists as to all or part of those minutes or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection. Such determination shall be reported in open session.

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. If there is a vacancy in the office of the chairman and vice-chairman or the chairman and vice-chairman are absent from any meeting or refuse to perform their duties, a chairman pro tempore shall be appointed by the Board from among its members.

Section 5. Duties of the Secretary of the Board

A Secretary of the Board shall either be elected by the Board from its members or appointed by the Board; in which such latter event, the Secretary shall not be a member 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.

If the Secretary is absent from any meeting or refuses to perform his or her duties, a member of the Board shall be appointed secretary pro tempore and an assistant secretary appointed for purposes of taking meeting minutes.

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). The Treasurer may not be a member of the Board. The Board shall fix the compensation of the Treasurer. 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 with the most seniority at the College will serve as acting president until someone else is appointed by the Board.

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.

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. The Board may also, from time to time, adopt resolutions to address particular matters, especially matters of a non-recurring nature.

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 (FOIA). Information, which is available for public disclosure, shall be made available through the office of the Executive Vice President of Administration and Finance. The Executive Vice President of Administration and Finance shall be the FOIA Officer for the College. In the absence of the Executive Vice President of Administration and Finance, or his or her inability or unwillingness to serve as FOIA Officer, the President shall designate a successor.

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 (including reimbursement for meals and lodging) for business conducted on the College's behalf by the Board of Trustees and officers of ICC shall be reimbursed consistent with the guidelines established for all ICC employees.

Section 2. Travel Approval

Trustee travel must be approved in advance by the Board Chair. The Vice Chair must approve travel for the Board Chair.

Adopted by the Board of Trustees September 15, 2011
Amended by the Board of Trustees November 17, 2016
Amended by the Board of Trustees October 15, 2020



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. Subject to the direction of the Board, the President is responsible for the operations of the College within the framework of the policies of the Board; shall see that all resolutions and directions of the Board are carried into effect except in those instances in which the responsibility is specifically assigned to some other person by the Board; and, in general, shall discharge all duties incident to the office of President, including establishing all further policies and procedures, making all decisions, taking all actions and developing all activities as long as they are consistent with Board policy, and such other duties as may be prescribed by the Board from time to time.

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.

Section 3. Lines of Responsibility

Each employee of the College (except the Board Secretary, Treasurer, Auditor, and Legal Counsel) shall be responsible to the Board through the President.

Section 4. Evaluation

The Board will annually conduct a performance review of the President and will establish procedures and criteria in consultation with the President to facilitate the evaluation process.

Amended December 10, 2020

Article II Advisory Organizations

Upon notification of the Board, the College President may form advisory groups to facilitate communication within the College along with the advancement of institutional goals. These groups may serve to advise the President or his or her representative, with respect to board policies of the College or upon any other matter about which he or she may seek advice.

Amended December 10, 2020

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

Degree and Credit Certificate Programs: The faculty and administration have the responsibility for developing, reviewing, and evaluating curriculum for degree and certificate programs offered by the College subject to approval by the Board of Trustees and the Illinois Community College Board (where required). Upon approval, the faculty and administration carry the responsibility for implementation. Degree and Credit Certificate Programs are those that are comprised of credit-bearing courses.

Other Programs: The administration has the responsibility for developing, reviewing, and evaluating curriculum for non-degree, non-credit certificate programs or other non-credit programming offered by the College subject to approval by the Board of Trustees and the Illinois Community College Board (where required). Upon approval, the administration carries the responsibility for implementation.

Amended by the Board of Trustees
December 16, 2010
Amended February 25, 2021

Section 3. Credit Hour Policy

Illinois Central College adopts, as its definition of a Course Credit Hour, the same definition as has been promulgated by the Illinois Community College Board for Illinois Community Colleges. As set forth in Title 23, Chapter VII, Section 1501.39 of the Illinois Administrative Rules:

1. Credit hours shall be determined on the basis of an expected 45 hours of combined classroom/laboratory and study time for each semester hour or 30 hours of that time for each quarter credit hour.
2. Lecture Courses. Courses with students participating in lecture or discussion-oriented instruction shall be assigned one semester credit hour or equivalent for each 15 classroom contact hours, at a minimum, of instruction per semester or equivalent. It is assumed that two hours of outside study will be invested for each classroom contact hour.
3. Laboratory Courses. Courses in which students participate in laboratory/clinical-laboratory oriented instruction shall be assigned one semester credit hour or equivalent for each 30-45 classroom contact hours, at a minimum, of instruction per semester or equivalent. It is assumed that one hour of outside study will be invested for each two laboratory contact hours.
4. Clinical Practicum courses. Courses in which students participate in clinical practical experiences shall receive one semester credit hour or equivalent each 30-60 contact hours, at a minimum, per semester or equivalent. It is expected that one hour of outside study time will be invested for each two clinical practicum contact hours.
5. Internship Courses. Courses in which students participate in nonclinical internship, practicum, or on-the-job supervised instruction shall receive one semester credit hour or equivalent for each 75-149 contact hours, at a minimum, per semester credit hour or equivalent.

Adopted by the Board of Trustees

January 19, 2012

Amended February 25, 2021

Section 4. Academic Freedom

Academic 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.

Amended by the Board of Trustees

February 25, 2021

Section 5. Expressive Activity on Campus and Through College Media

- A. Applicability. This policy applies to all expressive activities of the faculty, staff and volunteers of Illinois Central College performed pursuant to their professional duties and in furtherance of the College's academic mission. This policy also applies to the expressive activities of students made pursuant to academic studies or College events or activities.

This policy applies to expressive activities or communications made on campus, or on College Media, or at College events, or through the use of College physical or electronic resources, regardless of whether the expressive activity is verbal, written, or electronic. This policy further applies to communications disseminated through faculty members' and students' own email or social media accounts or phones when such communications are directed to College students or, more broadly, the College community, and/or external College partners stakeholders.

This policy is not applicable to faculty members', volunteers', or students' expressive activities as private citizens. However, such private speech may be subject to other Board policies, including, but not limited to, Article IV, Section 12 (Student Conduct), Article IV, Section 13 (Student Email Policy), Article XII (Anti-Discriminatory and Harassment Policies), and Article XIX (Social Media Policy). The fact that an expressive activity may convey a message of public concern, or addresses a controversial issue, does not, in itself, excuse a violation of College policies or regulations.

As private citizens, faculty members may speak on matters of public concern or importance as long as the interests of the faculty member in addressing an issue of public concern or importance is not outweighed by the College's interest in an efficient, disruption-free workplace and academic community. When speaking as private citizens, faculty members should take care not to create the impression that they are speaking on behalf of the College. Faculty members on social media are expected to abide by Article XIX (Social Media Policy).

