Illinois Valley Community College
BOARD POLICY/PROCEDURE MANUAL

Table of Contents

1.0 Board of Trustees
1.1 Introduction .............................................................................................................1
1.2 Membership of the Board .......................................................................................2
1.3 Qualification of Members .......................................................................................3
1.4 Election of the Board of Trustees ............................................................................ 4
1.5 Vacancies ................................................................................................................. 5
1.6 Core Values, Vision, Mission, Purposes, Principles, and Goals..............................6
1.7 Governing Style ......................................................................................................8
1.8 Board Meetings and Operations............................................................................... 9
1.9 Election of Officers ................................................................ ................................14
1.10 Duties of the Board Chair ................................................................ ......................15
1.11 Duties of the Vice Chair ................................................................ ........................16
1.12 Duties of the Secretary ................................................................ ...........................17
1.13 Duties of the Treasurer...........................................................................................18
1.14 Board Compensation ................................................................ ..............................19
1.15 Board Travel, Conference, and Meeting Expenses ................................................ 20
1.16 Role and Relationship Between the Board of Trustees and the Chief Executive Officer ..................................................................................................23
1.17 Board Members’ Code of Ethics.............................................................................24
1.18 Appearance Before the Board ................................................................................ 27
1.19 Freedom of Information ........................................................................................28
1.20 Authority of Board Members ................................................................................. 30
1.21 Policy Formulation and Adoption ..........................................................................31
1.22 Procedures .............................................................................................................. 32
1.23 Emergency Action ..................................................................................................33

2.0 Academic Services
2.1 Academic Calendar ..................................................................................................34
2.2 Academic Freedom ..................................................................................................35
2.3 Academic Probation/Dismissal ...............................................................................36
2.4 Access To and Confidentiality of Student Records ...............................................37
2.5 Accreditation ...........................................................................................................38
2.6 Advanced Placement Credit ...................................................................................39
2.7 Auditing Classes ....................................................................................................40
2.8 Chronic Communicable Diseases ..........................................................................41
2.9 Code of Conduct ....................................................................................................43
2.10 College Level Examination Placement (CLEP) ....................................................44
2.11 Credit Hour ............................................................................................................45
2.12 Credit for Military Service Training Programs......................................................46
2.13 Degrees and Certificates ......................................................................................47
2.14 Fees ......................................................................................................................48
2.15 Grade Exclusion ....................................................................................................49
2.16 High School Student Enrollment ...........................................................................50
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honor’s Designation</td>
<td>51</td>
</tr>
<tr>
<td>Pass/Fail Grading</td>
<td>52</td>
</tr>
<tr>
<td>Proficiency Examination</td>
<td>53</td>
</tr>
<tr>
<td>Program Approval</td>
<td>54</td>
</tr>
<tr>
<td>Reasonable Accommodation of Religious Observances</td>
<td>55</td>
</tr>
<tr>
<td>Refund of Tuition and Fees</td>
<td>56</td>
</tr>
<tr>
<td>Repeating Class</td>
<td>57</td>
</tr>
<tr>
<td>Required Placement Testing</td>
<td>58</td>
</tr>
<tr>
<td>Residency Requirement</td>
<td>59</td>
</tr>
<tr>
<td>Student Right of Appeal</td>
<td>60</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>61</td>
</tr>
<tr>
<td>Withdrawal from Class</td>
<td>63</td>
</tr>
<tr>
<td>Personnel</td>
<td></td>
</tr>
<tr>
<td>Classification of Employees</td>
<td>64</td>
</tr>
<tr>
<td>Affirmative Action</td>
<td>65</td>
</tr>
<tr>
<td>Background Checks</td>
<td>67</td>
</tr>
<tr>
<td>Business Travel, Conference and Meeting Expense</td>
<td>69</td>
</tr>
<tr>
<td>Certification of Health</td>
<td>73</td>
</tr>
<tr>
<td>Decision to Not Rehire Non-tenured, Full-time Faculty</td>
<td>74</td>
</tr>
<tr>
<td>Decision to Dismiss a Tenured Faculty Member for Cause</td>
<td>75</td>
</tr>
<tr>
<td>Decision to Reduce the Number of Full-time Faculty</td>
<td>76</td>
</tr>
<tr>
<td>Distribution of Materials</td>
<td>77</td>
</tr>
<tr>
<td>Employee Development Program (EDP) for Administrators and Support Staff</td>
<td>79</td>
</tr>
<tr>
<td>Employment at Will</td>
<td>81</td>
</tr>
<tr>
<td>English Language Proficiency</td>
<td>82</td>
</tr>
<tr>
<td>Establishing Competencies of Full-time Faculty</td>
<td>83</td>
</tr>
<tr>
<td>Evaluation of Faculty</td>
<td>84</td>
</tr>
<tr>
<td>Faculty Participation in Public Service Activities</td>
<td>90</td>
</tr>
<tr>
<td>Family and Medical Leave</td>
<td>91</td>
</tr>
<tr>
<td>Grievance Policy for Employees Not Affected by a Labor Agreement</td>
<td>101</td>
</tr>
<tr>
<td>Hiring Process: Full-time Faculty</td>
<td>103</td>
</tr>
<tr>
<td>Hiring Process: Administrators and Support Staff</td>
<td>107</td>
</tr>
<tr>
<td>Immigration Reform and Control Act of 1986</td>
<td>111</td>
</tr>
<tr>
<td>Medical/Occupational Examinations</td>
<td>114</td>
</tr>
<tr>
<td>Medical Leave/Termination of Employment Due to Incapacity</td>
<td>115</td>
</tr>
<tr>
<td>Moving Expense Reimbursement for Faculty and Administrators</td>
<td>117</td>
</tr>
<tr>
<td>Nepotism</td>
<td>118</td>
</tr>
<tr>
<td>Payment of Non-credit Instructional Staff</td>
<td>119</td>
</tr>
<tr>
<td>Personnel Records</td>
<td>120</td>
</tr>
<tr>
<td>Professional Project Support</td>
<td>121</td>
</tr>
<tr>
<td>Travel Expense Reimbursement for Candidates for Faculty and Administrative Positions</td>
<td>122</td>
</tr>
<tr>
<td>Tuition Policies</td>
<td>123</td>
</tr>
<tr>
<td>Vacation Regulation</td>
<td>125</td>
</tr>
<tr>
<td>Suspension</td>
<td>127</td>
</tr>
<tr>
<td>Return to Work of SARS Annuitant</td>
<td>129</td>
</tr>
<tr>
<td>Fraud, Waste, and Abuse</td>
<td>133</td>
</tr>
</tbody>
</table>
The LaSalle-Peru High School Board of Education, District 120, at its official meeting of April 24, 1924, approved the resolution that gave to the community the LaSalle-Peru-Oglesby Junior College. In 1965, the Illinois Public Community College Act established the statute for the operation of the Illinois Public Community College System. The Board of Education of LaSalle-Peru schools took its first legal step toward relinquishing control of the Junior College and establishing a district community college known as Illinois Valley Community College, District 513. The College serves the following counties: LaSalle, Bureau and Putnam, as well as small parts of Lee, DeKalb, Grundy, Livingston and Marshall.

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 (ICCB). Responsibility for overall state planning, coordination, and regulation of the state system of higher education is vested in the Illinois Board of Higher Education (IBHE) which approves institutional programs, capital projects, and system-wide operating and capital budgets for the Public Community College System after action by the ICCB.

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 stipulated in the Illinois Community College Act (110 ILCS 805/3-21 to 3-55).

The Board’s primary responsibilities may be broadly summarized as follows: (1) setting mission and purposes; (2) appointing, supporting, and evaluating the president; (3) assessing Board performance; (4) monitoring strategic planning; (5) reviewing educational and public-service programs; (6) ensuring adequate resources; (7) preserving institutional independence; (8) relating college to community and community to college; (9) serving as a court of appeal; and (10) developing with the President goals, policies and organization.
The Illinois Valley Community College Board of Trustees consists of seven elected representatives, each serving six-year terms and one student trustee voted into office by the student body.

The student trustee has all the rights and privileges of the other trustees except in the manner of voting. The student trustee has the right to make and second motions and attend executive sessions. The student trustee may also cast an advisory vote on all matters on which the Board votes. When a roll call vote is taken, the student trustee’s vote should be made prior to the vote of other Board members and should be recorded in the official minutes.
Illinois Valley Community College Board Policy

<table>
<thead>
<tr>
<th>Subject:</th>
<th>Qualification of Members</th>
<th>Effective Date:</th>
<th>2/25/10</th>
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<tr>
<td>Number:</td>
<td>1.3</td>
<td>Last Reviewed:</td>
<td>2/25/10</td>
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<td></td>
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<td>2/25/10</td>
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</tbody>
</table>

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 513 for at least one year immediately preceding the election.
The election of the members of the Board shall be held in the April consolidated election each odd-numbered year. The election shall be held on the first Tuesday after the first Monday in April, and the Secretary to the Board of Trustees shall be the local election official.
Upon notice that a vacancy exists on the Board of Trustees, the following steps will be taken to fill such vacancy:

1. The Chair of the Board shall announce promptly that such vacancy exists.
2. Following such announcement, the Chair shall cause notice of such vacancy to be published in newspapers of general circulation within the district.
3. The Chair also shall cause a news release announcing such vacancy to be sent to all media outlets normally provided news releases by the College.
4. The notices referenced in (2) and (3) above shall direct persons who wish to be considered for the vacancy to express their interest in writing to the Secretary of the Board by a specified date as determined by the Chair.
5. Candidates for the vacancy shall address the following in the written materials submitted to the Board:
   - reason for seeking the appointment;
   - how the individual’s qualifications will add to the composition of the Board in fulfilling its responsibilities to the District’s citizens;
   - experience in other areas which may enhance public policy or decision-making; and
   - other topics as may be determined by the Board.
6. All materials received shall be reviewed by the Board.
7. The Board may invite those candidates from whom more information is desired to be interviewed by the Board. Such interviews may take place in Closed Session of the Board as permitted by law.
8. In the event that a pool of qualified candidates already exists from a vacancy that was filled within the last six months, the Board may consider filling the position from this pool versus the above steps.

In accordance with state statute, the vacancy must be filled within 60 days.
The Board of Trustees will act in accord with all applicable laws, rules, and regulations in the performance of their governance of Illinois Valley Community College. The Board will always act in the best interest of the college and the community as a District. The Board is committed to excellence in educational programs and other services provided by the College. The following shall be the College Board’s Core Values, Vision, Mission, Purposes, Principles, and Goals:

**COLLEGE CORE VALUES**

Responsibility  Caring  Honesty  Fairness  Respect

**VISION STATEMENT**

Leading our community in learning, working, and growing

**MISSION STATEMENT**

IVCC teaches those who seek and is enriched by those who learn.

**THE PURPOSES OF IVCC ARE TO PROVIDE:**

- Courses and degrees required for effective transfer to baccalaureate degree programs;
- Occupational/technical courses, certificates and degrees leading directly to successful employment or transfer into baccalaureate degree programs;
- Courses and academic support services designed to prepare students to succeed in college-level coursework;
- Continuing education courses and community activities that encourage lifelong learning and contribute to the growth and enrichment of students in our community;
- Student support services to assist in developing personal, social, academic and career goals; and
- Academic and student support programs designed to supplement and enhance teaching and learning.
PRINCIPLES OF WORK

Illinois Valley Community College is a system of programs, services and people – the entire system committed to continuous improvement. Nothing stays the same; everything is in a constant process of discovery, creating, and accomplishment. The people of IVCC daily strive to improve the organization’s work systems and processes toward higher levels of satisfaction, achievement, and excellence among students and other stakeholders.

COLLEGE GOALS

1. Assist all students in identifying and achieving their educational and career goals.
2. Promote the value of higher education.
3. Grow and nurture college resources needed to provide quality programs and services.
4. Promote understanding of diverse cultures and beliefs.
5. Demonstrate IVCC’s core values through an inclusive and collaborative environment.
The Board of Trustees will seek input from the staff, students, alumni, employers, and other community members. The Board will govern with a style that emphasizes outward vision and results, encouragement of diversity in view points, strategic leadership, clear distinction of Board and staff roles, and collective decisions.
The Board of Trustees of Illinois Valley Community College exists to aid in the conduct of the peoples’ business, and the Board believes that the people have a right to be informed as to the purpose and conduct of their business. To that end, it is the policy of the Board that all of their actions and resolutions be taken publicly and that all their deliberations be conducted openly unless excepted by the Illinois Open Meetings Act, (5 ILCS 120/2 (c)), said exceptions designed specifically to protect the public interest or the privacy of an individual.

Regular Meetings
The regular meetings of the Board of Trustees shall be held once a month at such times, places, and dates as are fixed by the Board of Trustees at the beginning of each calendar year. Public notice of the schedule of regular meetings shall be given by posting the same in the principal office of the College and by sending a copy of the same to any news medium having filed a request for such notice and having an address or telephone number within the IVCC district. If a change is made in a regularly scheduled meeting date or time, at least ten days notice of the change will be given by publication in the newspaper of general circulation in the College district. Further, public notice of regular meetings will be given at least 48 hours in advance of the regular meeting and the public notice shall include an agenda of the business to be considered by the Board of Trustees.

Special, Rescheduled and Reconvened Meetings
Public notice will be given at least 48 hours prior to a special meeting, a rescheduled regular meeting, or a reconvened meeting, and said notice will include the agenda of the meeting. Public notice of a reconvened meeting will not be given if the following conditions apply:

1) there is no change in the original agenda of the original meeting;
2) the original meeting was open to the public; and
3) the reconvened meeting will be held within 24 hours, and/or an announcement of the time and place of the reconvened meeting was made at the original meeting.

Emergency Meetings
In the event of a bonafide emergency, a meeting may be called without formal notice so long as notice is given as soon as possible and prior to the meeting. Public notice of such a meeting will be given to any news medium which has filed an annual request for notice.
Closed Sessions
At a meeting for which proper notice has been given the Board may close all or part of the meeting by a majority vote of a quorum present for any of the exceptions stipulated in the Illinois Open Meetings Act (5 ILCS 120/2 (c)). The specific authorized reasons to enter into a closed session must be stated in the motion, recorded in the minutes, and approved by a roll call vote. A single vote may be taken to close a series of meetings provided they are scheduled to be held within a period of three months of the vote and each meeting involves discussion of the same matter.

The following subjects may be discussed in closed session:

1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

2) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.

3) The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.

4) Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in this Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning.

5) The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

6) The setting of a price for sale or lease of property owned by the public body.

7) The sale or purchase of securities, investments, or investment contracts.

8) Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property.

9) Student disciplinary cases.

10) The placement of individual students in special education programs and other matters relating to individual students.

11) Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.
12) And, other matters permitted by law and specified in (5 ILCS 120/2 [12-24]).

No final action will be taken in a closed meeting. All resolutions and actions of the Board of Trustees will be taken in open session.

All persons entitled to or invited to attend closed sessions, and all persons consulted or directed to prepare materials or render services for such meetings shall consider all topics, discussions, instructions, and materials pertinent there to be confidential and shall not release to any party information concerning such meetings; provided, however, that the information may be released upon authorization of the Board of Trustees by a majority vote of a quorum of the voting Board members.

No actions taken pursuant to this policy shall be in contradiction of the rights of any individual under the Open Meetings Act.

Minutes of Meetings
The Board of Trustees will keep written minutes of all the meetings whether open or closed, and a verbatim record of all closed meetings will be taken in the form of an audio or video recording. Minutes shall include, but not be limited to the following:

1) the date, time and place of the meeting;
2) the members of the Board recorded as either present or absent, as well as whether the members are present physically or electronically/telephonically; and
3) a summary of discussion of all matters proposed, deliberated, or decided, and a record of any votes taken.

The minutes of the meetings open to the public shall be available for public inspection within seven days of the approval of such minutes by the Board.

Recording of Proceedings and Verbatim Records
Any person may record the proceedings of the Board of Trustees meeting by tape, film, or other means if (a) such recording does not disrupt the meeting; (b) a witness required to testify does not object; and (c) if there is compliance with the media access procedures of the Board.

A verbatim record of all closed sessions will be kept and a verbatim record may be destroyed without the necessity of approval from a records commission after 18 months of the completion of the meeting recorded; but only after the following occurs:

1) the public body approves the destruction of a particular recording; and
2) the public body approves minutes of the closed session that meet the written minutes requirements specified above in the policy section labeled, “minutes of meetings.”
Unless the Board of Trustees has made a determination that a verbatim recording no longer requires confidential treatment or otherwise consents to disclosure, the verbatim record of a meeting closed to the public shall not be opened for public inspection or subject to discovery in any administrative or judicial proceeding other than one brought to enforce the Illinois Open Meetings Act (5 ILCS 120).

**Review of Closed Session Minutes**
The Board of Trustees shall periodically, but no less than semiannually, meet to review the minutes of all closed session meetings. At such meetings a determination shall be made and reported in an open session that:

a) the need for confidentiality still exists as to all or part of those minutes; or
b) the minutes or portions thereof no longer require confidential treatment and are available for public inspection.

Minutes of meetings closed to the public shall be available only after the Board determines that it is no longer necessary to protect the public interest or the privacy of an individual.

**Quorum**
A majority of the voting members of the Board shall be physically present to constitute a quorum for the transaction of business. If a quorum of the members of the public body is physically present, electronic/telephonic attendance by a Board member is permitted if the Board member is unable to be physically present due to personal illness or disability; employment purposes or the business of the public body; or a family or other emergency. If telephonic attendance is necessary, the voice of that Board member shall be available to everyone in the meeting room, and the voices of other Board members and the public in attendance shall be available to the Board member in telephonic attendance. A majority of those voting on an issue shall determine the outcome thereof. Less than a quorum may adjourn any meeting to a future date.

**Board Meeting Agenda**
The President of the College and the Secretary to the Board, in consultation with the Chair of the Board of Trustees, shall be responsible for preparing and transmitting to the members of the Board and the news media an agenda for each meeting of the Board.

In consultation with the President, the Board may establish procedures for the preparation of documents for Board meetings to ensure that there is adequate time for Board members to review and prepare for the business that is to be conducted.
The order of business for regular meetings of the Board will include but not be limited to the following:

1) Call to Order  
2) Pledge of Allegiance  
3) Roll Call  
4) Approval of Agenda  
5) Public Comment  
6) Campus Updates (if any)  
7) Consent Agenda  
8) President’s Report  
9) Committee Reports  
10) Action Items  
11) Information Items  
12) Trustee Comment  
13) Closed Session (if any)  
14) Adjournment

Rules of Procedure
The Board of Trustees will conduct its meetings in accordance with the laws of the State of Illinois, the Rules and Regulations of the Illinois Community College Board, and when other statutes and regulations do not apply, Roberts Rules of Order, as revised.

Board Committees
The Chair of the Board may appoint committees as they are deemed necessary by a majority vote of the Board. A committee shall report recommendations to the Board for appropriate action and the committee may be dissolved when its report is completed and accepted by the full Board.

Any committee created by the Board of Trustees is deemed a public body and is subject to all the requirements of the Illinois Open Meetings Act. The majority of a quorum of a committee is determined by the number of members needed to take action.

Telephonic and Electronic Assemblages
When a majority of a quorum of Board members participate in any telephonic Email or Internet exchange, they are subject to the provisions and stipulations of the Illinois Open Meetings Act, 5 ILCS 120.
At the annual organizational meeting the Board shall elect a Chair, Vice Chair, and Secretary and appoint a Treasurer. The terms of office for the Board Chair, Vice Chair, and Secretary shall be two years. There may be a progression through the offices, but no officer may serve for more than two consecutive terms in any one office.
The Board Chair is the only Board member authorized to officially speak for the Board (beyond simply reporting Board decisions), other than in rare and specifically authorized instances.

The duties of the Board chair shall be as follows:

1. Preside at all meetings of the Board or meetings held for Board purposes in an efficient and effective manner and shall set the tone for each meeting through positive leadership.

2. Call, subject to provisions of the Illinois Public Community College Act, regular or special meetings.

3. Appoint special Board committees or appoint members to ICCTA and campus committees.

4. Represent the Board at meetings and events on and off campus.

5. Initiate annual evaluations of the President as well as Board self-evaluations.

6. Sign, when authorized by the Board, all official documents and orders as agent of the Board.
In the absence of the Board Chair or in the event that the office becomes vacant, the Vice Chair shall assume the duties of the Board Chair, shall have the same powers as the duly elected Board Chair, and shall serve until the Board Chair resumes his/her duties.
The duties of the Secretary shall be as follows:

1. To have the power to appoint a person to perform all duties of the secretary.

2. To attend all Board meetings and record a full and accurate account of all votes and acts of the Board.

3. To provide accurate minutes of all Board meetings to all Board members and the College President.

4. To see that all records and documents relating to Board action or responsibility are properly maintained and safely stored.
Illinois Valley Community College Board Policy

Subject: **Duties of the Treasurer**
Number: **1.13**

Effective Date: 2/25/10  
Last Reviewed: 2/25/10  
Last Revised: 2/25/10

The Treasurer shall be appointed by the Board and shall be required to execute a bond per the guidelines set forth in the Public Community College Act. The duties of the Treasurer shall be as follows:

1. Keep an accurate record of all functions and transactions appropriate for the office.

2. Furnish the Board with such reports as may be required.
Members of the Board shall serve without compensation but shall be reimbursed for their reasonable expenses incurred in connection with their service as members of the Board in accordance with the Illinois Public Community College Act (110 ILCS 805/3-7).
Illinois Valley Community College will reimburse members of the Board of Trustees and Student Trustees for official college travel. Reimbursements will be for official College events or meetings of state and national associations which conduct educational programs in the disciplines and professions associated with community college programs and operations. Further, the College will reimburse members of the Board of Trustees for attendance at routine business meetings of the Illinois Community College Trustees Association, Illinois Community College Board, the Illinois Board of Higher Education, the General Assembly and executive branch agencies which may be conducting business which may affect Illinois Valley Community College.

Members of the Board of Trustees’ immediate family may accompany a Board member with no additional costs to the College.

Application for Travel
An application for travel form must be completed and approved in advance for all travel. Prior approval signatures should be on the appropriate lines on the left side of the form.

Travel for members of the Board of Trustees will be signed by the traveler, the Chair or Vice Chair of the Board and the Vice President for Business Services and Finance.

After the trip is complete, the same set of approval signatures should be on the appropriate lines on the right side of the form. Whenever a travel request is initiated, it must be completed whether expenses, as a result of the travel, are incurred or not.

Travel expenses for any member of the Board of Trustees must be approved by a roll-call vote during an open meeting of the Board of Trustees.

Travel Expenditures
All official College travel must be supported by receipts for actual expenditures, and all expenses must be itemized for reimbursement on the travel form. Itemizing will include
all dollar expenditures, participants involved and the function or purpose of the meeting. Cash advances may be issued for anticipated costs of at least $100. Lesser expenses will be handled on a reimbursement-by-receipt basis.

**Mileage Reimbursement**

Reimbursement for use of personal vehicles on College business shall be at the per mile rate approved by the Internal Revenue Service of the United States Government. Proof of vehicle insurance (copy of insurance card) must be submitted with the application to travel form prior to travel.

**Commercial Travel**

Commercial travel shall be reimbursed at actual cost. All receipts for air, bus, rail or other travel must be submitted with the official College travel form in order to claim reimbursement. All travel will be at coach rates.

**Lodging**

Reimbursement for lodging shall cover actual room cost, but not to exceed reasonable and customary costs. Receipts for all lodging must be submitted with the travel form in order to claim reimbursement.

**Meals**

Meals will be reimbursed for only those consumed while actually traveling on College business. Itemized receipts for all meals consumed while actually traveling must be attached to the travel form in order to claim reimbursement. Meal reimbursement will be the actual cost up to a maximum of $35 per day including gratuities for non-metropolitan areas (e.g. Springfield, IL) and a maximum of $45 per day including gratuities for metropolitan areas (e.g. Chicago).

No reimbursement will be made for alcoholic beverages.

**Tours and Social Activities**

No reimbursement will be made for tours, social activities, or entertainment.
PERMISSIBLE TRAVEL EXPENSES

The maximum reimbursable rates for travel are set forth as follows:

<table>
<thead>
<tr>
<th>Maximum Reimbursable Rates for Transportation</th>
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<tbody>
<tr>
<td>Air Travel</td>
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<tr>
<td>Auto</td>
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<tr>
<td>Rental Car</td>
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<tr>
<td>Rail or Bus</td>
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<tr>
<td>Taxi, Shuttle, Rideshare, or Public Transportation</td>
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<tr>
<th>Maximum Reimbursable Rates for Meals</th>
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<tr>
<td>Per Day - nonmetropolitan</td>
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<td>Per Day – metropolitan (Chicago)</td>
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<thead>
<tr>
<th>Maximum Reimbursable Rates for Lodging – 2017 rates per IRS</th>
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<tbody>
<tr>
<td>Chicago and Suburban Cook County</td>
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<tr>
<td>DuPage, Kane, Lake, McHenry and Will Counties</td>
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<tr>
<td>All other Illinois Counties</td>
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Official Functions

The College will support the cost of official functions which are conducted for the primary purpose of carrying out the business of the College. All expenditures for meals and other official functions must be approved in advance. Authorized expenditures are categorized as follows:

1. Official College committees and advisory groups meeting outside of normal work hours;
2. Official external committees, advisory groups and guests providing service and/or advice and counsel to the College;
3. College receptions, honors and award activities;
4. Faculty and staff development, in-service and training functions;
5. College-sponsored student functions; and
6. Official functions of the Board of Trustees.
Illinois Valley Community College Board Policy

Subject: Role and Relationship Between the Board of Trustees and the Chief Executive Officer

Effective Date: 2/25/10
Last Reviewed: 2/25/10
Last Revised: 2/25/10
Number: 1.16

Each member of the Illinois Valley Community College Board of Trustees represents the public in determining and evaluating appropriate organization performance. The policy of the Board is to recognize and maintain the distinction between those activities appropriate to the Board as the sole statutory legislative governing body of District 513 and those administrative functions and duties which are to be performed by the chief executive officer and staff. The Board affirms the legislative authority vested within itself as a body of the whole rather than as individuals acting unilaterally.

The Board encourages a shared governance relationship based on mutual respect and trust and characterized by open, honest, two-way flow of communication. The Board looks to the chief executive officer to provide recommendations, suggestions, and options relating to both short and long-term goals and objectives of the district. The recommendations will be presented to the Board for deliberation prior to Board action.

The Board recognizes its responsibility to ensure that the chief executive officer is strong and responsible for the prudent management of the district and its resources. The Board places trust in its chief executive officer by granting full authority to carry out and implement the administration of District 513 in accordance with the policies adopted by the Board.

The Board will respect the delineation of policy versus administration.
Each member of the Illinois Community College Board of Trustees holds a great public trust. The Board expects of itself and its members ethical and professional conduct. This commitment includes appropriate use of authority and proper decorum in group and individual behavior when acting as Board members. The following Code of Ethics will be a guide to the IVCC Board of Trustees as they serve the community:

I. An Illinois Valley Community College Trustee will honor the responsibility of membership by:

1. Always thinking in terms of the “student first” and representing at all times the best interest of the entire College community and not special interest groups alone or single issue agendas.

2. Accepting the responsibility of being informed concerning the duties and functions of a College trustee as mission-setting, and understanding the trustee’s role is policy-making.

3. Accepting the responsibility under Illinois law of seeing that the facilities, resources, and financial support are provided for the appropriate functioning of the College.

4. Understanding the philosophy, policy, and procedures of the College and making such decisions as to maintain and strengthen them for the future.

5. Recognizing with fellow trustees, the responsibility as a locally elected official to seek the improvement of education throughout the State.

II. Trustees will respect their relationships with other members of the Board by:

1. Accepting that authority resides only with the Board as a whole in official meetings, and that an individual trustee has no legal power to make statements, promises, or to bind the Board outside of such meetings.

2. Maintaining respect for the opinions of one’s colleagues and a proper restraint in criticism of colleagues and officers, graciously conforming to the principle of “majority rule.”
3. Refusing to influence any vote or actions of the Board or any College employee through threat, promise of reward, deception, exchange of vote, or any other means than legitimate open discussion.

4. Fostering trustee development through participation in educational activities, including state, regional and national meetings to enhance their ability to serve effectively as members of Illinois Valley Community College Board of Trustees.

5. Maintaining confidentiality including discussions which occur at legally held closed meetings of the Board and other communications, such as attorney-client privileged communications.

III. Trustees will maintain desirable relations with the College President and staff by:

1. Striving to attract, select, and keep the best professional leader available for the College presidency when a vacancy exists.

2. Providing the President of the College full administrative authority for properly discharging professional duties as President, and holding the President responsible for acceptable results.

3. Advising, informing and supporting the President.

4. Having the President or designated representative present at all meetings of the Board, except when the President’s contract and salary are under consideration.

5. Supporting and developing Board approved College plans or programs.

6. Assuming no determinative or administrative authority without the previous, definite instruction of the Board in legal meeting.

7. Acting only upon the recommendation of the President in matters of employment, reassignment or dismissal of College personnel.

8. Informing the President immediately of any concerns regarding performance, conduct, or style, that in the opinion of the Board, require the President’s attention.

9. Presenting and referring all complaints or criticisms of any employee privately to the President in closed session.

10. Maintaining any confidence or confidential records concerning the academic community.
11. Preserving the rights and obligations of the academic community.

12. Assisting in every honorable way to maintain the good name, image, honor, and dignity of the College and the entire academic community.

IV. Trustees will meet their responsibilities to the community by:

1. Discussing the core values, vision, mission, purposes, and goals of the College with the community.

2. Insisting that all College business transactions be open and ethical.

3. Refusing to ask the College staff for any privilege or favors which would not be granted to other citizens under the same circumstances.

4. Refusing to use the position on the Board of Trustees or any confidential information for personal gain or personal prestige.

5. Refusing to seek by personal solicitation or otherwise to sell to the Board or employees of the College any real estate, commodity, or service.

6. Representing unconflicted loyalty to their responsibilities to the College. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and memberships on other Boards or staffs. This accountability supersedes the personal interest of any Board member acting as an individual consumer of the College’s services.

7. Ensuring the community’s confidence that all is being done in the best interest of the College District and its educational needs.

8. Placing the opportunities of the College within reach of all District residents regardless of race, national origin, disability, age, religion, sexual orientation or any legally-protected classification.

9. Appraising fairly both the present and future educational needs of the community.

Adapted from:
Highland Community College Board of Trustees Code of Ethics, 1995
The Trustee’s Code, Gary Davis in Dilemmas of Leadership, George B. Vaughn, 1992
Elgin Community College Board Members’ Code of Conduct, 1997
Illinois Community College Trustees Association Code of Ethics, 1992
• Groups or individuals who desire to have a specific topic placed on the agenda shall submit a written request at least 10 days prior to the public Board meeting to the attention of the President. Such request shall explain the topic and provide rationale for the topic to be placed on the agenda.

• Presentations during public comment by any one individual shall be limited to three minutes. The maximum amount of time which will be provided for public comment at any one meeting shall be 15 minutes. It shall be the discretion of the Board if after 15 minutes, more time shall be allowed for public comment. It shall be the option of the Board Chair to halt presentations which repeat points already addressed or are not per the rules herein established.

• Speakers may offer objective criticisms of school operations and programs that concern them and have not been satisfactorily addressed through the College’s administrative chain of command. Comments from the public should be limited to topics of concern or actions relevant to the Board of Trustees.

• The Board Chair shall have the authority to determine procedural matters regarding public participation not otherwise defined in Board Policy.
Illinois Valley Community College Board Policy

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As a public institution, public access to the records of IVCC is governed by the Federal Family Educational Rights and Privacy Act, the Illinois Local Records Act and the Illinois Freedom of Information Act. Information which is available for public disclosure and procedures to obtain that information shall be made available through the Freedom of Information Officer. The Freedom of Information Officer for the District is the Vice President for Business Services and Finance.

Illinois Valley Community College Administrative Procedure

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The Freedom of Information Act (FOIA) is a state statute that provides the public with the right to access government documents and records. The law provides that a person can ask a public body for a copy of its records on a specific subject and the public body must provide those records, unless there is an exemption in the statute that protects those records from disclosure (for example: records containing information concerning trade secrets or personal privacy).

Any person, group, association, corporation, firm, partnership, or organization has the right to file a FOIA request to any state or local public body.

Every public body must designate at least one person to act as the FOIA officer and may have more than one FOIA officer. Every public body must prominently display at its office and make available information including the name(s) of its FOIA officer(s), information on how to submit a FOIA request, and a brief description of the office, including its purpose, budget, and number of employees. This information must also be posted on the public body’s website.

FOIA requests must be submitted in writing, but will be accepted by mail, personal delivery, fax, and e-mail.
Responding to FOIA Requests

A public body must respond to a FOIA request within five business days after the public body receives the request. The time period may be extended for an additional five business days from the date of the original due date if:

- The requested information is stored at a different location;
- The request requires the collection of a substantial number of documents;
- The request requires an extensive search;
- The requested records have not been located and require additional effort to find;
- The requested records need to be reviewed by staff who can determine whether they are exempt from FOIA;
- The requested records cannot be produced without unduly burdening the public body or interfering with its operations; or
- The request requires the public body to consult with another public body that has substantial interest in the subject matter of the request.

If additional time is needed, the public body must notify the requestor in writing within five business days after the receipt of the request of the statutory reasons for the extension and when the requested information will be produced.

Requests may be denied as “unduly burdensome.” This would apply if the request is categorical in nature and incapable of being narrowed or reduced, or the burden on the public body to produce the information outweighs the public interest in the information. Before denying a request, the requestor must be given an opportunity to reduce the request to manageable proportions. If the same person requests the same information more than three times, it would be considered unduly burdensome.

The first 50 pages of black and white, letter or legal sized copies are free. Any additional pages will be charged at 15 cents per page. Color copies and abnormal sized copies will be charged at the actual cost of copying. If requested, electronic documents will be provided if feasible.
Members of the Board of Trustees have authority only when acting as a Board in legal session. The Board will not be bound in any way by any action or statements by an individual Board member or employee unless such action or statement is pursuant to specific instructions by the Board when legally in session. Action of such member or members must be confirmed by the Board.
One of the primary functions of the Illinois Valley Community College Board of Trustees is the formulation and adoption of policy which serves as guiding principles for College employees. Therefore, the Board of Trustees will maintain a policy manual and prescribe procedures for the amendment, repeal and development of policy.

**Amendment, Repeal and Adoption**

The policy manual of the Board may be amended, repealed or added to upon a motion made in writing for that purpose by any member of the Board. Any amendment, repeal or addition to the Board Policy Manual shall stand for reading at two regularly scheduled meetings of the Board. At the second reading, a quorum of the Board shall be required for the adoption of any amendment, alteration, repeal or addition to the Board Policy Manual.

**Policy Dissemination**

The President of the College shall establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board of Trustees. Further, when a policy is under consideration, the President of the College shall post policies under consideration in a place which is accessible to the general public. Accessibility is to extend to all employees of the College, members of the Board, and to persons throughout the College district.
Illinois Valley Community College Board Policy

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When operating procedures are needed to implement Board policy, the President shall be authorized to develop and implement such procedures. The President shall also be authorized to delegate authority to the appropriate staff to develop and approve operating procedures.
Illinois Valley Community College Board Policy

Subject: **Emergency Action**
Number: **1.23**
Effective Date: 2/25/10
Last Reviewed: 2/25/10
Last Revised: 2/25/10

When emergency situations arise which are not covered by Board Policy, the President shall have the authority to take whatever steps are necessary to insure the safety of students and staff. The President will keep the Board apprised of the situation as soon as practical.
The Board of Trustees shall determine and adopt an academic calendar that meets the requirements established by the Illinois Community College Board.
Preamble:
Academic institutions exist to serve the common good. The common good is fostered and conserved by the pursuit of truth and its exposition. The pursuit of truth and its exposition flourish only in an atmosphere of freedom and tolerance of differing opinions.

Rights:
Illinois Valley Community College faculty, staff, and administrators are entitled to freedom of research in their discipline and to the publication of the results of that research.

Illinois Valley Community College faculty members are entitled to freedom in the classroom to discuss their subject. This freedom includes the advocacy of the faculty member’s point of view, as well as the presentation of representative views within the discipline.

Illinois Valley Community College faculty, administration, and staff are entitled to freedom in the conduct of extramural and co-curricular activities, with the freedom of the imagination deserving to be cherished as much as the freedom to gather, assess, and disseminate putative facts about the world.

Illinois Valley Community College faculty, administration, and staff should be free as citizens, as officers of educational institutions, and as members of learned professions from institutional censorship.

Responsibilities:
Illinois Valley Community College faculty members should avoid bringing into their classrooms the teaching of controversial matter that is not germane to their discipline.

Illinois Valley Community College faculty, staff, and administration should show respect for the autonomy of others, make a sincere effort to be accurate, and make it clear when they speak for themselves and not for the institution.

Rationale for Tenure:
The proper function of tenure is to preserve, defend, and promote academic freedom. Any faculty member threatened with the loss of his or her job merely for espousing unpopular or innovative views cannot effectively engage in the kind of open debate and rational criticism essential for the promotion of the common good in a free society. This right of tenure, however, in no way should be construed as encouraging or tolerating unprofessional, illegal, or immoral conduct.
It is the policy of the Board of Trustees of Illinois Valley Community College that a student on academic probation may not enroll for more than fifteen (15) credit hours and may be subject to academic dismissal if the cumulative grade point average is not raised in subsequent semesters.

A student on academic dismissal may register for up to six (6) hours in summer session in an attempt to improve his/her grade point average. A student who is academically dismissed may, after one regular semester, petition to the Associate Vice President for Student Services for re-admission. Readmission should not be assumed to be automatic, nor without restrictions, if granted by the Associate Vice President for Student Services.
It is the policy of Illinois Valley Community College to fully comply with the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended with regard to access to and confidentiality of student records. The College’s FERPA policy and procedures are available to students.
The College will comply with the program evaluation cycle requirements as they are established by the Board of Higher Education, the Illinois Community College Board, and the Higher Learning Commission (HLC) of the North Central Association (NCA) of Colleges and Schools. IVCC has been affiliated with the Higher Learning Commission since August 1967. In November 2002, the HLC accepted IVCC’s application to join the Academic Quality Improvement Program (AQIP), an alternative accreditation process.
It is the policy of the Board of Trustees of Illinois Valley Community College that students may be awarded credit for scores of 3, 4, and 5 on the Educational Testing Services Advanced Placement Examinations. Credit will be awarded for those examinations which correspond to equivalent Illinois Valley Community College courses. Students who have taken Advanced Placement Examinations must have their official score reports submitted to the Office of Admissions and Records to receive credit.
It is the policy of the Board of Trustees of Illinois Valley Community College that students may register to audit classes subject to maximum class size limitations beginning the week the class is scheduled to begin. Priority is given to students who are registering for credit. Students registering for audit will pay required tuition and fees.
Illinois Valley Community College is dedicated to promoting and maintaining a healthy environment for students and employees. The College places a high priority on the need to prevent the spread of chronic communicable diseases on its campus. Chronic communicable diseases include those diseases and conditions which have been declared by the Center for Disease Control to be contagious, infectious, communicable, and dangerous to the public health. The College is committed to educating students, employees, and the community-at-large about chronic communicable diseases.

The College will not engage in screening activities for the purpose of identifying prospective students or employees with chronic communicable diseases. When an IVCC class is offered in conjunction or in agreement with an outside agency, IVCC students and employees must abide by the policies and procedures of the outside agency relating to chronic communicable diseases.

Students with Chronic Communicable Diseases

Students who know they have a chronic communicable disease have the obligation to inform the Associate Vice President for Student Services of their condition. It is the policy of the Board of Trustees of Illinois Valley Community College that students with chronic communicable diseases may attend classes in the regular classroom setting whenever, through reasonable accommodation, the risk of transmission of the disease, or the risk of further injury to the student, is sufficiently remote in such a setting.

The determination of whether a student with a chronic communicable disease may attend classes shall be made on an individual basis, according to procedures implemented by the College, in consultation with the Associate Vice President for Student Services, other appropriate College personnel, and such others as a physician or consultant selected by the Vice President or his/her designee, the student’s physician, public health personnel and the student.

The student’s placement shall be determined in accordance with the above standards and upon the following risk factors: the risk of transmission of disease to others; the health risk to the particular student; and reasonable accommodations which can be made without undue hardship to reduce the health risk to the student and others. The student shall be re-evaluated periodically, at least once a year, to determine whether the student’s placement continues to be appropriate. The student’s medical condition will be disclosed only to the extent necessary to minimize the health risks to the student, employees or others. Persons deemed to have a “direct need to know” will be provided with appropriate information; however, these persons shall not further disclose such information. The College will
strictly observe public health reporting requirements for all chronic communicable diseases and will provide referral services to students who request assistance.

The Associate Vice President for Student Services may establish additional rules and regulations designed to implement this policy.

**Employees with Chronic Communicable Diseases**

Employees who know that they have a chronic communicable disease have the obligation to inform the Director of Human Resources of their condition.

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 no reasonable risk of transmission of the disease to others. Such employees shall remain subject to the Board’s employment policies, including but not limited to current collective bargaining agreements in effect, sick leave, physical examinations, temporary and permanent disability and termination.

Employment 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. 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 employee’s medical condition shall be disclosed only to the extent necessary to minimize the health risks to the employee and others. 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” will be provided with the appropriate information; however, these persons shall not further disclose such information.

The Director of Human Resources may establish additional rules and regulations designed to implement this policy.

**Preventive Measures**

Laboratories used in a teaching context, such as biology, dental assisting, nursing, and childcare, should be safe experiences. Given the fact that the existence and identity of persons with chronic communicable diseases may not be known, procedures for the decontamination of environmental surfaces and objects soiled by blood or body fluids will be adopted and implemented for each laboratory.

College personnel who may be exposed to blood or body fluids, such as those giving first-aid or handling contaminated wastes, shall follow the appropriate guidelines established by the Center for Disease Control.
It is the policy of the Board of Trustees of Illinois Valley Community College that a comprehensive student Code of Conduct shall be published annually.
It is the policy of Illinois Valley Community College that College Level Examination Placement (CLEP) credit for both general exams and subject areas will be granted to students who provide proper documentation and scores to the College’s Office of Admissions and Records. Score requirements are reviewed and outlined by the College’s Curriculum Committee every two years.
It is the policy of the Board of Trustees that a credit hour represents the student work required to demonstrate achievement of defined learning outcomes to be accomplished in fifty minutes of direct instruction and two hours of out-of-class work each week for the equivalent of a fifteen week semester. Courses and academic activities where direct instruction is not the primary mode of learning, such as online and hybrid courses comprise an equivalent amount of course related work (three hours per week for fifteen weeks) in any combination of direct instruction and out-of-class activities except as follows: lab instruction, studio work, and clinical work (minimum of two hours per week for fifteen weeks) and internships/practica (up to 5 hours per week for fifteen weeks).
It is the policy of the Board of Trustees of Illinois Valley Community College that veterans will be awarded a maximum of four hours of credit in physical education and two hours in health for completion of basic training.