Nothing in this policy shall be interpreted in a manner to infringe on the First Amendment rights of any person, or to interfere with the right of any employee to engage in protected concerted activity or union activity.

- B. 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.

C. 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. With this freedom comes the professional responsibility to engage fairly and honestly, and at all times in a civil manner, with all issues addressed in furtherance of the academic development of students. In deciding whether and how a controversial issue should be addressed in communications with students, faculty members should consider and abide by the following criteria:

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.

Students likewise have the academic freedom to explore, discuss and study controversial issues. With this freedom comes the corresponding responsibility to act as a responsible member of the academic community. In choosing whether and how to address a controversial issue, students should abide by the following criteria:

1. The issue should be relevant to the prescribed course of study or specific assignment.
2. Best academic efforts should be employed in critically thinking about the issue. Without endorsing viewpoints contrary to their own, students should exhibit tolerance and an effort to understand conflicting points of view.
3. Students should strive to present scholarly work supported by facts, and in doing so, refrain from personal attacks of those holding differing viewpoints.

Amended by the Board of Trustees
February 25, 2021

Section 6. Outside Speakers, Demonstrations and Public Expressive Activities

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 primary purpose of the College's facilities and resources, including its electronic media and "virtual" facilities and resources, such as, but not limited to, College email addresses, College electronic platforms such as the College's Learning Management System, online meeting platforms, and internet domains, is to accommodate its educational program. Therefore, first priority of the use of any College facilities will be accorded to College classes and scheduled College activities. 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. Nothing in this policy creates a right by persons outside the College community, who have not received an invitation from the College or a recognized student organization or club, to speak or distribute literature on College property, or use College electronic media to distribute their messages. The distribution of literature for solicitation or advertisement purposes must comply with Article VII (Campus Solicitation, Advertisements, Product or Sample Product Dissemination) of these policies.

- A. College departments, recognized student organizations and clubs (that is, faculty or staff advised 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. Any such regulations shall be content-neutral (for example, the College shall not favor religious speech over non-religious speech, or vice versa).
- C. The College recognizes that demonstrations are one method for the exchange of ideas in a free society. At the same time, demonstrations may not infringe on the rights of members of the College community to either express their own views or engage in their own activities. Regulating the time, place and manner of campus demonstrations is a legitimate function and necessary responsibility of the College. This policy sets out content-neutral rules in order to protect the rights of those involved in the demonstration, others in the College community, and the College itself from unreasonable disruption. Students, recognized student organizations and clubs, and the invitees of recognized student organizations and clubs may engage in demonstrations on campus, provided that the following guidelines are at all times observed:
 1. Whenever possible, prior approval of the demonstration must be sought and obtained from the Vice President of Student Success, or duly authorized representative(s), at least 24 hours prior to the planned demonstration. If approval is denied, the

student or recognized student organization or club seeking permission for the demonstration may make written appeal to the College President. The Vice President of Student Success may impose reasonable time, place, and manner restrictions on any approved demonstration. The decision to approve or deny a demonstration request shall be content neutral. The College recognizes that in certain limited circumstances that events occur which may motivate or necessitate immediate public response, and it is not the intent of this Policy to limit the right of individuals or groups to assemble and express their views with respect to such events. In such circumstances, spontaneous demonstrations may be held by students, invitees of recognized student organizations and clubs, and College employees, subject to all other rules applicable to demonstrations. However, it is inappropriate for sponsors of events that have been planned to circumvent this policy by contending that the demonstrations are spontaneous. In deciding whether a demonstration is spontaneous or planned, the College may consider relevant evidence, including (a) whether signs or placards used at the demonstration were commercially produced, (b) whether participants used amplification equipment, (c) whether the College Police Department was alerted, or media contacted, substantially in advance of the demonstration, or (d) whether other circumstances tend to show advance planning by one or more organizers.

2. Corridors, stairways, doorways, and building entrances may not be blocked or obstructed.
3. No group may be admitted into a private office unless invited, and then not in excess of the number designated or invited by the occupant.
4. When an invited speaker is the subject of protest, persons may demonstrate outside the building where the speech is taking place. Persons who wish to enter the building must do so as members of the audience and must give the speaker a respectful hearing. Failure to grant the speaker a respectful hearing may result in the offending person being asked to leave. Signs, placards, or similar paraphernalia associated with a demonstration may not be carried into the building.
5. Buildings must be cleared at normal closing time for each building unless other arrangements are approved in advance.
6. Use of public address systems and amplified sound will not be permitted without prior approval from the Vice President of Student Success.
7. All participants in the demonstration shall abide by the College's policies and codes of conduct. In no case shall harassing, intimidating or violent behavior be tolerated. Any noise which interferes with the work or study of persons will not be permitted. At no time will a demonstration be allowed to create a disruption. If a disruption results, and if circumstances permit, the Vice

President of Student Success, or the President, in consultation with the College Police Department, the Vice President for Student Success or the Dean of Students will inform the demonstrators that they must discontinue their disruptive activities, explaining which activities violate this policy. If the disruption continues, appropriate action will be taken including police action, provided that nothing in this policy shall limit the College's right to take immediate police action in the defense of persons or property. A disruption is defined, for purposes of this policy, as any activity which:

- a. Denies or infringes upon the rights of students, staff, visitors, or other members of the College community.
 - b. Interferes with instruction, research, administration, other College services, or other activities of the College community.
 - c. Restricts or obstructs the free movement of individuals on campus or in campus buildings.
 - d. Impedes or denies the use of offices, classrooms or other College facilities to students, staff, visitors, or other members of the College community.
 - e. Endangers or threatens the safety of any member of the College community, including by the use of force or violence.
 - f. Damages, defaces, or causes the loss of property.
 - g. Violates the law or College policies.
- D. 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
Amended April 29, 2021

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 Science
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. Credit 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

Amended February 25, 2021

Section 8. Selection of Textbooks and Instructional Materials

Textbooks and other similar instructional materials (collectively, "Instructional Materials") for each credit-bearing course shall be selected by the instructor or instructors in consultation with the dean in accordance with the criteria and procedures of the College. So far as practical, Instructional Materials shall be selected to present all points of view concerning the international, national, and local problems and issues of the time. No Instructional Materials shall be excluded because of the race or nationality, gender, or the political, philosophical, or religious views of the writer.

Amended February 25, 2021

Section 9. Educational Rights of Students

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

- A. Study any issue which has educational, political, economic, or social significance.
- B. Have access to all relevant information, including materials that circulate freely in the community.
- C. Study under competent instructors in a learning environment conducive to instruction and free from bias and prejudice.
- D. Form and express opinions on 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 entitled to quality instruction pursuant to standards promulgated by the Higher Learning Commission for accreditation.
- G. Be entitled to timely access to the instructor, including 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.

Amended March 18, 2021

Section 10. 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 Success. Procedures for appeal for readmission are available in the most recent ICC Student Rights and Responsibilities handbook.

Amended March 18, 2021

Section 11. Study Abroad Program

Students participating in an ICC authorized study abroad program will study an approved curriculum or program of study. Students selected to study abroad will be in good standing with ICC. This program will be governed by the office of Academic Affairs.

Adopted by the Board of Trustees
March 27, 2013
Amended March 18, 2021

Article IV. Student ServicesSection 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 another community college district, in which case, equal enrollment preference may be granted to students residing in such contracting districts.”

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

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 Section 487(a)(20) of the Higher Education Act (20 U.S.C. § 1094(a)(20)), no employee, alumni, or friend of the College will receive remuneration in any form for success in securing the enrollment of and/or financial aid to any person. 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
Amended June 17, 2021

Section 5. Tuition

Under the provisions of 110 ILCS 805/3-45 and 110 ILCS 805/6-4 of the Illinois Public Community College Act, the Board may establish and revise tuition charges to be paid by students. As permitted by the Public Community College Act and Illinois Community College Board regulations, tuition may vary depending upon whether a student is a resident of Illinois Central College District 514 (the “District”), or a resident of the State of Illinois (the “State”) but not the District, or neither a resident of the State nor the District.

Section 6. Student Residency in the State and District

The determination of whether an individual is a resident of the District or a resident of the State for purposes of tuition (as set forth in Section 5 above) shall be determined by the following:

- A.
 - B. In-District Residency.
To be classified as a resident of Illinois Central College District 514 (the “District”) a student must meet one of the following criteria:
 1. The student has lived in a home or household located within the District for at least 30 days immediately before the date the College’s classes begin. A student who does not meet the above 30-day residency requirement does not automatically become a resident of the District simply by attending classes at the College for 30 days or more;

2. The student has moved from outside the District and has obtained residence status in the District for reasons other than attending the College; provided, however, that such student demonstrates, through documentation reasonably satisfactory to the College, a verifiable interest in establishing permanent residency within the District. For example, a student provides documentary proof that the student moved, from a home outside the District to a home within the District, in order to accept permanent employment. Even though the move occurred less than 30 days prior to the start of classes, because the student had a verifiable interest in establishing residency within the District, and that interest was not simply because the student intended to attend classes at the College, the student is considered as a resident of the District; or
3. The Student is currently under the legal guardianship of the Illinois Department of Children and Family Services or has been recently emancipated from the Department and had a placement change into the District; provided, however that the student demonstrates proof of current in-district residency. Documentation of current residency may be submitted to the College from the student, caseworker or other personnel of the Department, or the student's attorney or guardian ad litem.

In addition, and while not meeting the definition of a resident of the District, a student shall be eligible for the College's in-district tuition rate if he or she meets one of the following criteria:

1. The student is employed for at least 20 hours per week within the District;
2. The student is military personnel and is stationed and present in the District in connection with his or her military service;
3. The student is utilizing benefits under the federal Post-9/11 Veterans Educational Assistance Act of 2008 or any subsequent variation of that Act;
4. The student is utilizing benefits under the federal All-Volunteer Force Educational Assistance Program; or
5. The Student is an active full or part-time College employee, or a spouse or eligible dependent of a College employee.

Notwithstanding the foregoing, a student shall not be classified as a resident of the District even though the student may have met the general 30-day residency provision if the individual is:

1. A Federal job corps worker stationed in the District;
2. An inmate of a State or federal correctional / rehabilitation institution located in the District;
3. A full-time student attending a postsecondary educational institution in the District who has not demonstrated through documentation a verifiable interest in establishing permanent residency; or
4. A student attending under a contractual agreement with another community college.

B. State Residency.

To be classified as a resident of the State a student must meet one of the following criteria:

1. The student has lived in a home or household located within the State for at least 30 days immediately before the date the College's classes begin. A student who does not meet the above 30-day residency requirement does not automatically become a resident of the State simply by attending classes within the State for 30 days or more;
2. The student has moved from outside the State and has obtained residence status in the State for reasons other than attending the College; provided, however, that such student demonstrate, through documentation reasonably satisfactory to the College, a verifiable interest in establishing permanent residency in the State. For example, a student provides documentary proof that the student moved from a home outside the State to a home within the State, in order to accept permanent employment. Even though the move occurred less than 30 days prior to the start of classes, because the student had a verifiable interest in establishing residency within the State and that interest was not simply because the student intended to attend classes at the College, the student has achieved State residency status;
3. The student is currently under the legal guardianship of the Illinois Department of Children and Family Services but resides outside of the District or has been recently emancipated from the Department but remains in the State; provided, however that the student demonstrates proof of current in-State residency. Documentation of current residency may be submitted to the College from the student, caseworker or other personnel of the Department, or the student's attorney or guardian ad litem;
4. The student is a Federal job corps workers stationed in Illinois;
5. The student is a member of the armed services stationed in Illinois;
6. The student is an inmate of State correctional/rehabilitation institutions located in Illinois; or
7. The student is employed full time in Illinois.

In addition, a student shall be deemed an Illinois resident until the individual establishes a residence outside of this State if all five of the following conditions are met:

- 1 The student resided with his or her parent or guardian while attending a public or private high school in this State;
- 2 The student graduated from a public or private high school or received the equivalent of a high school diploma in this State;
- 3 The student attended school in this State for at least 3 years as of the date the individual graduated from high school or received the equivalent of a high school diploma;

- 4 The individual registers as an entering student in the College not earlier than the 2003 fall semester; and
- 5 In the case of a student who is not a citizen or a permanent resident of the United States, the student provides the College with a signed and notarized affidavit stating that the student will file an application to become a permanent resident of the United States at the earliest opportunity the student is eligible to do so.

C. Residency Records and Verification.

D.

The College shall maintain documentation verifying State or District residency of students as required by ICCB.

Amended May 20, 2021

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. Cooperative Agreement

The College participates in the Comprehensive Agreement Regarding the Expansion of Education Resources (the Cooperative Agreement), The Cooperative Agreement, in brief, allows the following:

1. An in-district student can enroll in a career and technical education curriculum (program) that is not offered by the College but is offered by a participating two-year college.
2. A non-district student can enroll at the College in a career and technical education curriculum (program) that is not offered by their home community college district.
3. An in-district student's application to attend a community college outside of the district must be returned to the College's Enrollment Services at least 30 days prior to the start of the term in which the student intends to begin the specified program. The applicant must be a resident of Illinois Central College District #514 and must provide proof of current residency.
4. The College may participate in one or more other cooperative agreements in accordance with law and ICCB policy.