Additional credit will be available for veterans who request an evaluation of the military training programs they have completed while in the service. The request should be made to the Director of Admissions and Records supported by evidence of program completion. Credit will be awarded according to the American Council on Education’s Guide to the Evaluation of Educational Experiences in the Armed Services. All questions or concerns should be directed to the Associate Vice President for Student Services.
The College is authorized to grant the following degrees to students who successfully complete the requirements of certain prescribed two-year curricula:

- Associate in Arts
- Associate in Engineering Science
- Associate in Science
- Associate in General Studies
- Associate in Applied Science
- Associate of Arts in Teaching

Certificates are awarded in a number of career and general studies fields to students who complete the required courses in accordance with prescribed standards developed by the College.
It is the policy of the Board of Trustees of Illinois Valley Community College to annually review and determine appropriate student fees. Examples of fees include, but are not limited to: activity fees, registration fee, course lab fees, technology fees, and other similar assessments. The Board reserves the right to amend fees without prior notice.
It is the policy of the Board of Trustees of Illinois Valley Community College that students will be provided an opportunity to achieve objectives without the demotivating effects of previously earned failing grades. To be eligible for consideration, a student must meet the following criteria:

A. The student must not have attended any post-secondary educational institution for two consecutive semesters. (Summer sessions are not counted as semesters for this policy, but three consecutive academic quarters are considered the equivalent of two semesters).

B. Upon returning to IVCC after the two consecutive semester out-of-school period, the student must complete a minimum of 12 semester hours with a grade point average of 2.00 or better.

C. Upon satisfying criterion (B), the student must apply to the Director of Admissions and Records for implementation of the Grade Exclusion Policy. Only failing (“F” or “WF”) grades will be excluded from computation of the cumulative grade point average. If the student wishes to repeat some courses in which failing grades were received, the student may utilize the college repeat policy for those courses by completing the appropriate form in the Admissions and Records office. Students planning to transfer to another institution are cautioned that the receiving college may use all grades earned in repeated or excluded courses for computation of grade point average for admission or other purposes.
High School Agreement
It is the policy of the Board of Trustees of Illinois Valley Community College that high school students, ages 16 and over, will be permitted to enroll at IVCC. If such students are enrolling during the normal high school day, they must submit written authorization at the time of registration. In the letter of authorization the high school official should specify the number of courses or semester hours and the particular courses for which the student may enroll. Students enrolled in Early Entry College (E²C) courses will be eligible for enrollment determined by their junior or senior class status and will register by filing Early Entry College registration paperwork as established by Early Entry College procedures.

Discontinuation of High School Attendance
A student who is at least 16 years of age and has severed connection (permanently discontinued attendance) with the high school, as certified in writing by the superintendent or principal of the high school in which he or she has legal residence, is eligible to attend IVCC.
President's Honors

It is the policy of the Board of Trustees of Illinois Valley Community College that the "President's Honors" group will include students earning a term grade point average of 3.75 to 4.0 in 12 or more completed college-level hours. The 12 completed college-level semester hours exclude non-credit courses, courses taken for audit, and developmental courses. President’s Honors will be awarded in the Fall and Spring semesters.

Academic Honors

It is the policy of the Board of Trustees of Illinois Valley Community College that "Academic Honors" will include students earning a term grade point average of 3.25 or above in 6 or more completed college-level hours. The 6 completed college-level semester hours exclude non-credit courses, courses taken for audit, and developmental courses. Academic Honors will be awarded in the Fall and Spring semesters.

Graduation Honors

Students earning a minimum grade point average of 3.75 in 14 or more semester hours during each of the first three semesters will be designated as Thomas J. McCormack Scholars.

Honors at commencement will be as follows:

A. Cum Laude - GPA of 3.25 to 3.74

B. Magna Cum Laude - GPA of 3.75 and above

C. Summa Cum Laude - Highest GPA rank in scholarship above 3.75

D. Certificate honors will be given to students in certificate programs (24 semester hours minimum) earning a minimum of 3.75 GPA.
It is the policy of the Board of Trustees of Illinois Valley Community College that students enrolling in certain designated courses may elect a pass/fail option. Students electing this option must declare their intent at the time of registration. Subsequent changes are not permitted. No more than 20 percent of semester hours earned in pass/fail courses are applicable to a degree or toward a certificate offered by the College.
It is the policy of the Board of Trustees of Illinois Valley Community College that proficiency examinations granting college credit are available to all students. Examination offerings are determined by the academic division. Students requesting a proficiency examination must contact the appropriate Dean.

A non-refundable exam fee is payable at the time the student makes application for a proficiency examination. If the student passes the exam, the student must then pay the regular tuition for the course to receive credit.

A maximum of one-fourth of the semester hours required to complete a certificate or a degree may be earned through proficiency examinations. Credit will be recorded as a “P” (pass) and will not be included in the grade point average.
It is the policy of the Board of Trustees of Illinois Valley Community College to (1) assess the need for, (2) evaluate the effectiveness of, and (3) make recommendations for the continuance/discontinuance of college programs and services, which have been approved by the Board of Trustees.

It is the policy of the Board of Trustees of Illinois Valley Community College to authorize the President or his/her designee of the College to sign any and all documents relating to curriculum which must be forwarded to the Illinois Community College Board for approval. All new programs and existing programs will be brought to the Board of Trustees for approval of additions or deletions.
Illinois Valley Community College (IVCC) recognizes the diversity of religious beliefs and practices among its constituencies. The College embraces shared responsibility in the event that religious observance interferes with class work or assignments. Students who inform instructors in advance of an intended absence for a major religious observance will not be penalized. The instructor will make reasonable accommodations for students, which may include providing a make-up test or adjusting assignment dates. Instructors are not responsible for teaching material again. Students should inform instructors at the beginning of the semester or term of those dates for which an absence is anticipated for religious observances, so that appropriate arrangements can be made.

An IVCC student who believes that a request for accommodation has been unreasonably denied due to his/her religious beliefs or practices may submit a written appeal to the Associate Vice President for Student Services. The Associate Vice President will respond to the student in writing within five class days of receiving the student’s appeal.

If a response is not received from the Associate Vice President for Student Services within five class days, or the student is not satisfied with the response, the student may submit a written appeal to the President of the college. The President will respond in writing within five class days of receipt of the student’s appeal.

If a response is not received from the President within five class days, or the student is not satisfied with the response, the student may submit a written appeal to the IVCC Board of Trustees (Board). The Board will review the appeal at its next regularly-scheduled meeting unless such meeting is within ten class days of the receipt of the appeal, in which case the Board will review the appeal at the following meeting. The Board will respond in writing within ten class days of reviewing the appeal.

The decision of the Board will be considered final for those appeals rising to that level.
It is the policy of the Board of Trustees of Illinois Valley Community College if a student withdraws officially through the Records Office on or before 12.8% of a class’ length, 100 percent of all tuition and fees (excluding the non-refundable registration fee) will be refunded.

When a class is canceled by the college, a full refund will be given.

Students receiving Title IV financial aid may contact the Financial Aid Office for additional procedures related to refunds.
Students may repeat any course, regardless of the grade previously received (including “withdrawal”). However, credit will only be granted once, except as noted in the “Course Descriptions” section of the catalog. Only the highest grade earned for any repeated course will be calculated into the grade point average. Students should be aware that, for transfer purposes, other schools may not calculate grade point average in this manner.
Placement testing and counseling appointments are required for all first-time, full-time students. Placement testing is also required for placement into all English and math courses. Transfer students may be exempt from placement tests if they can provide proof of completion of pre-requisite courses or testing. ACT, SAT, and PARCC scores may be used in lieu of placement testing. Placement test scores, ACT scores, and SAT scores are valid for a period of two years. PAECC scores are valid for a period of five years.
It is the policy of the Board of Trustees of Illinois Valley Community College that a student is considered an in-district student if he or she has resided within the boundaries of Community College District 513 for thirty days prior to the start of the term of enrollment. Evidence of residency may be requested at the time of registration.
Illinois Valley Community College recognizes the right of students to appeal various decisions made and actions taken by College personnel with regard to student matters. Examples include, but are not limited to grade disputes, refund requests, waiver/substitution of academic requirements, and financial aid matters.
Tuition and fees for resident and nonresident students will be charged as permitted by law and as established by action of the Board of Trustees.

**Fees**

Three types of fees may be established by action of the Board of Trustees: by course, by credit hour, by student. Course fees may be established to support special course expenditures which are atypical and not common across all courses. Credit hour fees may be established to support activities and services which are generally available to all students and enhance the quality of their educational and college experience. Student fees may be established to support the cost of special testing designed to improve student success. The basic principle to be applied in determining per course and per student fees is that students should pay a fair share of the cost of providing instruction. Guidelines used to calculate course fees are available upon request from the Office of Academic Affairs.

**Senior Citizen Tuition**

By State law, legal residents of Community College District 513 who are 65 years of age or older may enroll in classes tuition free, provided classroom space exists and that tuition paying students enrolled constitute the minimum number required for the class to be taught.

**Trustee Tuition Waivers**

Trustee Tuition Waivers may be created by Board action and awarded to students who are involved in athletic programs, co-curricular activities, or other programs associated with academic and student activities.

**Cooperative Agreements**

Illinois Valley Community College has cooperative educational program agreements with other Illinois community colleges which will allow IVCC residents to enroll in a degree or certificate program in a vocational/technical area which is not available at IVCC. Students are able to enroll in such programs at the cooperating college’s in-district tuition rate.

**Partial Student Support**

Requests for partial tuition support must be filed with the Office of Academic Affairs at least 30 days prior to the semester, term, or quarter for which support is being sought.

To be considered for partial tuition support, students must be enrolling in a program at another Illinois public community college not offered by Illinois Valley Community College. Enrollment in individual courses without an appropriate degree major will not qualify for partial tuition support.
All claims for partial tuition support monies filed by an institution must include enrollment verification with completed data on the name of the student, the program in which the student is enrolled, the listing of courses, and credit hour value for each course. The student is responsible for the in-district tuition and fees and IVCC is responsible for the difference between the out-of-district tuition and the in-district tuition. Payments will not be made in those instances where students have changed majors without Illinois Valley Community College approval.

Cooperative Education Agreements shall take precedence.

**Tuition Residency Exceptions**

International students who are live-in guests of the sponsor who is a legal resident of the Illinois Valley Community College district shall be charged in-district tuition and fees.

All on-line students will be considered in-district residents and charged tuition as in-district students.

**Continuing Education Courses, Fees and Refunds**

Illinois Valley Community College’s mission is to offer a wide range of educational opportunities for individuals in the district. Aside from the traditional programs and classes offered, flexibility and adaptability are key elements that allow the College to be responsive to the needs and interests of individuals, businesses, and professional organizations. To fulfill this mission and for the purpose of life-long, personal, and professional growth, IVCC offers many classes, workshops, seminars, and other educational activities on a self-sustaining basis. Thus, the non-credit/credit tuition rates within Continuing Education must be a variable rate set separately for each course, depending upon the course’s direct cost. This policy will allow flexibility in determining the rate for programming within the following framework:

a. Continuing Education programs in the aggregate must be self-supporting.

b. Tuition for each course will be determined based upon the following considerations: the participants, the cost of instruction, required materials and supplies and marketing.

c. Credit and non-credit courses offered by the Office of Continuing Education and Business Services will not be subject to the Senior Citizen Tuition Waiver.

The Office of Continuing Education and Business Services will publish course tuition rates and refund/cancellation procedures in each Continuing Education Schedule publication.

**Tuition Refunds**

Tuition refund policies for credit courses will be determined by action of the Board of Trustees, and the procedures associated with refunds will be published in the College Catalog.
It is the policy of the Board of Trustees of Illinois Valley Community College that to withdraw from a class while continuing to carry other courses, a student must initiate a withdrawal request with the instructor whose class he/she wishes to withdraw. The instructor will complete a withdrawal form and submit it to the Office of Admissions and Records for processing. The student's record will not be changed until the signed, validated withdrawal form is received by the Office of Admissions and Records.

Deadline dates for withdrawal shall be determined and published for each semester or term.

Any student who stops attending classes without officially withdrawing may receive the grade of "F" for the course(s).

Faculty may withdraw students from their class(es) without prior notice if, in the opinion of the faculty member, the student is in jeopardy of failing due to excessive absences.

Students desiring to withdraw completely from the College, (i.e., all classes), must initiate this request with the Associate Vice President for Student Services.
IVCC recognizes three distinct employment designations, specifically; (1) Faculty; (2) Support Staff; and (3) Administration. Within each of these designations are categories that further distinguish the job status (full-time/part-time), job role, and job description.

Faculty include full-time teaching personnel, full-time laboratory instructors, and full-time counselors (with the exception of externally-funded advisors or counselors.) The faculty and counselors are represented by the IFT Local 1810. Part-time faculty and counselors are hired as needed based upon enrollment. Therefore, part-time faculty and counselors are not guaranteed continuous or consecutive employment each semester.

Support Staff includes a wide range of positions and associated qualification levels (Level 5 – Level 9), and may be full- or part-time and exempt or nonexempt personnel. Full-time Support Staff whose positions are not program managers or coordinators or considered confidential, managerial, or supervisory in nature are represented by the Illinois Valley Federation of Support Staff Local 6561. Full-time maintenance and custodial employees are represented by the Service Employees International Union Local 138.

Administration includes a range of positions and associated qualification levels (Level 10 – 13), and may be full- or part-time. All Administrators are exempt personnel. They are not represented by a collective bargaining agreement.
It is the policy of the Board of Trustees of Illinois Valley Community College to comply with the guidelines of Federal Executive Orders #11246 and #11375. IVCC endorses and implements a policy for equal employment opportunity for all individuals regardless of race, color, national origin, disability, age, religion, sex, sexual orientation, genetic information or any legally protected classification. Affirmative action is taken to ensure that this policy is enforced in all phases of the College operation and its maintenance.

In accordance with Federal law, IVCC attempts to comply with the policy of equal employment opportunity for all its employees. Discrimination in any area of the College is prohibited.

Responsibility for the Affirmative Action Program
In general, all College employees are responsible for the implementation of the Affirmative Action Program in terms of observing and reporting problem areas, formulation of goals and policies, and participation in activities to improve the employment opportunities of women and minority groups. The ultimate responsibility for this policy rests with the Board of Trustees, and the President of the College is charged with policy implementation. The Director of Human Resources will administer the Affirmative Action Policy and keep up-to-date records.

Implementation of the Policy
Equal employment opportunity shall be promoted in all areas of the College. Job descriptions and employment selection policies will be reviewed on a regular basis to ensure they are current and are not discriminatory in any manner.

No employee will be terminated on the basis of race, color, national origin, disability, age, religion, sex, sexual orientation, genetic information or any legally protected classification.

The College is maintained on a non-segregated basis. Compensation and fringe benefit programs are administered without regard to race, color, national origin, disability, age, religion, sex, sexual orientation, genetic information or any legally protected classification.

The College urges that all contractors comply with Federal and State Statutes.
Dissemination of the Policy
The Affirmative Action Policy at IVCC is disseminated in the following manner:

1. It is included in the Employee Guidebook which is available to all employees.

2. It is provided to individuals involved in personnel employment, training, promotion, and termination.

3. The Equal Employment Opportunity statement is incorporated in the following publications and forms: purchase orders, leases, construction contracts, purchasing guidelines, college catalog, faculty handbook, employee guidebook, and other publications where necessary.

4. Listings of job vacancies at IVCC include the Equal Employment Opportunity statement.

5. Personnel at IVCC are encouraged to communicate to persons and organizations outside the College community that the College is an equal opportunity employer.
It is the policy of the Board of Trustees of Illinois Valley Community College that references and background checks are performed on individuals being recommended by selection committees for employment. Procedures related to background checks shall be reviewed and revised according to applicable law and employment guidelines.

The Office of Human Resources will generate the request for background checks.

The following guidelines will be used in generating background checks on new employees:

Criminal, verification of identity, and Motor Vehicle Records (MVR) checks will be conducted on all full and part-time administrators, faculty, and support staff, including coaches. All student workers will have a criminal and verification of identity check performed. An MVR will be processed on student workers in the facilities department.

The positions will be subject to a credit history in addition to the criminal, verification of identity and MVR check:

- Bookstore Manager
- Part-time Bookstore Assistant
- Senior Bookstore Assistant
- Textbook Buyer
- Assistant Controller/Bursar
- Accounts Receivable Specialist/Cashier
- Accounting Clerk – Payables – Casher
- Controller
- Accounting Clerk – Payables – Fund – Payroll
- Account Clerk – Payables – AR
- Payroll & Benefits Coordinator
- Recruitment and Dual Credit/Dual Enrollment Coordinator
- Vice President, Business Services & Finance
- President
The above guidelines will also be used on current employees who are selected to fill open positions. No more than one background check will be performed on current employees changing positions unless the new position would necessitate a portion of the background check which had not previously been requested.

Before excluding a candidate from further consideration based on the results of the background investigation, the Director of Human Resources will consult with the Vice President for Business Services and Finance and legal counsel, if warranted, to discuss the nature of the criminal conviction and relevance of the crime to the responsibilities of the position.
Illinois Valley Community College will reimburse college employees and students for official college travel. Reimbursements will be for official college events or meetings of state and national associations which conduct educational programs in the disciplines and professions associated with community college programs and operations. Further, the College will reimburse employees for attendance at routine business meetings of the Illinois Community College Board, the Illinois Board of Higher Education, the General Assembly and executive branch agencies which may be conducting business which may affect Illinois Valley Community College.

Application for Travel
An application for travel form must be completed and approved in advance for all travel. Prior approval signatures should be on the appropriate lines on the left side of the form. Approval signatures are required per the following guidelines:

Travel cost of $500 or less – two signatures – traveler and immediate supervisor.

Travel cost of $500 - $1,999 – three signatures – traveler, immediate supervisor and appropriate VP or President.

Travel cost of $2,000 or more – four signatures – traveler, immediate supervisor and two VPs or one VP and President.

After the trip is complete, the same set of approval signatures should be on the appropriate lines on the right side of the form. Whenever a travel request is initiated, it must be completed whether expenses, as a result of the travel, are incurred or not.

If the travel expenses exceed any of the maximum amounts allowed under this policy, the travel expenses must be approved by a roll-call during an open meeting of the Board of Trustees.
If the travel is for a conference or professional development activity, a written summary of what was gained by the experience should be delivered to the appropriate supervisor along with the request for reimbursement.

All out of state travel requests must include a rationale explaining what the employee will gain from the experience. The President's approval signature is required for out of state travel requests.

**WHITE COPY** - hold until travel is complete, then fill in the column "Itemized Expenses" and submit for approval. After payment is made, the white copy is filed in the accounts payable files.

**YELLOW COPY** - returned to traveler

**PINK COPY** - if an advance check is required (registration fees, airfare, cash advance) forward pink copy to the Accounting Office. Also attach documentation for the registration fees and airfare. If no advance is required, send pink copy to Accounting with appropriate signatures and keep white copy until travel is completed and forward for approvals then to the Accounting office.

Any travel forms submitted to the accounting office by Monday at 4:30 p.m. will be paid the following Thursday. Per IRS regulations, any expenses for reimbursement submitted 60 days after the expenses have been incurred will be taxable to the employee.

**Travel Expenditures**
All official college travel must be supported by receipts for actual expenditures, and all expenses must be itemized for reimbursement on the travel form. Itemizing will include all dollar expenditures, participants involved and the function or purpose of the meeting. Cash advances may be issued for anticipated costs of at least $100. Lesser expenses will be handled on a reimbursement-by-receipt basis.

**Mileage Reimbursement**
To qualify for mileage reimbursement for use of a personal vehicle, employees must comply with the vehicle use administrative procedure. Proof of vehicle insurance (copy of insurance card) must be submitted with the application to travel form prior to travel.

Mileage reimbursement may be taxable if travel originates at the employee’s home rather than workplace. Employees are encouraged to consult the College Controller with questions about taxable reimbursement.

Reimbursement for personal vehicle use will be at the Board approved rate.

**Commercial Travel**
Commercial travel shall be reimbursed at actual cost. All receipts for air, bus, rail or other travel must be submitted with the official college travel form in order to claim reimbursement. All travel will be at coach rates.
**Lodging**
Reimbursement for lodging shall cover actual room cost for a standard room. If a double room is used, the individual will reimburse the college for the difference between single and double room costs. Receipts for all lodging must be submitted with the travel form in order to claim reimbursement.

**Meals**
Meals will be reimbursed for only those consumed while actually traveling on college business. Itemized receipts for all meals consumed while actually traveling must be attached to the travel form in order to claim reimbursement. Meal reimbursement will be the actual cost up to a maximum of $35 per day including gratuities for non-metropolitan areas (e.g. Springfield, IL) and a maximum of $45 per day including gratuities for metropolitan areas (e.g. Chicago).

No reimbursement will be made for alcoholic beverages.

**Phone Calls**
Only personal phone calls of five minutes or less will be reimbursed, as long as the call is to provide notice of safe arrival, change in schedule, etc. Necessary business calls are permitted.

**Tours and Social Activities**
No reimbursement will be made for tours, social activities, or entertainment.

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**PERMISSIBLE TRAVEL EXPENSES**

The maximum reimbursable rates for travel are set forth as follows:

<table>
<thead>
<tr>
<th>Maximum Reimbursable Rates for Transportation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Air Travel</strong></td>
<td>Lowest reasonable rate (coach)</td>
</tr>
<tr>
<td><strong>Auto</strong></td>
<td>IRS Standard Mileage Rate at time of reimbursement (e.g. $0.535 / mile for 2017)</td>
</tr>
<tr>
<td><strong>Rental Car</strong></td>
<td>Lowest reasonable rate (midsize)</td>
</tr>
<tr>
<td><strong>Rail or Bus</strong></td>
<td>Lowest reasonable rate and cost shall not exceed Air Travel</td>
</tr>
<tr>
<td><strong>Taxi, Shuttle, Rideshare, or Public Transportation</strong></td>
<td>Actual reasonable rate</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Maximum Reimbursable Rates for Meals</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Per Day - nonmetropolitan</strong></td>
<td>$35.00</td>
</tr>
<tr>
<td><strong>Per Day – metropolitan (Chicago)</strong></td>
<td>$45.00</td>
</tr>
<tr>
<td>Maximum Reimbursable Rates for Lodging – 2017 rates per IRS</td>
<td></td>
</tr>
<tr>
<td>-----------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Chicago and Suburban Cook County</td>
<td>$222.00 / night</td>
</tr>
<tr>
<td>DuPage, Kane, Lake, McHenry and Will Counties</td>
<td>$112.00 / night</td>
</tr>
<tr>
<td>All other Illinois Counties</td>
<td>$112.00 / night</td>
</tr>
<tr>
<td>Outside of Illinois</td>
<td>$222.00 / night or as approved by the Board</td>
</tr>
</tbody>
</table>

Official Functions
The College will support the cost of official functions which are conducted for the primary purpose of carrying out the business of the college. The college President and/or the appropriate Vice President shall, in advance, approve all expenditures for meals and other official functions. Authorized expenditures are categorized as follows:

1. Official college committees and advisory groups meeting outside of normal work hours
2. Official external committees, advisory groups and guests providing services and/or advice and counsel to the college
3. College receptions, honors and award activities
4. Faculty and staff development, in-service and training functions
5. College-sponsored student functions
6. Official functions of the Board of Trustees.