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.

- C. 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. Student organizations align with the College's Mission, Vision, Core Values, and Strategic Plan. All student organizations must be recognized as Registered Student Organizations (RSOs) so they can provide programs and activities that enhance the co-curricular education of the ICC student body. Such activities may include: student government, forensics, dramatics, service organizations, social activities, intramural activities, and other related activities.
- D. 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.

Amended June 17, 2021

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 Success, 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.
- E. Officers. The Student Government Association shall elect its own officers in accordance with its constitution.
- F. Operation. The Student Government Association shall operate under a constitution and bylaws developed by the students in consultation with its adviser and the Vice President of Student Success.

Amended June 17, 2021

Section 12. Student Conduct

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

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 and their rights including Student Grievance Policy, Grade Appeals, and Discrimination shall be published in the College's Student Rights and Responsibilities 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 College's Student Rights and Responsibilities.

Amended June 17, 2021

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, Canvas, 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 for any unlawful reason as referenced in the Board of Trustees Discrimination and Harassment Policies (Article XII).

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 workforce 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 as referenced in the Board of Trustees Discrimination and Harassment Policies (Article XII).
- 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.

The President 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.

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 different genders, 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. 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. The employment practices of Illinois Central College are non-discriminatory including all aspects of the employment relationship. 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 Affirmative Action policy, which will be the cornerstone of the College's Affirmative Action Program.

Adopted by the Board of Trustees

July 14, 1988

Amended February 22, 2008

Amended August 19, 2021

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. 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 Chief Human Resources Officer of the relationship. The Chief Human Resources Officer 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 within 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

August 19, 2021

Section 3. Selection

All personnel shall be selected on the basis of necessary qualifications for employment. 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.

Amended August 19, 2021

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, and leaves of absence 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 groups for staff.

Amended August 19, 2021

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.

Amended August 19, 2021

Section 9. Rights and Privileges of Full-Time College Employees

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

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.

To receive compensation in accordance with the current salary program approved by the Board.

To be evaluated and to receive the results of such evaluation for the improvement of services to the student and to the College.

To receive access to the appropriate employment agreement.

To be recognized for earned degrees. Postsecondary degrees are recognized from institutions of higher education accredited by one of the six (6) 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.

Adopted by the Board of Trustees

October 16, 2014

Amended August 19, 2021

Section 10. 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 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 collective bargaining unit agreement or Employee Handbook for more information.

Amended August 19, 2021

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 that have no relation to the subject.
- C. The College faculty member is a citizen, a member of a 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.

Amended August 19, 2021

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-Tenured Full-Time Faculty Member

A decision to dismiss a non-tenured 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). The Board shall give notice of a decision to dismiss to the non-tenured faculty member not later than 60 days before the end of the school year. The specific reasons for the dismissal shall be confidential but shall be issued to the non-tenured faculty member upon request.

Amended September 16, 2021

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.

Amended September 16, 2021

Section 16. Effective Date of Retirement

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

Section 17. Right to Privacy

College employees’ private information shall be made available only when required by law or professional obligation and shall not be available for general distribution. Private information includes employees’ home addresses, home telephone numbers, private email addresses, social security numbers, identities of the employees’ spouses and family members, and any other information defined as private information by Section 2(c-5) of the Illinois Freedom of Information Act (5 ILCS 140/2(c-5)). By the same token, individual College employees 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.

In no case shall employees provide student private or directory information to entities seeking the information to solicit students for political or commercial purposes. It is the policy of the College that all College employees comply with the requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA) to safeguard the privacy of student educational records. FERPA permits, but does not require, a college to share student “directory information.” The College considers the following directory information: (1) student’s full name; (2) address; (3) ICC email address; (4) affirmation of student enrollment status (full/part-time) and class level; (5) dates of attendance, graduation, intended program of study, degree(s), certificate(s) earned, and honors received; (6) pertinent information relating to participation in officially recognized activities and sports. College employees will only disclose directory information to individuals or entities with legitimate educational interests and in compliance with the Solomon Act. Educational records, student schedules, grades, and other academic information (including drop-out lists) will not be released to parents, guardians, employers or other individuals without written consent of the student. All requests from internal and external entities for the use or release of directory information lists must be reviewed and approved by the Vice President of Student Success in consultation with other offices as necessary.

Amended September 16, 2021

Section 18. Staff Development

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

Section 19. Health and Safety

All reasonable health and safety measures shall be taken for the welfare of all College employees, including input of students on their welfare.

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.

Each student with a chronic communicable disease, and every student reasonably suspected of having a chronic communicable disease, shall submit, at the College's request, to a physical examination provided at the College's expense if the student's personal physician cannot provide adequate documentation that the student does not pose a risk to the College community. Students with a chronic communicable disease and students reasonably suspected of having a chronic communicable disease shall be evaluated on a case-by-case basis utilizing medical documentation and information gathered by College personnel conducting a review of the particular case.

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.

Except where a different procedure is required by an applicable collective bargaining agreement or safety procedures negotiated with the employee's exclusive bargaining representative, each employee with a chronic communicable disease, and every employee reasonably suspected of having a chronic communicable disease, shall submit, at the College's request, to a physical examination provided at the College's expense if the employee's personal physician cannot provide adequate documentation that the employee does not pose a risk to the College community. Employees with a chronic communicable disease and employees reasonably suspected of having a chronic communicable disease shall be evaluated on a case-by-case basis utilizing medical documentation and information gathered by College personnel conducting a review of the particular case. Employment decisions 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.

Date of Last Review: April
2004
Amended September 16, 2021

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

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.

Amended September 16, 2021

Section 22. Part-Time Employees

Due to a wide variety of programs and services offered by a comprehensive community college, part-time and temporary employees serve a vital role in fulfilling its goals and objectives. Adjunct faculty, part-time professional/supervisory support, part-time classified employees, temporary employees, and student employees are utilized by the College.

Generally, appointments of part-time and/or temporary 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.

Amended September 16, 2021

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 a 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 and part-time positions; however, they may be terminated at any time.

Amended September 16, 2021

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 and to enforce county or city ordinances in all counties that lie within the College District, 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.

All Officers of the Campus Police Department will be issued badges that clearly designate their job assignment or rank. Officers will prominently display their badge while on duty. All uniformed Officers of the Campus Police Department will dress in such a manner while on duty so as to clearly identify themselves as Officers of the Campus Police Department. Department-issued body cameras shall be worn and operated by all uniformed officers in accordance with General Orders of the Illinois Central College Campus Police Department.

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 are not 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 persons and property within the College Campus.