TRAVEL OBJECT CODES

55111 Admin/Staff - Conference/Meeting (Registration Fees for Conference or Meeting)
55211 Admin/Staff - Travel/In State (Mileage, Hotel, Meals, Parking, Shuttles, etc.)
55311 Admin/Staff - Travel/Out of State (Mileage, Train, Airfare, Hotel, Meals, Parking, Shuttles, etc.)
55112 Instructional - Conference/Meeting (Registration Fees for Conference or Meeting)
55210 Extension Site Mileage
55212 Instructional - Travel/In State (Mileage, Hotel, Meals, Parking, Shuttles, etc.)
55312 Instructional - Travel/Out of State (Mileage, Train, Airfare, Hotel, Meals, Parking, Shuttles, etc.)
It is the policy of the Board of Trustees of Illinois Valley Community College that the administration may require a Physician's statement as a basis to pay for a leave of personal illness, and/or as a means of verifying an individual's ability to return to work and continue working.
It is the policy of the Board of Trustees of Illinois Valley Community College that the decision to not rehire (dismiss) a non-tenured, full-time faculty member for the ensuing school year or term, pursuant to the Illinois Public Community College Act as amended (110 ILCS 805/3B-3), will be made by the Board of Trustees. The decision will be made after (1) reviewing the President’s recommendation and (2) following the implementation of an evaluation of the performance and qualifications of such non-tenured, full-time faculty members. The specific reasons for dismissal will be kept confidential in accordance with the Illinois Community College Act, except as otherwise required by Court order or statute. Evaluation procedures for faculty, which may be used and/or adjusted for counselors, are outlined in the College’s Faculty Handbook.

Full time, non-tenured faculty who will not be rehired for the next school year or term are to be notified of the Board’s decision no less than sixty (60) days before the end of the school year or term.
It is the policy of the Board of Trustees of Illinois Valley Community College that the decision to dismiss a faculty member for cause shall be made in accordance with the Illinois Public Community College Act as amended (11 ILCS 805/3B-4), the current agreement between the Board of Trustees of Community College District 513 and the American Federation of Teachers Local 1810, and other Board of Trustee Policies.
<table>
<thead>
<tr>
<th>Subject:</th>
<th>Decision to Reduce the Number of Full-time Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date:</td>
<td>10/19/10</td>
</tr>
<tr>
<td>Last Reviewed:</td>
<td>10/19/10</td>
</tr>
<tr>
<td>Last Revised:</td>
<td>10/19/10</td>
</tr>
</tbody>
</table>

It is the policy of the Board of Trustees of Illinois Valley Community College to follow the Illinois Public Community College Act as amended (110 ILCS 805/3B-5) and provisions in the current agreement between the Board of Trustees of Community College District No. 513 and American Federation of Teachers Local 1810 when a decision is made by the Board to decrease the number of faculty members employed by the Board or to discontinue some particular type of teaching service or program.
It is the policy of the Board of Trustees of Illinois Valley Community College that requests to distribute materials other than through campus mail and all signage displayed on the IVCC Campus are to be directed to the Associate Vice President for Academic Affairs, or the AVP’s designee. If approval is granted, distribution of materials and signage is restricted to areas designated by him/her for this purpose. Coercion may not be used to induce students or other members of the college community to accept printed material or sign petitions, nor may funds or donations be collected for the material distributed.

No person, organization or group, whether associated with the college or not, may distribute pamphlets, booklets, brochures, handbills, circulars, or other forms of written materials which contain commercial solicitations or advertisements, unless authorized by the President or Associate Vice President for Academic Affairs on behalf of the Board of Trustees.

**Campus Mail**

Only faculty and staff members may distribute information through campus mail.

The objective of the following procedure is to ensure consistency of information provided on signage throughout the campus.

Sign holders are located:

- a. By the main and secondary entrances of the Community Technology Center
- b. Building C Lobby
- c. By C316
- d. By the Building C, 3rd floor main staircase

No signs will be hung more than two weeks prior to the event on the sign. Any signs found blocking or placed over the top of another sign will be removed.
All signs are to be removed from the sign holders within 24 hours of the completion of the event.

Bulletin boards are located:

a. By the Bookstore (Community Bulletin Board)
b. By the Library
c. In the Cafeteria
d. In the corridors of all main campus buildings
e. In Building G corridors
f. In Building J corridors

All bulletin boards, except for the one by the Bookstore, are for the posting of college business items only. No community advertisements are allowed.
It is the policy of the Board of Trustees of Illinois Valley Community College that all support, non-teaching professional and administrative staff shall be evaluated by the appropriate supervisor on an annual basis. Results of the evaluation process may correlate with the employee’s level of compensation. The Employee Development Program also provides an opportunity for staff to confidentially evaluate the performance of their supervisor.

Every IVCC administrator and support staff employee who will have been employed for six months as of June 30 is expected to participate in the Employee Development Program (EDP) review process.

1. The supervisor schedules a meeting with the employee to review and/or revise his or her job description and to provide a copy of the review form to the employee for his/her self-evaluation (see attachments). The supervisor and the employee then separately complete their evaluations.

2. For each performance area, the supervisor and the employee describe the employee’s achievements, performance outcomes, and growth in that area during the review period, as well as report any areas for improvement, training, or development. The employee must specify the strategic initiatives/goals with which he/she is aligning his/her professional goals. When both forms are completed, hard copies should be printed and signed.

3. The supervisor and employee meet to discuss their individual reviews and together complete and sign the Action Plan form.
4. The supervisor submits all forms (Action Plan, the Employee's Review, and the Supervisor's Review) to his/her Supervisor for signature, and the forms are sent to the Office of Human Resources on or before the due date.

5. The original EDP is retained in Office of Human Resources in the employee’s personnel file. A copy of the complete document with all required signatures will be provided to the supervisor and/or employee upon request.

6. The President's Council has determined that to be eligible to receive the full allowable (100%) pay increase, one must have been employed in that position prior to January 15. If employment began after this date and prior to April 1, the maximum allowable pay increase is 50 percent. There will be no increase if employment began after April 1. Recommendations for pay increases must be congruent with the evaluated performance in the EDP.

7. Staff are provided an opportunity to confidentially evaluate the performance of their supervisor. The Office of Human Resources summarizes the results by division or by supervisor, whichever is applicable (no individual staff member is identified) and the summary is sent to the appropriate next-line supervisor.

EDP Non-Exempt Employee.pdf
EDP Non-Exempt Employee with Tort.pdf
EDP Exempt Employee.pdf
EDP Exempt Employee with Tort.pdf
EDP Coaches.pdf
EDP Goals.pdf

Please contact the Office of Human Resources to verify if a position is funded in part by tort liability funds. Generally, positions involving the safety and security of the facility (e.g., maintenance, etc.) fall into this category.
It is the policy of the Board of Trustees of Illinois Valley Community College to recognize the concept of employment at will. All employees without contract shall serve at the discretion of the Board. All disciplinary matters will be brought to the attention of the Director of Human Resources and a legal opinion will be sought, if necessary, whenever termination of an employee is being considered. The Board of Trustees will act upon all recommendations for termination.
It is the policy of the Board of Trustees of Illinois Valley Community College to comply with the Illinois Public Community College Act (110 ILCS 805/3-29.2), which requires that community colleges "Assess the oral English language proficiency of all persons providing classroom instruction to students."

Non-native English speaking individuals seeking employment as full or part-time faculty at Illinois Valley Community College are encouraged to demonstrate oral English proficiency during the application process. The College will accept scores from the following tests: Test of Spoken English (TSE), Internet Based TOEFL (iBT), and the International English Language Testing system (IELTS).

The following chart provides minimum score requirements for all non-native speakers of English to be considered for faculty employment.

<table>
<thead>
<tr>
<th>English Proficiency Test</th>
<th>Minimum Score Required</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSE</td>
<td>50</td>
<td>Offered in countries where the TOEFL iBT is not yet available</td>
</tr>
<tr>
<td>TOEFL iBT</td>
<td>24 (speaking sub-section)</td>
<td><a href="http://www.toefl.org">http://www.toefl.org</a></td>
</tr>
<tr>
<td>IELTS (academic exam)</td>
<td>8 (speaking sub-section)</td>
<td><a href="http://www.ielts.org">http://www.ielts.org</a></td>
</tr>
</tbody>
</table>
It is the policy of the Board of Trustees of Illinois Valley Community College to have the administration establish and maintain a listing of competencies for each full-time faculty member.

Tenured faculty with competencies in areas of the College other than the position in which they are working may have such competencies considered during such time as it has been determined by the Board of Trustees to decrease the number of faculty members employed by the Board or to discontinue some particular type of service of the College, a division, or program area, due to low enrollments, or for any other reason. All faculty dismissed pursuant to 110 ILCS 805/3B-5 shall also have their competencies considered with regard to their preferred right to reemployment as provided within the Community College Act, as amended.

The establishment of competencies outside of a faculty member’s present position will only affect such personnel in their academic year assignments, overloads, and summer sessions at such time as staff reduction(s) may affect their present status as a full-time employee.
It is the policy of the Board of Trustees of Illinois Valley Community College that all faculty of the College shall be evaluated by their supervisors in order to ensure that quality in instruction, other professional duties, and professional conduct is maintained.

Procedures for evaluation are published in the Faculty Handbook.

Persons to be covered by the above mentioned evaluation procedures include full-time teaching faculty, laboratory instructors, and counselors.

It is the responsibility of the college administration to implement the following procedures, which will provide for the evaluation of all tenured faculty:

1. The Deans and the Vice President for Academic Affairs (or his/her designee) will evaluate classes, or labs, of each tenured faculty member and/or laboratory instructor or tenured counselors in the college and complete the faculty evaluation form.

2. The Associate Vice President for Student Services (or his/her representative) will evaluate counseling sessions, career workshops, classes or seminars of tenured counselors.

3. The Deans and/or the Vice President for Academic Affairs (or his/her representative) will also evaluate all other aspects of the jobs to be performed by tenured faculty. The criteria to be used in the evaluation process, in addition to classroom or other formal activity (depending upon a faculty member’s assignment), will include where applicable:

   A. Advisory committee work in programs,
   B. Curriculum development, updates, and revisions,
C. College committee work,
D. Records maintenance as required by law, college policy, and administrative regulations,
E. Office hours,
F. Attendance and participation in faculty and division meetings,
G. Attendance of local, state, and regional professional meetings and/or participation in other forms of professional development,
H. Maintenance of proper controls on and maintenance of tools, equipment, and supplies under one's area of responsibility,
I. Performance of professional duties as assigned by the administration in accordance with college policies and practices,
J. Assistance in upholding and enforcing College rules and administrative regulations,
K. Public performances and displays in such areas as music, speech, theatre, art, and reader's theatre,
L. Assistance in providing students with co-curricular activities in such areas as athletics, field trips, and occupation ally-related clubs,
M. Assistance in providing timely and complete reports required for the Illinois Community College Board, Higher Learning Commission of the North Central Association, special accreditation associations, and Board of Higher Education,
N. Dissemination of program information to area students through (1) high school visitations, (2) college nights, (3) college open houses, and (4) invitations to high school faculty and students to the campus, and
O. Assistance in providing an atmosphere of cooperation with the administration, staff, and fellow faculty.

4. A formal evaluation conference of the Dean, Vice President for Academic Affairs and the faculty member will be held within a reasonable time period following a classroom visitation and/or evaluation filed on the other job performance criteria that are outlined above.

5. A faculty member will be apprised of any defects and/or deficiencies in his/her performance as discovered in the formal evaluation process. The person evaluated will be advised to take appropriate action to remediate the defects/deficiencies cited.

6. Remedial action may be prescribed by administrator(s) to involve the faculty member in activities such as but not limited to: developing daily course outlines; publishing and disseminating daily course objectives to students; disseminating course requirements and grading system to students; visiting other instructor's classes; consulting other professionals in the same field (on-campus or at other colleges and universities); engaging in course work or readings in methods of teaching and/or psychology of learning; participating in professional workshops or meetings; improving testing and grading practices; providing written daily objectives and
methods of instructions; improving supervision of laboratory students and/or maintaining equipment and supplies; attending articulation meetings with an agency and/or college and university; properly preparing an orientation or career decision-making seminar or keeping current on articulation matters with senior colleges; updating syllabi; and attending meetings as required.

7. All tenured faculty will be formally evaluated according to the schedule included in the Faculty Handbook (Formal evaluations will be administered as often as is deemed necessary for those persons who have been found to have defects and/or deficiencies in their work requiring follow-up attention).

8. Faculty who continue to display the same defects and deficiencies after formal evaluations and conferences with appropriate administrators may face further disciplinary action. The Vice President for Academic Affairs will recommend to the College President that the Board of Trustees be notified of the continuing defects and deficiencies in the person's work performance. The Vice President will seek a recommendation of a formal notice to remedy said defects and deficiencies be made known to the faculty member by the Board of Trustees.

9. A review of the defects and deficiencies cited by the Board of Trustees to the faculty member affected will be conducted by the Vice President for Academic Affairs and other administrative persons involved. A written statement of agreement or disagreement with the evaluation may be filed by the person being evaluated.

10. Formal evaluation of the deficiencies will continue until such time as the defects and/or deficiencies are remediated to the satisfaction of the administrative personnel involved or until it is determined that a recommendation to dismiss the person involved should be made to the Board of Trustees.

11. This evaluation procedure recognizes that only the Board of Trustees has the authority by law to dismiss a tenured faculty member in accordance with the Illinois Public Community College.

12. All written evaluations of tenured faculty shall be kept on file.
It is the responsibility of the College administration to implement the following procedures, which will provide for the evaluation of all full-time, non-tenured faculty:

1. The Deans and the Vice President for Academic Affairs (or his/her representative) will evaluate classes or labs of each non-tenured instructor and/or laboratory instructor, or non-tenured counselor, and complete the faculty evaluation form.

2. The Vice President for Academic Affairs (or his/her representative) will evaluate counseling sessions, career workshops, classes or seminars of non-tenured counselors.

3. The Deans, Vice President for Academic Affairs (or his/her representative), will also evaluate all other aspects of the jobs to be performed by non-tenured faculty. The criteria to be used in the evaluation process, in addition to classroom or other formal activity (depending upon a faculty member’s assignment), may include but are not limited to:

   A. Advisory committee work in programs,
   B. Curriculum development, course updates, and revisions,
   C. College committee work,
   D. Records maintenance as required by law, college policy, and administrative regulations,
   E. Office hours,
   F. Attendance and participation at faculty and division meetings,
   G. Attendance of local, state, and regional professional meetings and/or participation in other forms of professional upgrading,
   H. Maintaining proper controls on and maintenance of tools, equipment, and supplies under one's area of responsibility,
   I. Performance of professional duties as assigned by the administration in accordance with college policies and practices,
   J. Assisting in upholding and enforcing College rules and administrative regulations,
   K. Public performances and displays in such areas as music, speech, theatre, art, and reader's theatre.
L. Assistance in providing students with co-curricular activities in such areas as athletics, field trips, and occupationally-related clubs,

M. Assistance in providing timely and complete reports required by the Illinois Community College Board, Higher Learning Commission of the North Central Association, special accreditation associations, and the Board of Higher Education,

N. Dissemination of program information to area students through (1) high school visitations, (2) college nights, (3) college open houses, and (4) invitations to high school faculty and students to the campus, and

O. Assistance in providing an atmosphere of cooperation with the administration, staff, and fellow faculty.

4. A formal evaluation conference with the Dean, Vice President for Academic Affairs, and the faculty member will be held within a reasonable time period following a classroom visitation and/or evaluation filed on the other job performance criteria that are outlined above.

5. A faculty member will be apprised of any defects and/or deficiencies in his/her performance as discovered in the formal evaluation process. The person evaluated will be advised to take appropriate action to remediate the defects/deficiencies cited.

6. Staff members hired with less than the appropriate minimum qualifications as outlined in the college's Minimum Qualifications Handbook should satisfy these requirements within a one-to-three-year period as required by the supervisors and outlined to the staff members when hired. Failure to meet these standards may lead to dismissal of the non-tenured staff member.

7. The Deans and the Vice President for Academic Affairs (or his/her representative) will evaluate non-tenured faculty according to the schedule included in the faculty handbook.

8. Any faculty member who has been employed in the College for a period of three (3) successful consecutive school years shall be eligible for tenure. Recommendations for tenure will be made by the Dean in consultation with the Vice President for Academic Affairs to the College President.

9. The President will review recommendations for tenure and make her/his recommendation to the Board of Trustees.

10. This evaluation procedure recognizes that only the Board of Trustees has the authority by law to confer tenure.

11. The Board of Trustees may exercise its option to extend such period (non-tenure) for one additional school year by giving the faculty member notice not later than 60 days before the end of the school year or term during the school year or term immediately
preceding the school year or term in which tenure would otherwise be conferred. Such notice will state the corrective actions which the faculty member should take to satisfactorily complete service requirements for tenure. The specific reasons for the one-year extension shall be confidential but shall be issued to the faculty member upon request.

12. If the implementation of the above formal evaluation system results in a decision to dismiss a non-tenured, full-time faculty member, (as named in this section) for the ensuing school year or term, the administration will implement Board Policy 3.6. If a decision to dismiss a non-tenured faculty member is made, all requirements as outlined in the Illinois Public Community College Tenure Act, Section 3B-3 will be followed.
It is the policy of the Board of Trustees of Illinois Valley Community College, in accordance with the College's community service function, to encourage faculty to participate in public service activities. Faculty participation in these activities should be scheduled in a manner that does not conflict with instructional assignments. In the event that a faculty member is asked to participate in a public service activity that does conflict with an instructional assignment, the request must be approved by the respective Dean and the Vice President for Academic Affairs. Such requests should be submitted in writing in advance of the date of participation to avoid canceling class.
It is the policy of the Board of Trustees of Illinois Valley Community College to fully comply with the Family and Medical Leave Act of 1993, in its original form and as amended by law.

It is the policy of the Board of Trustees of Illinois Valley Community College to fully comply with the Illinois Family Military Leave Act, in its original form and as amended by law.

The College is committed to compliance with the Family and Medical Leave Act of 1993 ("FMLA"). The FMLA allows eligible employees to obtain leaves of absence for family and medical reasons for up to 12 weeks, and up to 26 weeks of leave in any single 12 month period in compliance with the expansion of FMLA under the National Defense Authorization Act, with job protection and no loss of service accumulated prior to the commencement of the leave, provided the employee returns to work.

Eligibility

To be eligible for leave under the FMLA, an employee must:

1. have been employed by the College for a total of at least 12 months; and
2. have worked at least 1,250 hours during the 12 months before commencement of the leave.

Available Family and Medical Leave

(a) Generally
Eligible employees are entitled to take up to 12 work weeks of leave during a 12-month period for any of the following reasons:
1. the birth and care of a child of the employee;
2. the placement of a child with the employee for adoption or foster care;
3. to care for a spouse, child (who is under 18 years of age or incapable of self-care due to a disability), or parent (not parent-in-law) with a serious health condition; or
4. an employee's own serious health condition which renders the employee unable to perform his or her job;
5. a qualifying exigency involving an employee’s spouse, son, daughter or parent for the purpose of covered active duty, or call to covered active duty, or call to covered active duty in the Armed Forces, or a reserve component of the Armed Forces who has been deployed to a foreign country; or
6. care of the employee’s spouse, son, daughter, parent or next of kin (nearest blood relative) who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces), provided that such injury or illness may render the service member medically unfit to perform duties of his/her office, grade, rank or rating. This provision also applies to a veteran of the Armed Forces whose injury or illness was incurred in line of duty on active duty (or existed before the beginning of the service member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the service member became a veteran. This leave may extend up to 26 weeks in a single, 12-month period.

For purposes of this policy, the College will use a “rolling” 12-month period measured backward from the date an employee uses any FMLA leave, with the exception of military caregiver leave, which is measured as a single, 12 month-period forward.

Any leave taken for the birth or care of a child or the placement of a child for adoption or foster care must be completed within one year after the date of birth or placement.

(b) Serious Health Condition
For purposes of the FMLA, "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

1. inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, or any period of incapacity or subsequent treatment connected with such inpatient care; or
2. any period of incapacity due to the serious health condition (i.e., inability to work, attend school, or perform other regular daily activities) which is more than three full, consecutive calendar days and any subsequent treatment or period of incapacity relating to the same condition that involves:
A. two or more treatments within 30 days of the first day of incapacity, unless extenuating circumstances exist, by, or under the supervision of a health care provider, or

B. one treatment by a health care provider which results in a regimen of continuing treatment under the supervision of a health care provider.

C. The requirements in paragraph A and B in this section require that the first (or only) in-person treatment visit must take place within seven days of the first day of incapacity.

3. pregnancy or for prenatal care;

4. a chronic, serious health condition that requires periodic treatments at least twice a year by (or under the supervision of) a health care provider, continues over an extended period of time (including recurring episodes of a single underlying condition), and may cause episodic incapacity rather than a continuing period of incapacity (a “chronic serious health condition” such as asthma, diabetes, or epilepsy);

5. permanent or long-term conditions due to a condition for which treatment may not be effective, but for which the employee or family member is under the continuing supervision of a health care provider (e.g., Alzheimer's disease, or terminal stages of any disease);

6. any period of absence to receive multiple treatments by (or under the supervision of) a health care provider either for restorative surgery after an accident or injury, or for a condition that would likely result in a period of incapacity of more than three full, consecutive calendar days in the absence of medical intervention or treatment such as cancer (i.e., chemotherapy, radiation, etc.) or kidney disease (i.e., dialysis).