Campus Police Department Officers shall cooperate with all local law enforcement agencies as necessary to perform their duties and investigations. 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

Amended November 19, 2020

Section 2. Weapons on Campus and Firearm Concealed Carry Policy

a. 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.

b. Persons Covered by this Policy

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

c. 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.

d. 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.

e. 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

June 18, 2011

Amended January 16, 2014

Amended April 21, 2016

Amended November 19, 2020

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
Amended November 19, 2020

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 ongoing 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.

Adopted by the Board of Trustees
November 20, 2014
Amended November 19, 2020

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 ongoing effort to prevent domestic or dating violence and stalking, 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
November 19, 2020

Section 6. Policy Statement on Use of Force by Officers of the Campus Police Department

It is the policy of Illinois Central College that Officers of the Campus Police Department shall use the minimum amount of force reasonably necessary to control an incident, effect an arrest, or protect themselves or others from harm. The use of excessive force, including the use of any chokeholds shall be prohibited as set forth in the ICC Police Department General Order.

It is further the policy of Illinois Central College that an Officer who observes another using force that is clearly beyond that which is objectively reasonable under the circumstances has a legal and constitutional duty to intervene to prevent that use of force as soon as possible. Also, any Officer who observes an unreasonable or excessive use of force shall promptly report it to the ICC Police Chief.

Additionally, it is the policy of Illinois Central College that the ICC Police Chief shall report to the President of the College, as soon as is reasonably practicable, incidents of use of force by an officer under the following circumstances:

- If an officer uses physical force that is likely to result in, has resulted in, or is alleged to have resulted in, injury or death to any person;
- If an officer applies force through the use of impact or non-impact weapons; or
- If an officer discharges a firearm.

At the President's discretion, an independent review conducted by persons outside the Department of Campus Police may be conducted.

Adopted by the Board of Trustees
November 20, 2020

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

The Board regards the campus environment as a space to be free from unauthorized solicitation, advertisement (whether for profit or awareness), or product dissemination. The College shall regulate all physical and electronic 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 clubs, organizations, or College departments.

The College shall 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 her or his designee.

Amended May 17, 2012

Amended October 21, 2021

Article VIII. ICC Smoke-Free/Tobacco-Free Campus Policy**Section 1: Purpose**

This Illinois Central College (ICC) Administrative Policy is enacted to promote a healthy and productive environment for College employees and students, as well as to implement the Illinois Smoke-Free Campus Act, which prohibits smoking and tobacco usage on all State supported Illinois college campuses.

Section 2: Definitions

"Cannabis" means marijuana, hashish, and other substances that are identified as including any parts of the plant Cannabis sativa and including derivatives or subspecies, such as indica, of all strains of cannabis, whether growing or not; the seeds thereof, the resin extracted from any part of the plant; and any compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or resin, including tetrahydrocannabinol (THC) and all other naturally produced cannabinol derivatives, whether produced directly or indirectly by extraction. "Cannabis" also means concentrate and cannabis-infused products.

"Smoke" or "smoking" means the carrying, using, burning, inhaling, or exhaling of any kind of lighted pipe cigarette, cigar, weed, herb, hookah, water pipe, bong, or other lighted smoking equipment, including products containing or delivering tobacco, nicotine, or cannabis (including medical cannabis). This includes the use of products containing and/or delivering nicotine such as noncombustible tobacco products known as Electronic Nicotine Delivery Systems ("ENDS") such as "e-cigarettes" and personal vaporizers.

Amended October 21, 2021

Section 3: Policy

Smoking and/or use of tobacco, ENDS, or cannabis 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. State law provides an exception to this Policy allowing smoking and the use of tobacco products in personal vehicles more than 15 feet away from any building entrance. This exception does not apply to the use of cannabis per the Cannabis Regulation and Tax Act. Additionally, the federal Drug-Free Schools and Communities Act Amendment of 1989 prohibits the use and possession of cannabis on College property. This Policy supersedes all previous smoking and tobacco usage administrative policies adopted by the ICC Board of Trustees. The improper disposal of tobacco or tobacco-related products from personal vehicles including but not limited to spitting smokeless tobacco product, littering, or actions that create fire hazards are prohibited.

The prohibitions on smoking, tobacco and cannabis usage in this Policy shall be communicated to all students and employees and to guests of ICC upon request.

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.

Violations of this Policy by students and employees are subject to the College's

Regulation 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 violate this Policy may be required to leave the campus.

Procedures associated with this Policy, including the posting of signage and the posting of notifications on the ICC website, are included in the Smoke Free/Substance Free Workplace Standard Operational Procedure (SOP) or in the Student Handbook.

Adopted by the Board of Trustees August 9, 1990
Amended August 2004
Amended February 19, 2009
Amended March 19, 2015
Amended March 19, 2020
Amended October 21, 2021

ARTICLE IX. ICC DRUG-FREE SCHOOLS AND COMMUNITIES ACT POLICYSection 1: Purpose

Illinois Central College is committed to maintaining a safe and healthy work environment for all students, employees, and community members. In compliance with the requirements of the federal Drug-Free Workplace Act of 1988 and the federal Drug-Free Schools and Communities Act Amendments of 1989, the College has enacted and maintains a drug-free campus policy.

Section 2: Definitions

For the purposes of this policy, the term “cannabis or its derivatives” shall be defined as marijuana, hashish, and other substances that are identified as including any parts of the plant cannabis sativa and including derivatives or subspecies, such as indica, of all strains of cannabis, whether growing or not; the seeds thereof, the resin extracted from any part of the plant; and any compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or resin, including tetrahydrocannabinol (THC) and all other naturally produced cannabinol derivatives, whether produced directly or indirectly by extraction. “Cannabis” also means concentrate and cannabis-infused products.

For purposes of this policy, the terms “controlled substances” or “drugs” shall be defined as the term “controlled substances” is defined in Schedules I through V of Section 202 of the Federal Controlled Substances Act (21 USC § 812); or any substance that is not legally obtainable, being used in a manner different than prescribed or intended, or a substance that can be legally obtained but has not been legally obtained.

Amended October 21, 2021

Section 3: Policy

It is the policy of ICC that the use, possession, distribution, manufacture, or sale of, or intoxication by illegal drugs, cannabis or its derivatives, controlled substances, unauthorized prescription drugs, or alcoholic beverages (unless authorized as set forth herein) on all premises and property of Illinois Central College, including but not limited to, all land, buildings, facilities and college-owned or controlled vehicles, during work or school hours, or while attending any College-related activity is hereby prohibited. Exceptions for alcoholic beverages for special events must be approved by the College’s President and in accordance with the Illinois Liquor Control Act of 1934 and any applicable local ordinances.

The use, possession, distribution, manufacture, or sale of illegal drugs, cannabis or its derivatives, controlled substances, unauthorized prescription drugs or alcoholic beverages (unless authorized as set forth herein) by employees, students and visitors on College property or while attending any of its activities is prohibited. Faculty, staff, students and visitors are also prohibited from being under the influence of illegal drugs, cannabis or its derivatives, controlled substances, unauthorized prescription drugs, or alcohol (unless authorized as set forth herein) on the premises of any College building or facility, in College-owned vehicles, while on call, or otherwise during work or school hours or while attending any College-related activity, regardless of when and/or where the use occurred. Any student or employee who violates this

Policy is subject to all applicable Illinois Central College disciplinary sanctions as outlined in the Student Code of Conduct and/or the Employee Handbook. Any community member who violates this Policy will be subject to removal from the College property or event and may be referred to the appropriate law enforcement agency.

Illinois Central College shall develop and implement a program to educate students and employees on dangers associated with the use of illegal drugs, controlled substances, cannabis and its derivatives, and alcohol. Procedures shall be established to prevent the use, possession, distribution, manufacture, and sale of illegal drugs, controlled substances, cannabis and its derivatives, and alcohol by students, employees, and visitors.

Pursuant to the federal Drug-Free Workplace Act of 1988, any employee who is convicted by a federal, state, or local court of a drug related offense, which occurred in the workplace, 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 workplace contracting agency of such conviction.

Procedures associated with this policy are included in the Smoke Free/Substance Free Workplace Standard operating Procedure (SOP) and/or in the Student Handbook.

Adopted by the Board of Trustees June 8, 1989

Amended April 10, 1997

Amended March 19, 2020

Amended October 21, 2021

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

The primary purpose of the College facilities and equipment is to accommodate the educational programs. First priority for the use of all facilities and equipment will be given to College classes and scheduled College activities.

The College may make its facilities and equipment available for use by College-approved student and College-sponsored organizations, College-related activities, and the community. Such use and license of the campus facilities and equipment during and after operating 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, equipment, assets, and campus of Illinois Central College.

Violation of this Article may result in disciplinary action which may include the dismissal of personnel involved in the infraction or other legal action.

Furthermore, 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/liquors 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
Amended October 21, 2021

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 the strategic and operational goals of the College as approved by the elected Board of Trustees, which shall appoint two board liaisons to 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 events, 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. Fundraising 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 fundraising activities are directed, sanctioned, and approved through the Foundation by 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 or 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 with 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 Foundation. The Foundation shall consult with the President of the College. If the request is deemed appropriate by the College, 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 have the final authority over the appropriateness of any tribute activity not prescribed 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
Amended October 21, 2021

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, that 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 to and including suspension, discharge, or expulsion.

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

DEFINITION OF SEXUAL HARASSMENT

For purposes of Title IX, the U.S. Department of Education defines sexual harassment as conduct on the basis of sex that satisfies one or more of the following:

- (1) An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
- (3) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

Sexual harassment, as defined above, violates both federal law and the College's policies and values. At the same time, regulations promulgated by the U.S. Department of Education recognize that both the accuser and accused should

receive an equitable right to be heard when sexual harassment is alleged to have occurred. Balancing these rights, the procedure to report sexual harassment, and protections to afford due process to all involved in cases of sexual harassment, can be found in the ICC Standard Operational Procedures.

Beyond Title IX's definition of sexual harassment, other forms of sexual misconduct, while perhaps not actionable under Title IX, violate the College's policies and community standards. Sex-based misconduct, which is a form of discrimination on the basis of sex, 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

Any form of unlawful discrimination, including sexual harassment and sexual misconduct, is declared a violation of the College's policies. It is also declared a violation of the College's policies to retaliate against any College employee or student for making a good faith report of discrimination, including a good faith report of sexual harassment or sexual misconduct. 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.

Adopted by the Board of Trustees
April 10, 1997
Amended March 17, 2011
Amended November 19, 2020

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, that 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.
- **Sustainability**—The Treasurer shall regularly consider material, relevant, and decision-useful sustainability factors, within the bounds of financial and fiduciary prudence, in evaluating investment decisions. Such factors include, but are not limited to: (i) corporate governance and leadership factors; (ii) environmental factors; (iii) social capital factors; (iv) human capital factors; and (v) business model and innovation factors, as provided under the Illinois Sustainable Investing Act.

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

The College shall only invest in those forms of investments authorized by statute, including those forms of investment set forth in the Public Community College Act and the Public Funds Investment Act, including, without limitation, the following:

- 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, 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 in 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.

Safekeeping of Securities

1. Safekeeping will be documented by an approved written agreement between the College and the holder of the securities. This may be in the form of a safekeeping agreement, trust agreement, escrow agreement or custody agreement;
2. Original certificates of deposits will be held by the originating bank. A safekeeping receipt will be acceptable documentation.

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 Board of Trustees in conjunction with the Treasurer's report. 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. Further, except for deposit of monies, loans or other financial services with a local bank or local savings and loan association in which a member of the Board of Trustees has an interest in such bank or financial institution as a director, an officer, employee or holder of less than 7.5% interest of the total ownership interest of the bank or savings and loan association, as permitted under Section 3.2 of the Public Officer Prohibited Practices Act, no College officer involved in the investment process shall have any interest in, or receive any compensation from, any investments in which the College is authorized to invest, or the sellers, sponsors or managers of those investments.

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 recommended substantive changes must be approved by the Board of Trustees.

Adopted by the Board of Trustees
August 19, 1999
Amended March 17, 2022

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, ICC's decision to make strategic financial commitments, attend a fundraiser, special event, or give financial support to a community initiative shall be considered and approved at the Vice-Presidential level; based on criteria, including but not limited to the following.

1. 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.
2. 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.
3. All donations from the College to other charitable organizations (e.g., 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.

Adopted by the Board of Trustees
May 15, 2008
Amended March 17, 2022

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. When the College awards a contract for insurance services, investment services, information technology services, accounting services, architectural and engineering services, and legal services, it shall be the College's aspirational goal to use businesses owned by minorities, women, and persons with disabilities as defined in the Business Enterprise for Minorities, Females, and Persons with Disabilities Act for not less than 20% of the total amount spent on contracts for these services collectively; provided that, contracts representing at least 11% of the total amount spent on contracts for these services shall be awarded to businesses owned by minorities; contracts representing at least 7% of the total amount spent on contracts for these services shall be awarded to women-owned businesses; and contracts representing at least 2% of the total amount spent on contracts for these services shall be awarded to businesses owned by persons with disabilities.