Ordinarily, unless complications arise, the common cold, flu, earaches, upset stomach, minor ulcers, headaches other than migraine, routine dental or orthodontia problems, periodontal disease, and similar afflictions are examples of conditions that do not meet the definition of a serious health condition and do not qualify for FMLA leave.

With regard to substance abuse (including alcohol abuse), FMLA leave may only be taken for treatment of substance abuse by (or on referral from) a health care provider. Absence caused by the employee’s use of the substance, rather than for treatment, does not qualify for FMLA leave.

(c) Health Care Provider
For purposes of the FMLA, "health care provider" means:
1. doctors of medicine or osteopathy authorized to practice medicine or surgery by the state in which the doctor practices; or
2. podiatrists, dentists, clinical psychologists, optometrists and chiropractors (limited to manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice, and performing within the scope of their practice, under state law; or
3. nurse practitioners, nurse-midwives, physician assistants and clinical social workers authorized to practice, and performing within the scope of their practice, as defined under state law; or
4. Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts; or
5. any other health care provider from whom the College or the College's health plan benefit manager will accept medical certification of the existence of a serious health condition to substantiate a claim for benefits.

(d) A Qualifying Exigency Involving a Covered Family Member’s Covered Active Duty or Call to Covered Active Duty in the regular or reserve component of the Armed Forces during the deployment of the service member to a foreign country.

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member’s call-up or service.

This type of leave may commence as soon as the individual receives the call-up notice. Employees requesting this type of FMLA leave must provide proof (copy of military orders or other official National Guard or Reserves communication) of the qualifying family member’s call-up or active military service before leave is granted. (Son or daughter for this type of FMLA leave does not have to be a minor.)

Eligible employees may take FMLA leave while the employee’s spouse, son, daughter, or parent (“the covered service member”) is on covered active duty or call to covered active duty status as defined by one or more of the following qualifying exigencies:

1. short-notice deployment to address any issue that arises from the fact that a covered military member is notified of an impending call or order to active duty in support of a contingency operation seven or less calendar days prior to the date of deployment; leave taken for this purpose can be used for a period of seven calendar days beginning on the date a covered military member is notified of an impending call or order to active duty; or
2. to attend any official ceremony program or event sponsored by the military that is related to the active duty or call to active duty status of a covered military member; and to attend family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross; or
3. to arrange for alternative childcare when the active duty or call to active duty status necessitates a change in the existing childcare arrangements; to provide childcare on an urgent, immediate need basis (but not on a routine, regular or everyday basis); to enroll in or transfer to a new school or day care; to attend meetings with staff at a school or daycare facility; or

4. to make or update financial or legal arrangements to address the covered military member’s absence; to act as the covered military member’s representative before a federal, state or local agency for purposes of obtaining, arranging or appealing military service benefits while the covered military member is on active duty or call to active duty status, and for a period of 90 days following the termination of the covered military member’s active duty status; or

5. to attend counseling provided by someone other than a health care provider for oneself, for the covered military member, or for the covered military member’s child; or

6. to spend time with a covered military member who is on short-term, temporary rest and recuperation leave during the period of deployment, up to five days of leave for each instance; or

7. to attend arrival ceremonies, reintegration briefings and events, and any other official ceremony or program sponsored by the military for a period of 90 days following the termination of the active duty status; to address issues that arise from the death of a covered military member while on active duty status, such as meeting and recovering the body of the covered military member and making funeral arrangements; or

8. to address other events which arise out of the covered military member’s active duty or call to active duty status, provided that the College and employee agree that such leave shall qualify as an exigency and agree to both the timing and duration of such leave.

(e) Care for an Injured or Ill Service Member
Eligible employees are entitled to up to 26 weeks of FMLA leave to care for a spouse, son, daughter, parent or next-of-kin who is a current member of the Armed Forces (including a member of the National Guard or Reserves), who has a serious injury or illness incurred in the line of duty while on active duty for which he or she is undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list. Eligible employees may take leave under this provision to care for a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy. Serious injury or illness is (A) in the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces ( or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; and (B) in the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at
any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy when a qualifying injury or illness was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty in the Armed Forces) and that manifested itself before or after the member became a veteran. Next-of-kin is defined as the closest blood relative of the injured or recovering service member.

Employees requesting this type of FMLA leave must provide certification of the family member’s injury, recovery or need for care. This certification is not tied to a serious health condition as for other types of FMLA leave.

(f) Where Husband and Wife are Both College Employees
If both the husband and wife are employed by the college and eligible for FMLA leave, they are permitted to take only a combined total of 12 weeks of leave during a 12-month period if the leave is for the birth and care of a child, the placement of a child for adoption or foster care, to care for a parent (not a parent-in-law) with a serious health condition, or a qualifying military exigency. For the care of a member of the Armed Forces, the husband and wife may only take a combined total of 26 weeks of leave during a single 12-month period.

(g) Reduced or Intermittent Leave
An eligible employee who requests medical leave based upon the serious health condition of the employee, the employee’s family member, a qualifying military exigency, or the serious injury or illness of a covered service member may request that such leave be taken on an intermittent or a reduced leave schedule. “Intermittent leave” is leave of one hour or more that is taken during any nonconsecutive time period (e.g., one week on, one week off). “Reduced leave” is leave that is taken by reducing the employee’s normal working hours (e.g., from eight hours to four hours per day). A request for either intermittent or reduced leave will be granted only where medically necessary, as established by information requested in the College’s FMLA medical certification form. If such intermittent or reduced leave is foreseeable, the College may alter the employee’s existing job (while maintaining existing pay and benefits), or may temporarily transfer the employee to a different position with equivalent pay and benefits, in order to best serve the College’s operational needs during the leave.

The College may consider requests for intermittent or reduced leave in conjunction with the birth, adoption or foster placement of a child, but the College is not obligated to grant such requests under any circumstances and will do so only at its sole discretion.

Procedures for Leave

(h) Requesting a Leave
An employee must direct his or her request to take FMLA leave to the appropriate supervisor who shall forward the “Family Leave and Medical Request” form to the Human Resources Department. The Human Resources staff will verify eligibility and notify the
employee of his or her eligibility and along with a Notice of Rights and Responsibilities within five business days, absent extenuating circumstances.

If the need for leave is foreseeable, the employee must provide the College with at least 30 calendar days advance notice prior to the expected start of the leave. When 30 days notice is not possible, the employee must provide notices as soon as practicable and generally must comply with the College’s normal call-in procedures. If required notice is not provided, the College may delay the start of the leave to the extent of any required notice period. If the employee is physically or mentally unable to notify the College, a member of employee’s family or other representative must do so on the employee’s behalf.

If leave is due to the serious health condition of the employee or the employee’s family member, and is for planned medical treatment, the employee must attempt to schedule treatment so as not to unduly disrupt College operations.

In addition, if leave is due to the serious health condition of the employee or the employee’s family member, the employee is required in all cases to provide a health care provider’s certification of the serious health condition on a form that will be provided by the College at the time the request for leave is made. If leave is due to a qualifying military exigency or other reason, appropriate certification may be required. In any case, the completed certification must be submitted by the employee to the college within 15 calendar days after the College requests it.

With respect to the medical certification of a serious health condition, the College has the right to require the employee to obtain a second opinion at the College’s expense. In the event of conflicting opinions, the College may require the employee to obtain certification from a third health care provider who is designated or approved jointly by the College and the employee, again at the College’s expense. The third opinion will be final and binding.

(i) Approval of the Leave
Once the College is aware of the request for FMLA leave, a “Notice of Eligibility and Rights and Responsibilities” form will be provided to the individual to establish eligibility and request additional documentation (if necessary) in order for the leave request to be considered complete and sufficient. Once sufficient documentation is provided, the College will designate the requested leave accordingly within five business days through the approved “Designation Notice” form, absent extenuating circumstances. If additional information is needed or requires clarification, the employee will be notified and extended seven calendar days to provide the additional documentation.

The College may designate an employee’s leave as FMLA leave after the employee has returned to work if the employee satisfies the procedures for the leave request, or the FMLA leave may be denied.

If leave is taken for an FMLA reason and has not been so designated by the College, but the employee desires that the leave be counted as FMLA leave, the employee must notify the College within five business days of returning to work. If timely notice is not provided
by the employee, the employee may not subsequently assert FMLA protections for the absence.

(j) Substitution of Paid Leave
If the employee has any accrued vacation, sick or other paid personal time, this paid time must be used before any unpaid time. In addition, if the requested leave is due to the serious health condition of the employee, any salary continuation benefits for which the employee is otherwise eligible pursuant to a disability benefit plan or workers’ compensation law, may be used in conjunction with paid vacation or other paid personal time, provided that total payments do not exceed 100 percent of normal base pay. All paid leave will run concurrently with the employee’s FMLA leave entitlement. The employee must comply with all requirements of the policy or plan providing for paid leave.

(k) Reporting Requirements During the Leave
During the FMLA leave, the employee is required to contact the Human Resources staff at least every four weeks to verify their status and their intent to return to work.

Where the leave is due to the serious health condition of the employee or the employee’s family member, the College may require subsequent recertification of the serious medical condition on a reasonable basis (generally not more often than every 30 days), and will require recertification if the employee requests a leave extension, circumstances otherwise change significantly, or the College receives information that casts doubt upon the employee’s stated reason for the absence.

The employee is responsible for timely requesting any desired extension of FMLA leave. Extension of a leave should be requested, if circumstances allow, at least seven days prior to the expiration of the initial leave.

(l) Requirements Prior to Return from Leave
Where the leave is based upon the employee’s own serious health condition, the employee must provide medical certification that the employee is able to return to work before the employee will be permitted to return to work.

Status of Employee Benefits During Leave of Absence

The employee must make arrangements with the College for the payment of the employee’s share of the health insurance premium during the leave period (which in any event cannot exceed the amount the employee would have paid for coverage if the employee had continued to work). The College will maintain and pay for an eligible employee’s group health insurance coverage (including dependent coverage) during the period of an FMLA leave, under the same terms and conditions as if the employee had continued to work, unless and until the employee declares an intent not to return to work following the leave. Employees who do not comply with premium payment obligations during the leave period may be dropped from the plan coverage until such time as the leave period terminates and they return to work.
The College is not obligated to maintain life insurance or other benefits during the leave period. In order to continue such benefits during the leave, the employee may be required, through the same procedure utilized for the continuation of group health insurance, to make arrangements with the College for timely payment of the entire cost of such benefits.

Consistent with College policy regarding all types of leave, employees on FMLA leave will not continue to accrue seniority, vacation or other benefits during the period of the leave. In addition, employees will not be paid for holidays that occur during the leave. In the event an employee informs the College of an intent not to return to work from the leave, or otherwise fails to return to work upon completion of the leave, the College may recover from the employee the premiums paid by the College during the leave to maintain the employee’s group health insurance coverage, unless the failure to return to work was due to the recurrence or onset of a serious health condition, or was otherwise beyond the employee’s control.

Reinstatement at the Conclusion of the Leave

a) Generally
An employee who timely returns from FMLA leave and who used the leave for the stated purpose will be reinstated to the same position that the employee would have held had the employee not taken leave, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment, unless the employee would no longer be employed had the employee not taken leave. In addition, an employee’s use of FMLA leave will not result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA leave.

Prohibitions

1. Engaging in fraud, misrepresentation or providing false information to the College or any health care provider
2. Having other employment during the leave, without prior written approval from his/her department head or immediate supervisor
3. Failure to comply with the employee's obligations under this policy
4. Failure to timely return from the leave.
Employees who engage in such conduct will be subject to loss of benefits, denial or termination of leave, and discipline, up to and including discharge.

Application of State and Local Laws

The College recognizes the co-existence of state and/or local laws regarding family and medical leaves. Where such laws apply and provide greater family or medical leave rights than the FMLA, the College will comply with those laws.

Unlawful Acts

It is unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided by FMLA. It is also unlawful for an employer to discharge or discriminate against
any individual for opposing any practice, or because of involvement in any proceeding, related to FMLA.

**Enforcement**

FMLA is enforced, including investigation of complaints, by the U.S. Labor Department's Employment Standards Administration, Wage and Hour Division. If violations cannot be satisfactorily resolved, the Department may bring action in court to compel compliance. An eligible employee may also bring a private civil action against an employer for violations.

**Other Provisions**

Salaried executive, administrative, and professional employees of covered employers who meet the Fair Labor Standards Act (FLSA) criteria for exemption from minimum wage and overtime under Regulations, 29 CFR Part 541, do not lose their FLSA-exempt status by using any unpaid FMLA leave. This special exception to the "salary basis" requirements for FLSA's exemption extends only to "eligible" employees' use of leave required by FMLA.

**Appropriate Forms:**

- Printable FMLA Policy
- FMLA Request Form
- FMLA Notice of Eligibility and Rights & Responsibilities
- FMLA Designation Notice
- Certification of Health Care Provider for Employee's Serious Health Condition
- Certification of Health Care Provider for Family Member's Condition
- Certification of Qualifying Exigency for Military Family Leave
- Certification for Serious Injury or Illness of Covered Service member
- FMLA Poster - Employee Rights
It is the policy of the Board of Trustees of Illinois Valley Community College to recognize the right of each employee to seek solutions concerning disagreements arising from working relationships, working conditions, employment practices, or differences of interpretation of policy that might arise between the College and its employees. In most cases, these matters can be resolved informally, and this approach is encouraged. An employee who is uncertain on how to approach such a matter may wish to consult the Director of Human Resources regarding the most appropriate manner in handling such a concern.

All grievance procedures are available in the Office of Human Resources.

The following grievance procedure has been established:

A. First Step
Within twenty (20) working days after the occurrence giving rise to the grievance becomes known, the employee must submit the grievance in writing to the immediate supervisor. If no answer is received within ten (10) working days, or if the employee is not satisfied with the decision, the employee may proceed to the second step.

B. Second Step
The employee must submit the grievance in writing within seven (7) working days to the next appropriate supervisor or administrator, giving the reason for the grievance and the remedy sought. The appropriate administrator, or a designee, will schedule a conference with the aggrieved employee. If no answer is received within ten (10) working days of such a conference, or the answer is not satisfactory, the employee may proceed to the third step.
C. Third Step
The employee shall refer the grievance in writing within seven (7) working days to the appropriate Vice President, or his or her designee. The Vice President, or designee, will arrange a meeting to review the grievance. A written answer to the grievance shall be provided to the grievant within ten (10) working days of the meeting. The determination of the Vice President or designee will be binding in all matters involving interpretation of procedure and/or policy.

D. Fourth Step
If the aggrieved employee feels that the decision of the Vice President or the designee is arbitrary or capricious, a review of the grievance by the President of the College may be requested. Appeals to the President, or a designee, must be made in writing no later than seven (7) working days after receipt of the third step determination. The President, or designee, will review the case. If the President's review of the case determines that the decision was against the manifest weight of the information presented, an additional hearing may be held or additional information requested, if needed. If a solution cannot be reached, the grievance may be presented to the Board of Trustees for final disposition. A written appeal to the Board of Trustees will be allowed in matters which require their deliberation and consent and must be submitted within ten (10) working days of the President's determination. The Board will review the case and allow or deny the grievance.
It is the policy of the Board of Trustees of Illinois Valley Community College that the President of the College present to the Board of Trustees all full-time faculty members for hire. Recommendations for full-time faculty will be made by the Vice President for Academic Affairs through the Office of Human Resources to the President. The Vice President for Academic Affairs, in consultation with the Deans and the Associate Vice President for Academic Affairs, will determine the need for new or replacement faculty positions, and establish workloads according to the following criteria:

A. Full-time teaching personnel normally teach a thirty (30) credit hour load in an academic year per contract.

B. Full-time teaching positions at IVCC are located within the divisions of: (1) English, Mathematics, and Education; (2) Humanities, Fine Arts and Social Sciences; (3) Health Professions; (4) Career and Technical Programs; and (5) Natural Sciences and Business.

C. Full-time laboratory instructors maintain a workload of 30 contact hours, plus five student conference hours per week per contract.

D. Counselors follow the same academic calendar as faculty, and maintain a schedule of work that includes evening hours and coverage of identified peak times.

E. Full-time faculty may be assigned to the main campus, the Ottawa Center, area extension sites, or a combination of the above.

F. Full-time faculty may occasionally be employed through the Office of Continuing Education and Business Services Division on special grant programs to serve a specific clientele or program.

G. Faculty are evaluated for tenure through procedures outlined in the current Faculty Handbook.
1. The Dean with the faculty vacancy completes the Open Faculty Position form and submits it to the Vice President for Academic Affairs for approval and signature. The Open Faculty Position form will be accompanied by the following:

a. Position description in approved format;

b. Required application materials, i.e., cover letter explaining how the candidate's credentials match the requirements for the position, resume or vita, unofficial transcripts, five current professional references, a completed application, and any additional documentation the candidate wants to submit;

c. Criteria for screening applications (based upon position description);

d. List of publications and electronic job lists in which position announcement should appear. The text and placement of any position advertisements should be approved by the Dean; and

e. Names of the Selection Committee members.

2. The appropriate Dean should chair the Selection Committee. It is the Selection Committee Chair's responsibility to ensure all selection committee members have viewed the administrative hiring process procedures. The Office of Human Resources will provide any additional orientation that the Selection Committee should require.

3. The Selection Committee establishes the procedures for screening, interviewing and checking references, including documentation of the results of each step using approved forms. The Office of Human Resources will screen for minimum qualifications; only applications that meet the minimum requirements will be sent to the Selection Committee Chair.

4. The Selection Committee scores each of the applications based on the key characteristics of the position. Selection Committee members submit their scores to the Office of Human Resources for tallying. Human Resources recommends to the Selection Committee Chair the number of candidates who should be considered for an interview. A telephone interview may be the next step in the process after
the initial scoring. Human Resource’s goal is to increase the diversity in the pool of candidates. To meet this objective, the pool of candidates may be enlarged and telephone interviews conducted. Board protocol requires at least three candidates be interviewed when practical; this could be through telephone interviews or on-campus interviews.

5. The Selection Committee will plan the interview activities and set the dates for the interviews. Human Resources will invite candidates for the interview and arrange accommodations and travel. In addition, Human Resources will make arrangements for interview activities and schedule time to meet with the Dean/Director, Vice President, and President. Activities include a formal interview with the Selection Committee, interviews with the President, Vice President and the Dean/Director, benefits review with the Office of Human Resources personnel, and the candidate’s demonstration of teaching proficiency. Other activities may be included at the discretion of the Committee. The Dean will provide Human Resources with requirements for the teaching demonstration.

6. Official transcripts will be requested by Human Resources when an on-campus interview is scheduled. Should the official transcripts not be received at the time of the interview, Human Resources will remind the candidate during the benefits review session of the need for the official transcripts and that recommendations for employment will not go forward to the Board until received.

7. The Selection Committee will develop questions to be asked of each candidate interviewed. All candidates for a particular position will be asked the same set of core questions. Human Resources will review the questions for legality. The same members of the Selection Committee should be present at all interviews.

8. Human Resources will invite candidates for the interview and arrange accommodations and travel. Human Resources will make arrangements for interview activities and schedule time to meet with the President.

9. Following the final interview, the Selection Committee should identify strengths and weaknesses of each candidate based on the established criteria, and come to consensus on the top candidate.

10. Reference checks will be conducted on the top two candidates including their current supervisor (if permission is granted) prior to extending an offer. If references are not positive on the top two candidates, the Selection Committee Chair and Human Resources will determine whether to extend the search or go further down the previously-interviewed list of applicants.

11. The Dean will provide a written recommendation of the top candidate to the Vice President for Academic Affairs with a copy to Human Resources. This communication should include a summary of the process with documentation attached supporting the rationale for the recommendation. Documentation should
include results of the screening, reference checks, interviews (including all activities) and the teaching demonstrations.

12. The Vice President, Dean, and Director of Human Resources will determine the appropriate salary according to the Salary Schedule developed as part of the AFT Local 1810 contract. Final approval of the salary and conditions of employment must be approved by the Vice President for Business Services and Finance.

13. Once the salary and conditions of employment have been approved by the Vice President for Business Services and Finance, the recommendation will be forwarded to the President for approval and presented to the Board of Trustees. The Board of Trustees will act upon all recommendations to hire faculty.

14. The position will be offered to the candidate by the Dean/Director, who will also contact the unsuccessful candidates who have interviewed. Human Resources will contact the candidates not invited for an interview.
It is the policy of the Board of Trustees of Illinois Valley Community College to hire administrators and support staff, educated and prepared in accordance with generally accepted standards and practices for leadership and service assignments.

The Board of Trustees will act upon the President’s recommendation for filling full-time administrative positions. The appointments of all full-time support staff positions will be brought to the Board of Trustees as items for information.

1. The supervisor with the administrative or support staff vacancy completes the Open Position Form and submits it to his/her immediate supervisor, Vice President, and President for approval and signature. The Open Position form will be accompanied by the following:
   a. New or updated position description in approved format;
   b. Required application materials;
   c. Criteria for screening applications (based upon position description);
   d. List of publications and electronic job lists in which position announcement should appear. The text and placement of any position advertisement should be approved by the supervisor initiating the search, and;
   e. Names of Selection Committee members.

2. The supervisor initiating the search should chair the Selection Committee. It is the Selection Committee chair’s responsibility to ensure all selection committee members have viewed the administrative hiring process procedures. The Office of Human Resources will provide any additional orientation that the Selection Committee should require.
3. The Selection Committee establishes the procedures for screening, interviewing, and checking references including documentation of the results of each step using approved forms. The Office of Human Resources will screen for minimum qualifications; only applications that meet the minimum requirements will be sent to the Selection Committee Chair.