Adopted by the Board of Trustees
February 21, 2013
Amended September 15, 2016
Amended March 17, 2022

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 and Operation and Maintenance 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 40% 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 consistent with maintaining an Aa bond rating. 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
Amended March 17, 2022

Article XVII. Ethics Resolution

In order to ensure public confidence in the College and to comply with the State Officials and Employees Ethics Act (5 ILCS 430/1-1, et seq. (the “Act”), as amended from time to time), Board members and employees must perform their duties in a proper and ethical manner and avoid even the appearance of impropriety.

Section 1: Definitions

For the purpose of this resolution (Article XVII of the policies of the Board of Trustees), 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 policy, 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 Illinois Central College, whether on a full-time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.

“Employer” means Illinois Central College.

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

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

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

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

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

“Prohibited political activity” means:

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

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

“Prohibited source” means any person or entity who:

1. is seeking official action (i) 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 (i) by the officer or (ii) by any employee, or by the officer or another employee directing that employee;
4. has an interest that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.
5. is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act, except that an entity not otherwise a prohibited source does not become a prohibited source merely because a registered lobbyist is one of its members or serves on its board of directors; or
6. is an agent of, a spouse of, or an immediate family member who is living with a "prohibited source".

Amended December 9, 2021

ARTICLE 5

PROHIBITED POLITICAL ACTIVITIES

Section 2. Prohibited Political Activities.

- (a) No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the Employer 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 policy.
- (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.

Amended December 9, 2021

Section 3: Gift Ban:

Except as permitted by this section, 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, resolution or ordinance. No prohibited source shall intentionally offer to make a gift that violates this Section.

Exceptions. This Section’s prohibition against officers and employees, or their spouses accepting gifts 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 College 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.

An officer or employee, his or her spouse, or an immediate family member living with the officer or employee does not violate this policy if the recipient promptly takes reasonable action to return a gift from a prohibited 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.

Amended December 9, 2021

Section 4: Ethics Advisor:

College Counsel, or in his or her absence, a member of College Counsel's law firm, is designated the Ethics Advisor for Illinois Central College. If College Counsel or a member of College Counsel's firm is unable to serve as Ethics Advisor, the President, with the advice and consent of the Board of Trustees, shall designate an alternate Ethics Advisor for Illinois Central College. The duties of the Ethics Advisor may be delegated to such appointed.

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 policy and State ethics laws. The Ethics Advisor shall perform such other duties as may be delegated by the Board of Trustees.

Amended December 9, 2021

Section 5: Ethics Commission:

Upon request of the Ethics Advisor, the President of the College or the Chairperson of the Board of Trustees, the Board of Trustees may call into existence an Ethics Commission, to serve on an ad hoc basis to address alleged violations of this policy. An Ethics Commission so created 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.

At the first mention 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.

Vacancies shall be filled in the same manner as original appointments.

Upon the conclusion of all business for which it had been called to address, or upon the decision of the Board of Trustees that its services are no longer required, the Ethics Commission shall disband. The Ethics Commission shall then remain disbanded until need arises for the creation of a new Ethics Commission.

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 paragraph (c) of the Penalties section of this policy and refer violations of this policy to the appropriate attorney for prosecution. The Commission shall, however, act only upon the receipt of a written complaint alleging a violation of this policy 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 policy.

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 policy.

The Ethics Advisor shall present complaints alleging a violation of this policy to the Ethics Commission. The Ethics Advisor shall guide the Ethics Commission in the processing and addressing of complaints and provide counsel as to interpretation of this policy. The Ethics Advisor may suggest and prepare policies and procedures to govern proceedings before the Ethics Commission. The Ethics Commission shall meet, consistent with the Open Meetings Act and its own policies and procedures, to hear and resolve complaints presented by the Ethics Advisor.

The Commission may fine any person for a violation of this policy, or fine any person for the filing of a frivolous complaint, consistent with the Penalties section of this policy. In addition, or in lieu of fines, the Commission may recommend any appropriate discipline up to and including discharge. In appropriate cases, the Commission may refer complaints for criminal prosecution.

A complaint alleging the violation of this policy must be filed within one year after the alleged violation.

Amended December 9, 2021

Section 6: Penalties:

- (a) A person who intentionally violates any provision of the "Prohibited Political Activities" section of this policy 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 the "Gift Ban" section of this resolution 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 policy to Illinois Central College, 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 the "Prohibited Political Activities" section of this policy may 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.
- (e) A violation of the "Gift Ban" section of this policy 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.

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

Adopted by the Board of Trustees
May 20, 2004
Amended December 9, 2021

Article XVIII. Sustainability Policy**STATEMENT**

Illinois Central College is committed to fostering a sustainable future for its students and community through education and the example it sets.

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 and graduates who understand sustainability and will carry the mission of sustainability into the state, the nation, and the world.

Facilities

Where feasible, 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 encourages the development of policies and processes that will reduce solid waste generation; first through reduction, secondarily through reuse, and finally through recycling. The College further encourages the adoption of procedures regarding the 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 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 seek and remain open to opportunities to 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 strives to minimize 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.

Adopted by the Board of Trustees
March 19, 2009
Amended December 9, 2021

Article XIX. Social Media Policy

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 ensure 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 Collegemission, vision, strategic priorities, general learning goals, or financial well- being.

Therefore, the Illinois Central College Board of Trustees establishes this policy regarding use of 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, Cougar CARE Principles, Red Flags policy, Ethics Resolution, 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 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. Employees shall also respect third party brands, trademarks and copyrighted or confidential material when using social media as an employee of the College.

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. The use of Direct Messaging ("DM") or Private Messaging ("PM") features on social media applications to conduct College business is strongly discouraged. Employees or officers of the College who use social media to send communication regarding College business are cautioned that such communications may be considered "public documents" subject to disclosure under the Illinois Freedom of Information Act.
9. 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.
10. 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.
11. 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

Amended December 9, 2021

Article XX. Identity Theft Prevention PolicySection 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.

Identifying information is defined as any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including the following: name, home address, personal telephone number, social security number, date of birth, government issued driver's license or identification number, alien registration, number, government passport number, employer or taxpayer identification number, or student identification number.

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

Amended November 18, 2021

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. For the effectiveness of this Identity Theft Prevention Program, knowledge about specific Red Flag identification, detection, mitigation and prevention practices may need to be limited to the College's Vice Presidents and to those designated employees with a need to know them. Any documents that may have been produced or are produced in order to develop or implement this program that list or describe such specific practices and the information those documents contain are considered "confidential" and should not be shared with other College employees or the public.

Amended November 18, 2021

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
Amended November 18, 2021

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

Article XXII. Whistleblower Protection PolicySection 1. Policy

The State Officials and Employees Ethics Act (5 ILCS 430/1-1 *et seq.*), the Public Officers Prohibited Activities Act (50 ILCS 105/0.01 *et seq.*), and the Illinois Human Rights Act (775 ILCS 5/1-101 *et seq.*) and the Illinois Whistleblower Act (740 ILCS 174/1 *et seq.*) all provide protections for individuals who report improper governmental activity, including improper activities of community college districts. Consistent with those statutes, and consistent with its own institutional values, Illinois Central College is committed to maintaining an environment where trustees, officers, and employees are free to raise good faith concerns regarding possible violations of applicable law, business practices, or ethical standards without fear of reprisal. More specifically, this policy provides a mechanism for trustees, officers, and employees to:

- A. Report suspected violations of applicable law or governmental regulations.
- B. Report suspected incorrect financial accounting or other improper business practices.
- C. Provide truthful information in connection with inquiries or investigations conducted by a court, law enforcement agency, regulatory or other governmental bodies, or ICC.
- D. Identify potential violations of ICC policies and procedures.
- E. Report other activities that amount to serious misconduct or improper governmental action.

Section 2. Definitions

Auditing Official means the individual, designated by the Board of Trustees of Community College District No. 514 of Peoria, Tazewell, Woodford, Marshall, Bureau, Livingston, Logan, McLean, Mason, and Stark Counties, Illinois, pursuant to Section 4.1 of the Public Officers Prohibited Activities Act (50 ILCS 105/4.1), whose duties may include: receiving, registering and investigating complaints and information concerning misconduct, inefficiency and waste within the College; investigating the performance of officers, employees, functions and programs; and promoting economy, efficiency, effectiveness and integrity in the administration of the programs and operations of the College.

The Auditing Official for the College shall be College Counsel, or if he or she is unable to serve, a member of College Counsel's firm. If a member of College Counsel's firm is unable to serve, an individual shall be appointed by the President with the advice and consent of the Board of Trustees.

Employee means anyone employed by the College, whether in a permanent or temporary position, including full-time, part-time and intermittent workers. Employee also includes members of appointed boards or commissions, whether paid or unpaid. Employee also includes persons who have been terminated because of any report or complaint submitted under this policy.

Improper governmental action means any action by an employee of the College; an appointed member of a board, commission or committee; or an elected official of the College that is undertaken in violation of a federal or state law or local ordinance; is an abuse of authority; violates the public's trust or

expectation of their conduct; is of substantial and specific danger to the public's health or safety; or is a gross waste of public funds. The action need not be within the scope of the employee's, elected officials, board member's, commission member's or committee member's official duties to be subject to a claim of "improper governmental action."

Improper governmental action may include, but is not limited to, actions that constitute (i) sexual harassment; (ii) "prohibited political activities" in violation of Article XVII (Ethics Resolution) of the Board of Trustees' policies; or (iii) a violation of the "gift ban" set forth in Article XVII (Ethics Resolution) of the Board of Trustees' policies. Improper governmental action does not include the College's personnel actions, including, but not limited to employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployment, performance evaluations, reductions in pay, dismissals, suspensions, demotions, reprimands or violations of collective bargaining agreements, except to the extent that the action amounts to retaliation.

Retaliate, retaliation or retaliatory action means any adverse change in an employee's employment status or the terms and conditions of employment that results from an employee's protected activity under this policy. Retaliatory action includes, but is not limited to, denial of adequate staff to perform duties; frequent staff changes; frequent and undesirable office changes; refusal to assign meaningful work; unsubstantiated letters of reprimand or unsatisfactory performance evaluations; demotion; reduction in pay; denial of promotion; transfer or reassignment; suspension or dismissal; or other disciplinary action made because of an employee's protected activity under this policy.

Amended December 9, 2021

Section 3. Prohibitions

It is prohibited for any Board member, agent, officer, employee or representative of the College to retaliate against an employee, student or contractor who:

- (1) reports an improper governmental action under this policy or under any of the College's policies or procedures regarding the reporting of sexual harassment;
- (2) cooperates with an investigation by the College's Auditing Official, or any auditing official appointed by another unit of government, related to a report of improper governmental action; or
- (3) testifies in a proceeding or prosecution arising out of an improper governmental action.

Section 4. Employee Reports and Responsibilities

All reports by employees of improper government action will be promptly submitted to the Auditing Official, who is responsible for investigating and coordinating corrective action. However, nothing in this policy shall be interpreted as prohibiting an employee from submitting complaints of sexual harassment to the College's Title IX Coordinator. Nor shall this policy be interpreted as limiting any rights or protections of employees under the College's anti-discrimination policies or the Illinois Human Rights Act.

If an employee has knowledge of, or a concern of, improper governmental action, the employee shall make a written report of the activity to the Auditing Official. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

The employee reporting improper government action is not responsible for investigating the activity or for determining fault or corrective measures; the designated Auditing Official is charged with these responsibilities.

Section 5. Powers and Duties of the Auditing Official

The Auditing Official shall establish written processes and procedures consistent with the terms of this policy and best practices for investigations for managing complaints filed pursuant to this policy. The Auditing Official shall investigate and dispose of reports of improper governmental action in accordance with these processes and procedures.

The Auditing Official may transfer a report of improper governmental action to another jurisdiction's auditing official for investigation if the Auditing Official deems it appropriate, including, but not limited to, the appropriate State's Attorney. The Auditing Official shall refer complaints of improper governmental action that may also violate the College's sexual harassment policies to the College's Title IX Coordinator.

To the extent allowed by law, the identity of an employee reporting information about an improper governmental action shall be kept confidential unless the employee waives confidentiality in writing. The Auditing Official may take reasonable measures to protect employees who reasonably believe they may be subject to bodily harm for reporting improper government action.

Where an employee has been subjected to adverse actions for reporting improper government action, the Auditing Official may reinstate, reimburse for lost wages or expenses incurred, promote or provide some other form of restitution to the employee.

In instances where the Auditing Official determines that restitution will not suffice to make an employee whole, the Auditing Official may make their investigation findings available for the purposes of aiding in that employee's, or the employee's attorney's, effort to make the employee whole.

Section 6. Notice of Whistleblower Protections to College Employees

The Auditing Official must provide each employee a written summary or a complete copy of Section 4.1 of the Public Officer Prohibited Activities Act (50 ILCS 105/4.1) upon commencement of employment and at least once each year of employment. At the same time, the employee shall also receive a copy of the Auditing Official's written processes and procedures for reporting improper governmental actions.

Section 7. Penalties

A person who engages in prohibited retaliatory action under Section 3 of this policy is subject to the following penalties: a fine of no less than \$500 and no more than \$5,000, suspension without pay, demotion, discharge, civil or criminal prosecution, or any combination of these penalties, as appropriate.

Adopted by the Board of Trustees
December 9, 2021