4. The Selection Committee scores each of the applications based on the key characteristics of the position. Selection Committee members submit scores to Human Resources for tallying. Human Resources recommends to the Selection Committee chair the number of candidates to be interviewed. A telephone interview may be the next step in the process after the initial scoring. The goal of Human Resources is to increase the diversity in the pool of candidates. To meet this objective, the pool of candidates may be enlarged and telephone interviews conducted. Board protocol requires at least three candidates be interviewed when practical; this could be through telephone or on-campus interviews.

5. The Selection Committee will plan the interview activities and set the dates for the interviews. Human Resources will invite candidates for the interview and arrange accommodations and travel. Human Resources will make arrangements for interview activities and schedule time to meet with the supervisor, Vice President, and President (if applicable). Activities for administrative candidates include a formal interview with the Selection Committee, interviews with the President, Vice President, and immediate supervisor, and benefits review with Human Resources Office personnel. Activities for support staff candidates may include the formal interview with the Selection Committee, interview with the immediate supervisor, and may or may not include interviews with the Vice President or President. Other activities may be included at the discretion of the committee.

6. If official transcripts were required but not received with the initial application material, Human Resources will advise the candidate to have transcripts forwarded prior to the on-campus interview. Should the official transcripts not be received at the time of the interview, Human Resources will remind the candidate during the benefits review session of the need for the official transcripts and that recommendations for employment will not go forward to the Board until received.

7. The Selection Committee develops questions to be asked of each candidate interviewed. All candidates for the position will be asked the same set of core questions. Human Resources will review the questions for legality. The same members of the Selection Committee should be present at all interviews.

8. Human Resources will invite candidates for the interview and arrange accommodations and travel. Human Resources will make arrangements for interview activities and schedule time to meet with the President.
9. Following the final interview, the Selection Committee should identify strengths and weaknesses of each candidate based on the established criteria, and come to consensus on the top candidate.

10. Reference checks will be conducted on the top two candidates including their current supervisor. A positive reference from the current supervisor must be received prior to extending an offer to the candidate of choice. If references are not positive on the top two candidates, the Selection Committee chair and Human Resources will determine whether to extend the search or go further down the previously interviewed list of applicants.

11. The supervisor should provide a written recommendation of the top candidate to the appropriate Vice President with a copy to Human Resources. This communication should include a summary of the process with documentation attached supporting the rationale for the recommendation. Documentation should include results of the screening, reference checks, interviews (including all activities).

12. The Vice President, Supervisor, and Director of Human Resources will determine the appropriate salary. Final approval of the salary and conditions of employment must be approved by the Vice President for Business Services and Finance.

13. Once the salary and conditions of employment have been approved by the Vice President for Business Services and Finance, the recommendation will be forwarded to the President for approval and presented to the Board of Trustees. The Board of Trustees will act upon all recommendations to hire administrators. Recommendations for full-time support staff positions will be included in the Board materials as items for information.

14. The position will be offered to the candidate by the Supervisor, who will also contact the unsuccessful candidates who have interviewed. Human Resources will contact the candidates not invited for an interview.

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**Illinois Valley Community College Administrative Procedure**

**Subject:** Interim Hiring Process: Administration and Support Staff  
**Effective Date:** 10/09/14  
**Last Reviewed:** 05/12/16  
**Last Revised:** 05/12/16

**Number:** 3.19 (b)

1. The supervisor with the administrative or support staff vacancy submits to President’s Council the need to fill a vacancy on an interim basis. The supervisor receives approval from President’s Council to seek letters of interest.
2. Once approval is received, the supervisor will send to the Office of Human Resources the updated job description and Human Resources will send an email to Community Relations for distribution to “Everyone” announcing the interim opportunity. The email will instruct employees who are interested to respond with a letter of interest by a specific date.

3. The supervisor initiating the search should appoint at least two other employees to sit on the informal selection committee, led by the supervisor.

4. The committee will create five to seven questions for the interview process.

5. All interim candidates will be invited to an interview with the committee.

6. The committee will receive copies of letters of interest.

7. Following the final interview, the committee will identify strengths and weaknesses of each candidate based on the job description, come to consensus on the top candidate and make a formal recommendation to the Office of Human Resources.

8. The Director of Human Resources will work with the supervisor to determine an appropriate stipend or salary for the selected candidate. The Office of Human Resources will forward the formal recommendation to the next level supervisor, appropriate Vice Presidents and the President for final approval. Final approval of the salary and conditions of employment must be approved by the Vice President for Business Services and Finance.

9. The Board of Trustees will act upon all recommendations to hire administrators. Recommendations for full-time support staff positions will be included in the Board agenda as items for information.

10. The interim position will be offered to the candidate by the supervisor, who will also contact the unsuccessful candidates who have interviewed.

11. Part-time employees who accept full-time interim positions will not be eligible for full-time benefits during this interim assignment.

12. Part-time hourly employees who are currently in a regular part-time position and express an interest in an additional regular part-time hourly position on an interim basis will be able to assume the responsibilities of both positions, up to 40 hours per week, but would not be eligible for full-time benefits during this interim assignment. Part-time employees who fill the position on an interim basis and are not the successful candidate for the regular full-time position will resume their part-time position duties and hours. The part-time employee’s hours in the full-time position will not be counted against the total hours allowed for part-time employees.

13. Full-time hourly employees who are currently employed in a regular full-time position and assume interim responsibilities of a full-time exempt level position (salaried) will have their primary position changed to the interim position and receive a salary appropriate for the position and level.

14. Full-time hourly employees who assume additional duties of another full-time hourly position on a temporary basis will have their hourly pay adjusted as appropriate for the position level and additional responsibilities.
It is the policy of the Board of Trustees of Illinois Valley Community College to comply with the Immigration Reform and Control Act of 1986, the E-Verify regulations, and all other federal and state employment regulations and filing requirements.

I-9 and E-Verify Administrative Procedure

The Payroll and Benefits Coordinator will serve as Illinois Valley Community Colleges’ I-9 and E-Verify Coordinator. The Director of Human Resources and the Controller will also have access to the E-Verify system and will serve as back-up to the Payroll and Benefits Coordinator. It is the policy of Illinois Valley Community College that all new hires will be entered into the E-Verify system after the completion of the I-9 form. The use of the E-Verify system to selectively screen applicants is strictly prohibited.

Illinois Valley Community College will require all responsible individuals to complete training BEFORE they will be allowed to complete Section II on behalf of the College. They will also be required to complete any refresher training offered. The Payroll and Benefits Coordinator will keep records of training session attendance.

Illinois Valley Community College has decided the following positions will be allowed to be part of the responsible individual pool as long as training has been completed:

1) Payroll & Benefits Coordinator  
2) Controller  
3) Director of Human Resources  
4) Admin. Assistant, Financial Aid  
5) Director of Financial Aid  
6) Director of Continuing Education and Business Services  
7) Program Managers, Continuing Education  
8) Deans  
9) Division Admin. Assistants
All responsible individuals will understand and comply with the following:

a) It is acceptable to give the new hire the Form I-9 List of Acceptable Documents. However, it is strictly prohibited to ask for specific or different documents from the employee.

b) It is their responsibility to verify the employee has completed Section 1, signed and dated the form. It is not their responsibility to prepare or translate Section 1 for the employee.

c) It is their responsibility to view original documents that are on the List of Acceptable Documents presented by the employee to determine the documents appear genuine and relate to the employee named. If so, the responsible individual will complete Section 2, make copies (not color) of the documents, sign and date the form.

d) Section 2 will be completed on the first day of employment and turned into the Payroll & Benefits Coordinator to complete the E-Verify within 3 business days of the employee’s first day of employment.

e) If upon reviewing the original documents, the responsible individual does not believe the documents appear genuine or do not relate to the employee, the responsible individual will ask another responsible individual to review the documents as well. If both responsible individuals do not believe the documents appear genuine, Human Resources will be contacted for further guidance.

f) If an employee does not present documents to a responsible individual within the allotted time, Human Resources will be contacted for further guidance on termination procedures.

g) For a remote employee, Human Resources will facilitate the I-9 process through a cooperative agreement. Illinois Valley Community College defines a remote employee as someone that lives more than 100 miles from campus and/or will be an online instructor.

The Payroll and Benefits Coordinator, serving as the I-9 and E-Verify Coordinator, shall be responsible for the following:

a) Complete the E-Verify within 3 business days as stated above.
   a. If after the E-Verify check is performed, the Payroll and Benefits Coordinator receives the message that employment is authorized. I-9 is filed complete.
   b. If after the E-Verify check is performed, the Payroll and Benefits Coordinator receives an error message regarding the documents and cannot resolve the issue, the responsible individual will be contacted for assistance.
   c. If after the E-Verify check is performed, the Payroll and Benefits Coordinator receives a ‘case incomplete’, a review of the case for the next steps will be completed. If the employee needs to be contacted for
a potential non confirmation, the Director of Human Resources will contact the employee.

d. If after the E-Verify check is performed, the Payroll and Benefits Coordinator receives a final Non-confirmation and the employee will need to be terminated, the Director of Human Resources will contact the employee and supervisor.

b) Perform an annual internal audit on completed I-9 forms to catch errors and correct the forms with the employee.

c) Complete a new I-9 form when an employee legally changes their name.

d) Inform Controller of any responsible individuals that are not complying with the above mentioned rules. It will be up to the discretion of the Controller whether additional training is required or the individual is removed from the responsible individual list.

e) File all current I-9 forms in the Payroll Office. The forms are filed by hire date with possible destruction dates written on the top of page one. Illinois Valley Community College chooses to require new I-9 forms for all terminated employees that are re-hired.

f) Inform Controller and VP of Business Services and Finance immediately upon receiving a Notice of Inspection by Immigration and Customs Enforcement.
It is the policy of the Board of Trustees of Community College District 513 that the College pays the cost of the occupational examination as required of new employees in the facilities and shipping & receiving departments. Offers of employment are contingent upon the results of the occupational examination. The College will also pay for the medical examinations of all full-time faculty and administrative positions.

Facilities and Shipping & Receiving Employees
The Office of Human Resources sends the Medical Examination Form to the potential employee. The returned form is placed in the appropriate personnel/medical file. The invoice for the examination is given to the appropriate supervisor for processing payment.

Faculty and Administrators
The Executive Assistant to the President sends the Medical Examination Form to the Faculty and the Office of Human Resources sends the Medical Examination Form to the Administrator. The returned form is placed in the appropriate personnel/medical file. The invoice for the examination is given to the appropriate supervisor for processing payment.
Employees who are unable to work due to medical incapacity must use accrued sick, personal, and vacation leave time, if available, to maintain their compensation. Employees who qualify for leave under the Family and Medical Leave Act may also avail themselves of the Act’s benefits.

Full-time employees who are unable to return to work after exhausting their paid leave and/or FMLA benefits may request additional unpaid medical leave in increments of up to three months. Such leave may be granted at the sole discretion of the College, and it will typically be granted only where it will clearly benefit the College as well as the employee. A request for renewal for an additional three months will be considered. More than one extension will be granted only in rare and compelling circumstances. If an extension is not requested in a timely manner, or is granted and the employee is unable to return to work, employment will be terminated.

In order to be eligible for additional unpaid medical leave, employees must follow the following procedures.

A. An employee may be required to submit medical documentation establishing incapacity. If the College requests a second opinion from a physician of its choosing, it will pay the cost. An employee on leave may be required periodically to update his or her medical certification.

B. Upon completion of leave, the employee may be required to establish fitness to return to duty.

C. Upon completion of a leave that extends beyond any leave taken under the FMLA, the College will endeavor to return the employee to a position that is the same or similar to the one held prior to the leave, but at its discretion may reassign the employee to another position for operational reasons. If no positions are available or anticipated in the near future, employment may be terminated.
D. An employee must submit a request for renewal at least two weeks prior to their scheduled return date.

E. To the extent an employee qualifies for greater leave benefits from other sources, such as the Family and Medical Leave Act, the Americans With Disabilities Act, the Illinois Public Community College Act, or a collective bargaining agreement, such benefits will be provided.
It is the policy of the Board of Trustees to refrain from the practice of paying relocation expenses for new faculty and administrators. In cases where it may be in the best interest of the Board to provide such assistance for new hires, the new hire shall submit a letter of application to the Director of Human Resources, which shall be shared with the President. The Board empowers the President to authorize reimbursement for eligible expenses when receipts are produced. Eligible expenses are those involved in one move of household effects only.

If the President determines that it is in the best interest of the College to assist a new hire with expenses incurred due to moving into the District, the new hire must submit a letter of application to the Director of Human Resources explaining why their move warrants special consideration, no later than two weeks after the employee start date. The Board empowers the President to provide assistance for eligible expenses for new faculty in an amount generally not to exceed $500 and for new administrators generally not to exceed $1,000. Eligible expenses are those involved in one move of household effects only, and receipts must be provided.

If approved, the Office of Human Resources will prepare a requisition.
It is the policy of the Board of Trustees of Illinois Valley Community College that close family members (e.g., spouse, a party to a civil union, parent, parent of current spouse, parent of a party to a civil union, child, brother, sister, brother-in-law, sister-in-law, grandparents, grandchildren, and legal guardians) or members of the same household may not be employed in positions within the College where one family member would have authority over or be required to supervise another. The nepotism policy applies to all employees of the College including members of the Board of Trustees.
It is the policy of the Board of Trustees of Illinois Valley Community College to remunerate individuals for instructional activities in the Office of Continuing Education and Business Services Division. The payment schedule for such services shall be available in the offices of Human Resources and Continuing Education.
It is the policy of the Board of Trustees of Illinois Valley Community College that all permanent records of employees shall be held in the Office of Human Resources. These files represent the historical employment records of employees and may include such items as applications for employment, correspondence, transfers, promotions, performance evaluations, wage changes, disciplinary actions and commendations. Employees must contact the Office of Human Resources for an appointment to view their entitled personnel file documents.
It is the policy of the Board of Trustees of Illinois Valley Community College to establish required procedures for access to financial, logistical and in-kind support for research initiatives. The Board realizes employees may pursue educational opportunities which include intensive research for a thesis, dissertation, development of a position paper, or other special project. These endeavors, besides affording the achievement of personal objectives, may concurrently contribute to the College’s strategic initiatives and goals. Where mutual benefit is possible, in-kind or financial support may be warranted, the level of which will be proportionate to the degree of institutional needs, as determined by the President.
It is the policy of the Board of Trustees of Illinois Valley Community College to recruit the best possible candidates for all open positions. The Board realizes that significant travel expenses may be incurred by job applicants, particularly when selection committees wish to interview candidates from out of state. Selection committees will be encouraged to conduct phone interviews when the top candidates are outside a 200-mile radius of the College. Candidates invited to the campus for an interview will be reimbursed for reasonable expenses, per the administrative procedures.

Recruiting Expenses

The College strives to remain competitive and employ diverse individuals for its faculty and administrative positions. IVCC’s recruitment reimbursement procedure is as follows:

The College will pay 50% of actual expenses, to a maximum reimbursement of $750, incurred by candidates for all-full-time faculty, counselor, and administrative positions who interview as a finalist, and who live more than 100 miles one way from the Oglesby campus. Reimbursable expenses include airfare, rental car (if needed), lodging, mileage, and/or gas expenses, and reasonable meals. Original receipts must be provided for all expenses to receive reimbursement. Mileage is calculated at the current IRS rate. Alcohol is not a reimbursable expense.

Candidates should submit itemized receipts to the Office of Human Resources for all interview-related travel expenses as soon as possible after the conclusion of their interviews.
Tuition Waiver (Employee/Spouse/Dependent - Retiree/Spouse)

Tuition for an IVCC credit course(s) will be waived for all full-time employees, their spouses, a party to a civil union and dependent children and dependent step-children of full-time employees, and retirees (all college retirees covered under SURS), spouses, a party to a civil union and dependent children and dependent step-children of retirees.

Tuition Waiver (Employee/Dependent/Retiree/Spouse)

Tuition for an IVCC credit course(s) will be waived (fees must be paid) for all full-time employees, their spouses and dependent children (as defined by the IRS and are under the age of 25); and retirees (all college retirees covered under SURS), including spouses and dependent children of retirees. Dependent children of deceased employees or deceased retirees qualify for the tuition waiver, as long as the dependent children meet the IRS definition of a dependent and are under the age of 25. Spouses of deceased employees or deceased retirees qualify for the tuition waiver.

Dependents of an employee are eligible for the tuition waiver if the employee’s employment began prior to the 10th day of the semester.

An employee may attend class during his or her regularly scheduled work hours only with prior approval from the supervisor. Flextime is available for employees at IVCC as long as they meet all office needs and total work hours.

Tuition for regular part-time employees, other than student workers, will be waived on the following basis:

1. Any part-time employee who regularly works 10 or more hours per week or who teaches a credit course may take one class for each semester employed. Time limit: Employee has one full year from the beginning date of the semester of employment to enroll in a course.
2. For purposes of this policy, summer term is included as a semester.

3. With the exception of Fitness Center courses, tuition waivers do not apply toward audited classes.

Fitness Center Enrollment
Tuition and fees will be waived for all full-time employees and spouses, retirees (covered under SURS) and spouses, deceased employees’ spouses and deceased retirees’ spouses. Employees, retirees, and their spouses will enroll in one of a twenty-sequence series of Fitness Center courses for credit, which may be taken for a letter or P/F grade. Upon successful completion of the sequence, enrollees may enroll in Fitness Center courses on an audit basis. Tuition is waived for dependent children of these groups, fees must be paid.

Part-time employees (who regularly work 10 or more hours per week or who teach a credit course) may take this course as their one tuition-free class for the semester. Tuition and fees are waived for the Fitness Center.

Professional Development Course Enrollment
Employees may enroll free of charge in IVCC courses for professional development as approved by their supervisor.
It is the policy of the Board of Trustees of Illinois Valley Community College that vacation time should be used during the year in which it is earned. When circumstances preclude the ability to use all earned vacation days, up to twenty (20) vacation days may be accumulated (carried over) to the next fiscal year with a maximum payout of earned vacation not to exceed 20 days. Vacations are to be arranged with the person’s supervisor. Vacation shall be earned in accordance with the Illinois Valley Community College Administrative Procedure relating to Vacation Regulation.

Full-time Support Staff not affected by a labor agreement earn at least eighty (80) hours (ten days) of vacation during each full year of employment. After five (5) years of employment, vacation time increases to one hundred twenty (120) hours (fifteen days), per the schedule below, and then subsequent increases shall be as set forth per the schedule below. Compensation may not be paid in lieu of vacation except upon cessation of employment.

Administrators earn one hundred sixty (160) hours (twenty days) of vacation during each full year of employment. There is no increase in vacation hours over time.

Employees are allowed to take vacation time as it is earned. Per our administrative software, vacation hours are earned each payroll period in the following increments:

- Support Staff (less than five years) - 3.08 hours each payroll period
- Support Staff (five years to less than 10) - 15 days, 4.62 hours each payroll period
- Support Staff (10-11 years) - 16 days, 4.92 hours each payroll period
- Support Staff (12-13 years) - 17 days, 5.23 hours each payroll period
- Support Staff (14-15 years) - 18 days, 5.54 hours each payroll period
- Support Staff (16-17 years) - 19 days, 5.85 hours each payroll period
• Support Staff (18+ years) - 20 days, 6.15 hours each payroll period
• Administrative Staff - 6.15 hours each payroll period

**Vacation Usage (Grant-funded and Contractual Staff)**

Staff, whose positions are contingent upon an outside grant or contract, cannot carry vacation days over to the next fiscal year. Allowed vacation hours will be added to the first check of the fiscal year for all full-time, grant-funded and contract staff; although, vacation should be earned before taken. If staff leave the institution before vacation has been earned, the hours remaining will not be paid out and pay for hours taken will be deducted from the final paycheck.
This Policy is intended to provide employees with general guidance about the College’s current rules and operating procedures regarding suspension of all employees not affected by a labor agreement. The College may reinterpret, change, supplement, or rescind any part of this policy or any of its other policies from time to time as it deems appropriate. Nothing in this Policy is an express or implied contract, promise, legal interest, or property right. This policy does not affect the at-will status of employees.

**Suspension With Pay**
The Board or President may suspend an employee with pay: (1) during an investigation into allegations of disobedience or misconduct whenever the employee’s continued presence in his or her position would not be in the College’s best interests, (2) as a disciplinary measure for misconduct that is detrimental to the College as defined above, (3) pending a Board hearing to suspend an employee without pay, or (4) pending a Board hearing to terminate an employee.

An employee with an Employment Contract for a defined term may not be suspended without pay until that employee has been provided notice and/or hearing as required pursuant to the terms of that person’s Employment Contract, if any.

The Board or President, depending upon the source recommending the proposed suspension with pay, shall meet with the employee to present the allegations and give the employee an opportunity to refute the charges. The employee will be told the dates and times the suspension will begin and end.

**Suspension Without Pay For 5 or Less Working Days**
In cases of employee misconduct where a danger is presented to others at the college, or the misconduct was otherwise sufficiently severe or recurrent, a suspension without pay can be instituted requiring only abbreviated notice and an abridged pre-suspension hearing in front of the person/entity recommending the suspension. A suspension under such terms may be for no more than 5 working days.

The Board or President, depending upon the source recommending the proposed suspension without pay, shall meet with the employee to present the allegations in writing and give the employee an opportunity to refute the charges. The employee will be told the dates and times the suspension will begin and end and suspension can thereafter commence immediately. Upon the written request of the impacted employee within 5 calendar days of the commencement of the suspension, the Board shall schedule a post-suspension hearing and provide written notice to the employee.
At the post-suspension hearing, the employee or his/her representative may present evidence and cross examine witnesses. If the suspension is found by the Board to be invalid or unsupported by the evidence, it will order the payment of income lost by the employee during the suspension period and will have the employee’s record purged of documentation relating to the suspension. The Board may also order any other relief it deems necessary.

If the Board or President wishes to suspend the employee without pay for up to an additional 25 days, such information will be provided in the notice to the employee regarding the post-suspension hearing and said hearing will be held consistent with the procedures set forth in this policy.

**Suspension Without Pay For More Than 5 Working Days**
The Board or President may suspend an employee without pay: (1) pending a dismissal hearing, or (2) as a disciplinary measure for misconduct that is detrimental to the College (the President may not suspend an employee without pay for more than thirty (30) employment days) or (3) during an investigation into allegations of misconduct.

Misconduct that is detrimental to the College includes:

- Insubordination, including any failure to follow an oral or written directive from a supervisor;
- Violation of Board policy or Administrative Procedure;
- Conduct that disrupts or may disrupt the educational or administrative program or process;
- Conduct that violates any State or federal law that relates to the employee's duties; and
- Other sufficient causes.

At the request of the employee made within 5 calendar days of receipt of a written pre-suspension notification, the Board or Board-appointed hearing examiner will conduct a pre-suspension hearing. The Board or its designee shall notify the employee of the alleged charges and the date and time of the hearing. At the pre-suspension hearing, the employee or his/her representative may present evidence and cross examine witnesses.

**Criminal Convictions**
Any criminal conviction resulting from the investigation or allegations shall require the employee to repay to the College all compensation and the value of all benefits received by the employee during the suspension.
The employment of individuals retired under the State Universities Retirement System (SURS) shall be in accordance with IVCC’s procedures as authorized by the Board of Trustees. Compensation for employment of a person receiving a retirement annuity under the SURS shall not exceed limitations set forth under the Illinois Pension Code nor any limitations set forth in Public Act 97-0968 that would create employer obligations pursuant to rules and definitions pertaining to an Affected Annuitant.

Retirement (annuity) or separation refund (lump sum distribution) under retirement plan options available under the SURS constitutes resignation of employment from Illinois Valley Community College, subject to any subsequent re-employment authorized pursuant to this regulation.

The policy as set forth by the Board of Trustees provides for full-time employees who retire from IVCC as a SURS annuitant to return to work under Public Act 97-0968, as long as the annuitant does not become an “affected annuitant.” The employment of a person returning to work who becomes an “affected annuitant” will be terminated unless the employee suspends his/her SURS annuity.

Effective August 1, 2013, Public Act 97-0968 establishes a 40% of Highest Annual Earnings (under the SURS) limitation on total compensation paid to retirees of the State Universities Retirement System (SURS), otherwise, the retiree will become designated under statue as an “affected annuitant.” This limitation is in addition to and may be more restrictive compared to the annuitant’s personal earnings limitation.
Earnings Limitations for SURS Annuitants

SURS Traditional and Portable annuitants returning to work at IVCC must immediately notify the Office of Human Resources and SURS of their return to work because their earnings are subject to the following limitations:

- SURS annuitants may not be employed by a SURS Covered Employer until at least 60 days after the beginning of the retirement annuity payment period.
- If annuity payments begin for an annuitant at age 60 or later, the earnings from a SURS Covered Employer during any academic year after retirement may not exceed their Annual Earnings Limitation as specified on the annuitant’s SURS Certification of Retirement Form or equivalent document.
- If annuity payments begin for an annuitant before age 60, the monthly earnings from a SURS Covered Employer may not exceed the annuitant’s Monthly Earnings Limitation as specified on the annuitant’s SURS Certification of Retirement Form or equivalent document.

There is no limitation on post-retirement earnings if the SURS annuitant returns to work with an employer who is not covered by SURS. If a SURS annuitant retired under reciprocity from another state retirement plan, he or she should contact SURS and the other retirement system to ascertain the applicable earnings limitation(s).

All IVCC applicants and employees are required to disclose to Human Resources, the following information:

- SURS Annuitant Status, including whether the individual qualifies as an affected annuitant (see definition below);
- SURS’ Certification of Retirement Annuity Form and/or the annuitant’s Annual Earnings Limitation and Highest Annual Earnings Determination; and
- Employment dates and salary for each SURS Covered Employer for whom the individual has worked post-retirement.

Any change in the above information or status must be promptly reported to Human Resources.

Affected Annuitant

An annuitant becomes an “affected annuitant” if, while receiving a SURS retirement annuity, he or she is employed by a SURS Covered Employer, and he or she receives more than 40% of the SURS annuitant’s Highest Annual Earnings prior to retirement.

These requirements apply to all SURS annuitants except when the SURS’ annuitant’s compensation is paid from federal, corporate, foundation, or trust funds or grants of State funds that identify the principal investigator by name. A second exception is if the SURS’ annuitant’s retirement annuity is less than $10,000 per year, effective 6/1/15.

When an individual becomes an affected annuitant, the individual’s employment status will be terminated. Note, if an employee fails to provide information about their affected
annuitant status in a timely manner or falsifies information, the employee may become financially responsible for any additional costs.

**Fiscal Responsibility**

It is IVCC’s policy to be fiscally responsible in hiring of SURS annuitants. Significant financial consequences may pertain to individuals exceeding their personal earnings limitations and to employers continuing to employ retirees who exceed the 40% earnings limitation, thus becoming classified as “affected annuitants.” It is important to note that the 40% is an annual academic year limitation, which the statute has defined as September 1 – August 31. Retirees who exceed the 40% annual earnings limitation will become classified as an “affected annuitant.” Therefore, individuals who exceed the 40% limitation will generally not be eligible for future re-employment at IVCC or other SURS employers. Offers to applicants identified as affected annuitants must receive advance written Vice President of Business Services approval. Hiring departments are financially responsible for any additional costs imposed on IVCC as the result of employing an affected annuitant and must coordinate those costs with the Vice President of Business Services and/or their respective Vice President.

**Documentation Requirements**

All current retirees, new hires, and rehires, regardless of employment category, will be required to complete the SURS Annual Verification or Re-verification form. On the verification form, individuals will indicate whether or not they are a SURS annuitant. If the individual is an annuitant, a copy of the SURS Award Letter documenting both the personal earnings limitation and the highest annual earnings will be required. Compensation for SURS retirees who are re-employed will be limited to the lesser of the two earnings limits. Participants are encouraged to provide updated statements of earnings limitations from SURS. Otherwise, the personal earnings limitation established at the time of retirement will be utilized. In addition to providing this information, annuitants will also be required to certify any employment that has been obtained and disclose whether or not they have already been determined to be an affected annuitant. The statute places responsibility on retirees to provide accurate information concerning earnings limitations provided by SURS and employment status. Thus, the accuracy of information contained on the verification form is very important, and misrepresentation of this information may result in discipline, revocation of the appointment, and possible financial and legal consequences (including, but not limited to, repayment of fees and penalties charged to IVCC). Specifically, falsification of information contained on the verification form is considered a Class A misdemeanor under statute.

Annuitants who obtain employment with another SURS employer after they have submitted their initial form will be required to notify IVCC of any such employment by submitting an updated verification form within five (5) days of accepting employment. The acceptance of additional employment at another SURS employer may result in termination of employment. No offer of employment may be authorized by any department or representative until the Office of Human Resources has verified the prospective
employee’s status. Departments/divisions that employ individuals in this category prior to the approval of the Office of Human Resources will be responsible for any fines subsequently imposed by SURS associated with the hire. The Office of Human Resources will continuously review the status of employees in this category, which may result in necessary appointment revisions. All necessary appointment revisions will be discussed and coordinated with the applicable personnel and department(s).

In accordance with Public Act 97-0968, IVCC will certify the annuitant’s hiring information to SURS within 60 days. This certification will include the dates of employment, projected earnings, fund source for the employment and a summary of the applicable agreement.
Illinois Valley Community College (IVCC or College) has established this fraud, waste, and abuse policy to ensure that all employees clearly understand their obligations as College employees.

Honesty and integrity are important values at IVCC. The College works to earn the trust of the public, its students, and its employees. To accomplish this, all employees must perform their duties in a professional, honest, and ethical manner, avoiding situations that would be considered fraudulent, wasteful, or abusive of College assets. The College expects its employees to be reliable and trustworthy. All employees must act honestly and responsibly and exercise good ethical judgment in the performance of their duties.

Supervisors have an additional responsibility to be aware of the types of fraudulent activities, waste, and/or abuse that may occur within their department and to establish and maintain controls to prevent them.

If fraud is suspected within a department, all supervisors shall cooperate fully with College authorities and any other agencies investigating the activity. If fraud is discovered, all supervisors shall take appropriate action and implement appropriate systems to prevent recurrence.

An employee who violates this policy may be subject to disciplinary action up to, and including, termination. The discipline imposed will depend on the severity of the violation and the circumstances of the situation. If appropriate, the College will report any activity that appears to violate any local, state, or federal law to the appropriate authorities.

If the fraud, waste, or abuse involves a financial loss to the College, IVCC may seek restitution from any individuals involved in the activity.
IVCC strictly prohibits retaliation for reporting suspected fraud. Any employee who believes they have been retaliated against should report their concern to the Human Resources Office. Any employee who directly or indirectly retaliates against another employee for reporting suspected fraud may be subject to disciplinary action.

Definitions

1. Abuse involves behavior that is deficient or improper when compared with behavior that a prudent person would consider a reasonable and necessary business practice given the facts and circumstances. Abuse includes misuse of authority or position for personal financial interest or those of an immediate or close family member or business associate.

2. Fraud is an intentional act to deceive, steal, or cheat, ordinarily for the purpose or result of causing a detriment to another and/or bringing about some benefit to oneself or others.

3. Waste is an act resulting in the expenditure, consumption, mismanagement and use or squandering of institutional assets or resources to the detriment or potential detriment of the institution. Waste may also result from incurring unnecessary expenses due to inefficient or ineffective practices, systems, or controls.
This policy describes the general guidelines for budgeting and the budgeting process.

Contained within this policy are the College’s policies governing the preparation and approval of operating and capital budgets, policies defining the role of the College Business Office and other departments, agencies, and activities which participate in the budgetary process, and policies pertaining to the implementation and control of operating and capital budgets. These policies apply to all College divisions/agencies, departments, and activities.

Budgeting Process

The following policies govern the budget-preparation process. An explanation of the role of the College’s Business Office is provided, and the process by which operating activities, departments, and divisions of the College participate in the preparation of budgets is described.

Responsibility for Preparation and Approval of College Budgets

The President, through administrators, has primary responsibility for planning, coordinating, and participating in the preparation of College budgets. Schedules, minimum standards, formats, procedures, and expenditure/revenue estimation criteria are developed by the College Business Office. Participation at all levels and by persons who are responsible for specific accounts is an integral part of this process.

For purposes of this policy statement, annual operating budgets and capital budgets are encompassed by the term “College Budgets.” This general policy statement is applicable to all sources of revenues.

The Board of Trustees approves the annual operating budgets of the College in accordance with State statutes. Capital budgets are also approved by the Board of Trustees.

Budget Guidelines Covering Revenue Estimation and Expenditure Criteria

The College Business Office is responsible for providing guidance pertaining to the estimation of revenues and projection of expenditures. Such guidance will come from the annual five-year financial plan presented to the Board of Trustees. Additional guidance may take the form of communication provided by the state, federal and local agencies or result from independent studies and the application of budget assumptions.

Revenues will be estimated conservatively, using an objective and analytical approach.
Balanced Budget
Every effort will be made to submit a balanced operating budget (Education and Operations & Maintenance Funds) in which revenues are greater than or equal to expenditures and one-time revenues will not be used for annualized operational expenditures.

Timetable of Budget Functions
It is the responsibility of the College Business Office to establish a schedule of budget functions which will serve to guide the budget development and implementation process for all divisions of the College. The schedule will be based on requirements and due dates established by the State, guidance from the Vice President for Business Services and Finance, and the management needs of the College. Efforts will be made to provide for participation of all divisions in the development of the timetable of budget functions.

Vice presidents, deans, directors, and department heads are authorized to establish working schedules within the general schedule established by the College Business Office.

The method of communicating the schedule of budget functions shall be consistent from year to year and will be by such media as is necessary and appropriate. The Board will ensure the preparation of a tentative budget for the College for each fiscal year and the Vice President for Business Services and Finance will make the tentative budget available for public inspection in accordance with state law, which is currently thirty (30) days prior to the Board’s final action on the budget. All efforts will be made to allow the Board of Trustees time to review the tentative budget and approve the annual budget prior to the deadlines set by the State.

The College budget will be prepared in accordance with State regulations and use the same accounting principles and classifications as the financial statements.
The Board of Trustees will annually determine the total amount of taxes required to meet the budgetary requirements of the College. The Board of Trustees will authorize the amount of tax levy by fund and will authorize the appropriate county and local officials to collect taxes on the College’s behalf.
To provide funds for the support of the College district, the Board shall file applications with appropriate Federal and State agencies for operating and capital assistance.
The Board encourages the College’s faculty and staff to actively seek funds from private sources to be used to supplement the income received from tuition and fees, and district, state, and federal sources.

All College fund-raising efforts will be coordinated through the College’s Associate Vice President for Student Services and Foundation to ensure maximum favorable results and to avoid duplication of contacts from the College. All College fund-raising programs must receive advanced approval as set forth by the procedure below.

The IVCC Foundation office will be responsible for processing all gifts to the College. The Illinois Valley Community College Foundation is the main gift-receiving agency for the College.

All undesignated gifts will be placed in the unrestricted funds of the Illinois Valley Community College Foundation.

All individuals or groups planning an external fund-raising effort must receive advance approval by the Associate Vice President for Student Services and the IVCC Foundation office by completing the form below.

*Request for Permission for External Fundraising.docx*
Illinois Valley Community College is committed to an active, coordinated program of fund-raising including grant writing, cash solicitation, and noncash and deferred gifts. The College will participate in fund-raising efforts to improve programs and services that fall within the College’s mission. Fund-raising efforts supplement the College’s major revenue sources and allow for growth, innovation, and improved services. For the purpose of this policy, fund-raising will be defined as the following three activities:

1. Grants - federal, state, local government, or private foundations. Funding organization requires formal written requests for funds;

2. Cash Solicitation - from an individual, organization, or business in the form of a personal contact or letter requesting a cash gift; and

3. Solicitation of Noncash and Deferred Gifts - noncash gifts of real estate, equipment, art objects, securities, trusts, and insurance policies.

The Illinois Valley Community College Foundation is an independent, nonprofit 501(c)(3) tax exempt charitable organization with the purpose of raising funds for the College. The Foundation plays a critical role in institutional advancement activities. The College will work closely with the Foundation to enhance resource development efforts.
All expenditures of College district funds must be authorized by Board policies through the budget system or by special Board approval.

It is inappropriate for any IVCC employee who is capable of utilizing the College’s purchasing process to purchase items for any other person than College programs and services. Sanctions will be imposed for violations, including oral or written warnings or reprimands, suspension with or without pay for specified periods of time, or termination of employment.
Requisitions, purchase orders, travel requests, and reimbursement requests will be reviewed by the appropriate administrator and/or vice president and president as defined by the purchasing policy. They will either be approved or denied and then forwarded to the Business Office.

The appropriate administrator is responsible for budgetary decisions, keeping in mind the priorities established for each department and the limitation of budgeted funds. The Purchasing Department will expedite orders, accept bids and proposals according to the purchasing policy, and review orders that are new, unusual or require more information. If the budget is overspent, the Business Office will bring this to the attention of the budget officers. Budget Officers are responsible for their respective budgets, and the President will be involved only in exceptional situations.
The Board of Trustees has the ultimate responsibility and authority for all fiscal affairs and contractual obligations of the College district. On some matters the Board of Trustees reserves final authority; however, certain clearly defined contractual matters are delegated to the College President or his/her designees for review, evaluation, and execution in the interest of efficient operations.

Contracts of less than five years duration, of less than $10,000, and not requiring a sealed bid process as required in the Illinois Public Community College Act may be processed and executed administratively without approval by the Board of Trustees. All new contracts, renewals of contracts, and amendments to contracts are required to be signed by the President or his/her designee. Any contract signed with an unauthorized signature will not be deemed as a valid contract unless approved in advance by the President through the Vice President for Business Services and Finance. Contracts include, but are not limited to, services of individuals possessing a high degree of professional skill, contracts for materials and labor, contracts for maintenance and maintenance agreements, contracts for technology services, and contracts for services over a specific period of time.

It shall be the responsibility of the President through the Vice President for Business Services and Finance to maintain all contractual agreements in the Business Office. Administrators are responsible for notifying the Business Office of any online renewals, and copies of these agreements must be forwarded to the Business Office for approval.
The securing of funds through the sale of general obligation bonds, revenue bonds, tax anticipation warrants, and other written financial instruments issued by the College shall be subject to purchasing policies established by the Board of Trustees.

Illinois Valley Community College shall seek to maintain and, if possible, improve its current general obligation bond rating to minimize borrowing costs and preserve access to credit. It is imperative that the College demonstrate to rating agencies, investment bankers, creditors, and taxpayers that College officials are following a prescribed financial plan.

Competitive sales are the preferred method; however negotiated financing may be used where market volatility or the use of an unusual or complex financing or security structure is a concern with regard to marketability. The President will recommend to the Board of Trustees which method shall be used. This decision will be based on discussions with financial advisors, underwriters, and/or bond counsel.

**Taxpayer Equity**
Illinois Valley Community College’s property taxpayers and citizens who benefit from projects financed by bonds should be the source of the related debt service funding. The principle of taxpayer equity should be a primary consideration in determining the type of projects selected for financing through bonds.

**Uses**
Bond proceeds should be limited to financing the costs of planning, design, land acquisition, buildings, permanent structures, attached fixtures or equipment, and movable pieces of equipment or other costs as permitted by law. Acceptable uses of bond proceeds can be viewed as items which can be capitalized. Non-capital furnishings and supplies will not be financed from bond proceeds. Refunding bond issues designed to restructure currently outstanding debt is an acceptable use of bond proceeds.

Illinois Valley Community College will not use short-term borrowing to finance operating needs except in the case of an extreme financial emergency beyond its control or reasonable ability to forecast. Recognizing that bond issuance costs add to the total interest costs of financing, a cost-benefit analysis will be conducted to determine that bond financing is necessary for financing a project.

**Decision Analysis**
Whenever Illinois Valley Community College is contemplating a possible bond issue, information will be developed concerning the following four categories commonly used
by rating agencies assessing the College’s credit worthiness. The subcategories are representative of the types of items to be considered. This information will be presented by the Vice President for Business Services and Finance to the President’s Council for its review and recommendation to the Board of Trustees.

Debt Analysis
- Debt capacity analysis
- Purpose for which debt is issued
- Debt structure
- Debt burden
- Debt history and trends
- Adequacy of debt and capital planning
- Obsolescence of capital plant

Financial Analysis
- Stability, diversity, and growth rates of tax or other revenue sources
- Trend in assessed valuation and collections
- Current budget trends
- Appraisal of past revenue and expenditure trends
- History and long-term trends of revenues and expenditures
- Evidence of financial planning
- Adherence to generally accepted accounting principles
- Audit results
- Fund balance status and trends in operating and debt funds
- Financial monitoring systems and capabilities
- Cash flow projections

Governmental and Administrative Analysis
- Government organization structure
- Location of financial responsibilities and degree of control
- Adequacy of basic service provision
- Intergovernmental cooperation/conflict and extent of duplication

Economic Analysis
- Geographic and location advantages
- Population and demographic characteristics
- Wealth indicators
- Housing characteristics
- Level of new construction
- Types of employment, industry, and occupation
- Evidence of industrial decline
- Trend of the economy

Illinois Valley Community College may use the services of qualified internal staff and outside advisors, including bond counsel and financial advisors, to assist in the analysis,
evaluation, and decision process. Recognizing the importance and value to the College’s creditworthiness and marketability of its bonds, this policy is intended to insure that potential debt complies with all laws and regulations, as well as sound financial principles.

Debt Planning
Unlimited tax general obligation bond borrowing shall be planned and the details of the plan shall be incorporated in the Illinois Valley Community College Master Plan. The Master Plan should include a general description of the project, its timing, and financial limits.

Communication and Disclosure
Illinois Valley Community College will follow a policy of full disclosure on every financial report, voluntarily following disclosure guidelines provided by the Government Finance Officers Association, unless the cost of compliance with the higher standard is unreasonable.

General Obligation Bonds
Every project proposed for financing through general obligation debt shall be accompanied by a full analysis of the future operating and maintenance costs associated with the project.

Generally, bonds cannot be issued for a longer maturity schedule than a conservative estimate of the useful life of the asset to be financed. Illinois Valley Community College will attempt to keep the average maturity of general obligation bonds at or below 20 years. In accordance with state statutes, the College will limit the total of its general obligation debt to 2.875 percent of the College’s assessed value.

Limited Tax General Obligation Debt
Limited tax general obligation bonds shall be considered only when constraints preclude the preferred practice of voter approved general obligation bonds. As a precondition to the issuance of limited tax general obligation bonds, all alternative methods of financing should have been investigated.

Short-Term Financing/Capital Lease Debt
Short-term financing or capital lease debt will be considered to finance certain equipment and rolling stock purchases when the aggregate cost of equipment to be purchased exceeds $25,000, unless otherwise approved by the Board of Trustees. Adequate funds for the repayment of principal and interest must be included in the requesting department’s approved budget.

The term of short-term financing will be limited to the usual useful life period of the vehicle or equipment, but will never exceed ten years.

Adapted from:
Joliet Junior College, College Indebtedness Policy, 2/15/06
A statement of the financial condition of the College shall be published annually in accordance with State law.

An annual audit will be conducted of the College’s financial transactions by a certified public accountant licensed to practice public accounting in the State of Illinois and appointed by the Board of Trustees. At least every six years the Board will open bids to select an auditing firm. Selection will be made on costs, qualifications, and ability to serve the needs of the College. The audit will be in accordance with generally accepted auditing standards by statutes or laws governing community college operations in the State of Illinois.

The formal audit report will be available at: http://www.ivcc.edu/businessservices

The controller will keep the Board informed of the financial condition of the College by providing a monthly budget report. The monthly reports will include:

- Budget to actual statements for all funds
- Statement of cash flows
- Investment status report
- Check register and schedule of checks greater than $5,000.
The term capital asset describes “tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period.” As a practical matter, not all items that technically meet this definition should be capitalized for financial reporting purposes. The policy of Illinois Valley Community College is to capitalize all assets with an initial unit cost of $5,000 or more and a life expectancy of more than one year.

An inventory of all equipment (College property that has a purchase price of $5,000 or more and a life expectancy of more than one year) shall be maintained in the Business Office.

An actual physical inventory will be performed every two years.

Non-capitalized items that require special attention because they are sensitive for one or more reasons are described as controlled capital-type items. These include:

- Items that require special attention to ensure legal compliance (items acquired through grant contracts);
- Items that require special attention to protect public safety and avoid potential liability (police weapons); and
- Items that require special attention to compensate for a heightened risk of theft. Items that are easily transportable and readily marketable or easily diverted to personal use (computer equipment) require special attention.

Control of these assets shall be at the department level. Departments are expected to account for controlled capital-type items as an integral part of the process they use to achieve their operational goals.

Control responsibility shall be assigned within each department. Departments shall assign responsibility for different groups of controlled items to one or more specific individuals. The assignments shall be documented within the department and communicated to the Business Office.

Departments shall certify each year to the Business Office that updated lists of controlled items are on file and available for inspection.

The Business Office shall periodically verify the data on controlled assets on file in each department.
Capital assets are defined as an individual item with an initial unit cost of $2,500 or more and a useful life in excess of one year.

College property that becomes obsolete, damaged, or useless through normal operations may be disposed by completing a Disposal Form (Administrative Procedure 4.8).

The Business Office will have the sole responsibility for the management of disposed capital assets. Disposals of capital assets by any other employee or department are unauthorized.

Capital assets originally obtained with Federal, State, or other grant funds will be approved for disposal by the appropriate agency, if required, in writing, prior to the disposal by the College.

College property may be reassigned within the College in the event that it is no longer adequately utilized. The Purchasing Department will advertise the availability of surplus capital assets for transfer at no charge to other departments. After a period of 30 days, the item(s) will be declared surplus and disposed of by one of the following methods:

1. Auction
2. Sealed Bids
3. Trade
4. Donation
   a. Public schools within IVCC district
   b. Nonprofit entities within IVCC district
5. Recycle
A Disposal Form shall be completed with the full description, estimated value, and reason(s) for disposal for each capital asset item. The originator will forward the completed form to the appropriate dean, director, or vice president for approval. The approved form will be forwarded to the Business Office for processing. The originator will be responsible for storage of the property until final disposition has been determined.

Surplus Disposal Form
Purpose
This policy describes the guidelines for unreserved fund balances in the College’s operating (general) fund.

Goal
Fund balance is the balance of a fund after all liabilities have been deducted from the assets of the fund. Unreserved fund balances will be unallocated cash at the completion of each fiscal year. The goal is to establish and maintain a general fund balance of 25 percent of normal annual operating expenditures.

Utilization
The proposed recommended use of the unreserved general fund balance is for projects in the Master Plan 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.

Replenishment of Reserve Deficits
In the event the balance falls below 25 percent, the Vice President for Business Services and Finance will implement and submit to the Board of Trustees, in conjunction with the proposed budget, a plan for corrective action to restore the fund balance to its goal of 25 percent.

Annual Review
Compliance of this policy will be reviewed by the Vice President for Business Services and Finance during the budget adoption process.

The Board of Trustees will receive a report of year-end reserves in the general fund as part of the year-end financial report.
It is the policy of the Board of Trustees to indemnify and protect all Board members and employees of the Board against civil rights damage claims and suits; constitutional rights damage claims and suits; and death, bodily injury, and/or property damage claims and suits, including the defense of such claims and suits, when damages are sought for alleged negligent or wrongful acts while any Board member or employee is engaged in the exercise or performance of any powers or duties of the Board, or acting within the scope of employment or under the direction of the IVCC Board of Trustees, subject to exclusion in the general liability and legal liability insurance policies.

Insurance shall be purchased on a bid, quote, or negotiated basis every three years to provide adequate coverage with satisfactory and convenient service at the lowest cost.

The College shall provide insurance necessary to protect itself as a corporate body, its individual members, its appointed officers, and its employees from financial loss arising out of any claim, demand, suit, or judgment by reason of alleged negligence or other act resulting in accidental injury to any person or property damage within or without the College buildings while the above-named insured are acting in the discharge of their duties within the scope of their employment and/or under the direction of the Board.
It is the policy of the Board of Trustees of Illinois Valley Community College that bid purchases will be made in accordance with State of Illinois statutes.

Where bids are not regularly required, the College will seek competitive quotes for items to be purchased, to insure the lowest and most responsible expenditure for the district. Purchasing procedures are outlined in the Administrative Procedure that follows.

The Board of Trustees reserves the right to reject all bids if such action is deemed to be in the best interest of the College.

All purchases will be made with due regard for available funds and the Adopted Budget. The Board will be advised of all change orders.

All bidders must submit certification with their bid that they have a written sexual harassment policy that includes, at a minimum, the information required under the Illinois Human Rights Act, 775 ILCS 5/2-105 (A) (4).

All bidders must certify that they have not been barred from bidding as a result of a violation of either the bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

### Price – Quoting Requirements

<table>
<thead>
<tr>
<th>Range</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - $999.99</td>
<td>One (1) or two (2) price inquiries</td>
</tr>
<tr>
<td>$1,000 - $2,499.99</td>
<td>Two (2) or three (3) Written or phone quotations noting quotes received in the requisition.</td>
</tr>
<tr>
<td>$2,500 - $9,999.99</td>
<td>Two (2) or three (3) written quotes. Copy of quotes received shall be forwarded to the Director of Purchasing for review.</td>
</tr>
<tr>
<td>Over - $10,000</td>
<td>Authorization from the IVCC Board of Trustees</td>
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Approvals Needed on Requisitions

<table>
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<tr>
<th>Dollar Range</th>
<th>Approvals Needed</th>
<th>1st Approver</th>
<th>2nd Approver</th>
<th>3rd Approver</th>
<th>4th Approver</th>
<th>5th Approver</th>
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</thead>
<tbody>
<tr>
<td>Up to $1,999.99</td>
<td>2</td>
<td>Dir. of Purchasing</td>
<td>Dean or Director</td>
<td></td>
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<tr>
<td>$2,000-$2,999.99</td>
<td>3</td>
<td>Dir. of Purchasing</td>
<td>Dean or Director</td>
<td>Vice President or Immediate Supervisor</td>
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</tr>
<tr>
<td>$3,000 &amp; Over</td>
<td>4</td>
<td>Dir. of Purchasing</td>
<td>Dean or Director</td>
<td>Vice President for Business Services &amp; Finance</td>
<td>President</td>
<td></td>
</tr>
</tbody>
</table>

- **Capital Equipment**: (GL Code 58…) requires the above noted approvers plus Grant Director (if applicable) and Vice President for Business Services and Finances.
- **Software/Hardware**: requires the above noted approvers plus the Director of Information & Technologies.
- **Tort Expense (Fund 12)**: requires noted approvers plus Vice President for Business Services and Finance.
- **Public, Health & Safety Projects (PHS) (Fund 3)**: expenses require above noted approvers plus Vice President for Business Services and Finance.

Petty Cash Reimbursements
Reimbursement for College expenses less than or equal to $50 may be paid through the Petty Cash Fund managed by the Accounting Department. All requests for reimbursement through petty cash must have itemized, detailed receipts, the appropriate account number(s) and the signature of the immediate supervisor. Receipts must be submitted to Accounting within 30 days from date of purchase to guarantee reimbursement.

Request for Reimbursement
Reimbursements of expenses up to $300 shall be processed by completing a "Request for Reimbursement" form. Requests for reimbursement must have the prior approval of the direct supervisor. Itemized receipts must be attached to the form. Forward the completed form to the Accounting Department. The Request for Reimbursement form is not to be used for travel and meeting expenses. Travel expenses must be made on the "Application for Travel" form.

Catering Requests
A purchase order number must be noted on the catering request form.
Tax Exempt
IVCC is not subject to Federal Excise Tax or Illinois Retailers Occupational Tax.

IVCC is not exempt from Illinois Hotel Operators' Occupation Tax.

Standardization
A product, or service related to a product, may be restricted to a specified manufacturer, or vendor, when required for educational purposes, standardization, or otherwise in the best interest of the College.

Sole Source
No rule is without exception. There will exist a need at times to sole source, but it should be very limited. An example is the purchase of items to add to an existing piece of equipment. Sole source is not allowed on the basis of only one manufacturer being capable of making a product. Purchasing requires a signed confirmation in letter form from the vendor that they are indeed the sole provider.

Emergency Purchases
In the case of an emergency, wherein safety and/or personal health is determined to be in danger, or property damage is imminent, or for services needed that while not a direct threat to safety or property damage, will affect the primary function of the College, the President, or a designee, shall authorize the purchase of remedial goods and services without regard to the bid/quote procedure. A written report of all facts and rationale of such emergency action shall be submitted to the Board of Trustees immediately following such action. This authority is: approval by 3/4 of the Board of Trustees for purchases in excess of $10,000.

Higher Education Buying Consortia
IVCC is an active member of multiple purchasing consortia. These consortia offer the College volume pricing discounts on many products and services the College uses in its operations. The Director of Purchasing is hereby authorized and directed to execute on behalf of IVCC all necessary forms, applications, requisitions and other documents relating to the purchasing consortia.

Request to purchase items/supplies through a buying consortium exceeding $10,000 must have Board approval prior to processing a purchase order. This includes any blanket purchase orders with the exception of items for resale.

Formal Bids
The Business Office must receive authorization from the Board of Trustees to seek bids for any item(s), service(s), or project exceeding $10,000, if not a normal operating expenditure. For a normal operating expenditure, the College is not required to ask for Board approval to seek bids. The bidding process is followed and the results are presented to the Board with a recommendation.
Bid Announcement
Legal notices of advertisements for bid purchases in the amount of $10,000 or more shall be made in at least one local newspaper appearing 10 days before the bid due date.

Award of Bid
Award of bid shall be made on the basis of the lowest and most responsible bidder considering conformity with specifications, terms of delivery, quality, and serviceability. Equal quality shall be determined by the College when, and if, necessary. Award of purchases in the amount of $10,000 or more shall be made by the Board of Trustees through written records of all bids. This report shall become a part of the Board of Trustees official minutes. The Board of Trustees shall reserve the right to reject any or all bids.

Tied Bids
Tied bids, between two or more low, responsible vendors, shall be awarded to the local vendor; tied bids between vendors (not local) shall be awarded by lottery between all vendors included in the tie. All tied bids, by lottery, shall be awarded by the Board of Trustees. A local vendor is defined as a company maintaining a corporate or branch office within District #513.

Bid Security
Bidder will be required to provide Bid Security in the amount of not less than ten percent (10%) of the bid amount.

Prevailing Wage
Contractor shall not pay less than the prevailing rates of wages. In order to be in compliance with the Prevailing Wage Act, the Board will pass an annual resolution to require prevailing wages, as provided by the Illinois Department of Labor, be paid for any public works project at the College.

Printing Overrun
In the case of a justifiable printing overrun, the President or designee may approve the adjusted cost that resulted from a justifiable printing overrun. This adjusted cost shall result from not more than a ten (10) percent increase in quantity. The authority is the Board of Trustees for adjustments to awards in excess of $10,000 and a report shall be made to the Board of Trustees in writing following any adjustments.

Change Orders
Additional expenditures up to ten (10) percent on contracts in excess of $10,000 shall be approved by the Board of Trustees through written records and shall become part of the Board of Trustees official minutes.

Contracts
To award all contracts for purchase of supplies, materials, or work involving an expenditure in excess of $10,000 to the lowest and most responsible bidder considering conformity
with specifications, terms of delivery, quality and serviceability; after due advertisement, except the following:

a. contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part;

b. contracts for the printing of finance committee reports and departmental reports;

c. contracts for the printing or engraving of bonds, tax warrant and other evidences of indebtedness;

d. contracts for materials and work which have been awarded to the lowest and most responsible bidder after due advertisement, but due to unforeseen revisions, not the fault of the contractor for material and work, must be revised causing expenditures not in excess of 10 percent of the contract price;

e. contracts for the maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent;

f. purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services;

g. contracts for duplicating machines and supplies;

h. contracts for the purchase of natural gas when the cost is less than that offered by a public utility.

i. purchases of equipment previously owned by some entity other than the district itself;

j. contracts for repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not to exceed $20,000 and not involving a change or increase in the size, type, or extent of an existing facility;

k. contracts for goods or services procured from another governmental agency;

l. contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, telephone or telegraph;

m. where funds are expended in an emergency and such emergency expenditure is approved by 3/4 of the members of the board.
All competitive bids for contracts involving expenditures in excess of $10,000 must be sealed * by the bidder and must be opened by a member or employee of the Board at a public bid opening at which the contents of the bids must be announced. Each bidder must receive at least three (3) days notice of the time and place of such bid opening. For purposes of this Section due advertisement includes, but not limited to, at least one public notice at least 10 days before the bid date in a newspaper published in the district, or if no newspaper is published in the district, in a newspaper of general circulation in the area of the district.

*In 2009, the Illinois Governor signed House Bill 862 that addresses electronic bids.

HB862 Amends the Public Community College Act. Provides that electronic bid submissions shall be considered a sealed document for competitive bid requests if they are received at the designated office by the time and date set for receipt for bids. Requires electronic bid submissions to be authorized by specific language in the bid documents in order to be considered and to be opened in accordance with electronic security measures in effect at the community college at the time of opening. Provides that unless the electronic submission procedures provide for a secure receipt, the vendor assumes the risk of premature disclosure due to submission in an unsealed form.

House Floor Amendment No. 1
Provides that bids for construction purposes are prohibited from being submitted electronically.
The services of the College Bookstore are available to all students, employees, and the general public. Faculty, administration, and staff will receive a 15 percent discount on imprinted merchandise. Departments and recognized student organizations will receive a 15 percent discount on imprinted merchandise and supply items with the exception of software, cards, food items, and sale merchandise. Textbooks will not be discounted.

Pricing: The Bookstore shall establish prices for “required” textbooks and class-related materials at the lowest possible level consistent with sound management. The pricing procedure shall contribute operating income to cover direct costs of staff, supplies, merchandise, inventory growth, non-fixed equipment procurement, and other normal operating expenses. “Convenience” merchandise will be priced at a competitive market level.

Operations: The College shall provide space, fixed equipment, utilities, and routine maintenance. An operating statement will be prepared annually.

Merchandise purchased through the Bookstore, used to promote the College to the general public or to serve as giveaways for fund-raising, promotional or informational purposes, may be discounted with authorization from the Vice President for Business Services and Finance.
Scope
This investment policy applies to all funds of Illinois Valley Community College. These funds are accounted for in the College’s annual financial report and include all current funds and any other funds that may be created in the future. All transactions involving the funds and related activity of any funds shall be administered in accordance with the provisions of this policy and of the canons of the “prudent person rule.” The “prudent person” standard is understood to mean the following:

Investments shall be made with judgment and care which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Objectives
- Safety of Principal – Investments shall be undertaken in a manner that seeks to ensure the preservation of principal in the overall portfolio. To attain this objective, only appropriate investment instruments will be purchased and insurance or collateral may be required to ensure the return of principal.
- Liquidity – The College’s investment portfolio shall be structured in such a manner as to provide sufficient liquidity to pay obligations as they come due.
- Return on Investments – The investment portfolio should strive to provide a rate of return which approximates a market-average rate of return taking into account the risk constraints, the cash flow characteristics of the portfolio, and legal restrictions for return on investments.
- Maintaining the Public Trust – The College’s Board-appointed Treasurer or the Treasurer’s designee shall seek to act responsibly as custodian of the public trust and shall avoid any transaction that might impair public confidence in the College, the Board of Trustees, or the College Treasurer.

Investment Instruments
The College Treasurer may deposit funds within any financial institution that conforms to, complies with, and is within the statutory limits as applies to public funds.

Illinois Valley Community College may invest in any type of security allowed by the Public Funds Investment Act (Illinois Revised Statutes) (30 ILCS 235/2 et. Seq) of the State of Illinois as may be amended from time to time. The College has chosen to limit its allowable investments to those instruments listed below:
1. Bonds, notes, certificates of indebtedness, treasury bills or other securities now or hereafter issued by the United States of America, its agencies, and allowable instrumentalities;
2. Interest-bearing savings accounts, interest-bearing certificates of deposit, or interest-bearing time deposits, or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act;
3. Certificates of deposit with federally insured institutions that are collateralized or insured in excess of the insurance provided by the Federal Deposit Insurance Corporation coverage limit;
4. Collateralized repurchase agreements which conform to the requirements stated in 30 ILCS 235/2 (g) or (h) of the statutes.
5. The Illinois Public Treasurer’s Investment Pool;

Investments may be made only in those savings banks or savings and loan associations, the shares or investment certificates of which are insured by the Federal Deposit Insurance Corporation.

Investment products that are considered as derivatives are specifically excluded from approved investments.

Diversification
It is the policy of the College to diversify its investment portfolio. Investments shall be diversified to reduce to a minimum the risk of loss resulting in over concentration in a specific maturity, issuer, class of securities, or third party intermediary. Not more than 75 percent of the funds available for investment may be placed in a single allowable investment instrument nor with a single investment entity (e.g., bank, savings and loan, Illinois Funds, or intermediary).

Collateralization
Collateralization will be required on all investments in excess of FDIC insurable limits except:
- Illinois Public Treasurer’s Investment Pool

Eligible collateral instruments are investment instruments acceptable under Investment Instruments per ILCS 235/6 (d). The collateral must be placed in safekeeping at or before the time the College buys the investments so that it is evident that the purchase of the investment is predicated on the securing of collateral.

Documentation of collateral will be done as follows:
- Safekeeping will be documented by a safekeeping agreement that complies with FDIC regulations; and
- Substitution or exchange of securities held in safekeeping for the College can be approved exclusively by either the Treasurer or his/her designee, provided the market value of the replacement securities is equal to or greater than the market value of the securities being replaced.
Safekeeping of Collateral
Third party safekeeping is required for all collateral. To accomplish this, the securities can be held at the following locations:

- A Federal Reserve Bank or its branch office;
- At another custodial facility in a trust or safekeeping department through book-entry at the Federal Reserve;
- By an escrow agent of the pledging institution; or
- By the trust department of the issuing bank.

Safekeeping of Securities
Third party safekeeping is required for all securities. To accomplish this, the securities can be held at the following locations:

- A Federal Reserve bank or its branch office;
- At another custodial facility in a trust of safekeeping department through book-entry at the Federal Reserve, unless physical securities are involved; or
- In an insured account at a primary reporting dealer.

Safekeeping will be documented by an approved written agreement. This may be in the form of a safekeeping agreement, trust agreement, escrow agreement, or custody agreement.

Original certificates of deposits will be held by the originating bank. A safekeeping receipt will be acceptable documentation.

Qualified Financial Institutions and Intermediaries
Depositories – Demand deposits
- Financial institutions for banking services will be selected by the Board through a competitive bidding process every four years. Those institutions must be chartered to conduct business in Illinois and listed with the Illinois Department of Banks, and maintain a branch office within the College District. Any financial institution selected by the College shall provide normal banking services, including, but not limited to, checking accounts, wire transfers, automated clearinghouse, and safekeeping services.
- The College will not maintain funds in any financial institution that is not a member of the FDIC system. In addition, the College will not maintain funds in any institution neither willing nor capable of posting required collateral for funds or purchasing private insurance in excess of FDIC insurable limits.
- To qualify as a depository, a financial institution must furnish the Treasurer with copies of the latest two statements of condition, which it is also required to furnish to the Comptroller of Currency as the case may be. While acting as a depository, a financial institution must continue to furnish such statements to the Treasurer annually.

Banks and Savings and Loans – Certificates of Deposit
Any financial institution selected to be eligible for the College’s competitive certificate of deposit purchase program must meet the following requirements:
• Provide wire transfer, automated clearinghouse, and certificate of deposit safekeeping services;
• Be a member of the FDIC system and willing and capable of posting required collateral or private insurance for funds in excess of the FDIC insurable limits; and
• Meet the minimum financial criteria as established by the College.

Intermediaries
Any financial intermediary selected to be eligible for the College’s competitive investment program must meet the following requirements:
• Provide wire transfer, automated clearinghouse, and deposit safekeeping services;
• Be a member of a recognized U.S. Securities and Exchange Commission Self Regulatory Organization, such as the New York Stock Exchange, National Association of Securities Dealers, Municipal Securities Rule Making Board, etc.
• Provide an annual audit upon request;
• Have an office of Supervisory Jurisdiction within the State of Illinois and be licensed to conduct business in the State of Illinois;
• Be familiar with the College’s policy and accept financial responsibility for any investment not appropriate according to the policy; and
• Furnish written reports/statements at least monthly that describe all investments held by the intermediary.

Management of the Program
The following individuals are authorized to purchase and sell investments, authorize wire transfers, authorize the release of pledged collateral, and execute any documents required under this procedure:
• College Treasurer (Chief Investment Officer)
• College Controller (Assistant Investment Officer)

These documents include:
• Wire Transfer
• Depository Agreement
• Safekeeping Agreement
• Custody Agreement
• Automated Clearinghouse Agreement

Management responsibility for the investment program is hereby delegated to the College Treasurer and College Controller who shall establish a system of internal controls and written operational procedures designed to prevent the loss of funds that might arise from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees of the entity. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions: check signing, check reconciliation, deposits, bond payments, report preparation, and wire transfers. No person may engage in any investment transaction except as provided for under the terms of this policy. The College Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinates.
The wording of agreements necessary to fulfill the investment responsibilities is the responsibility of the College Treasurer who shall periodically review them for consistency with College policy and State law and who shall be assisted in this function by the College’s legal counsel and external auditors. These agreements include, but are not limited to:

- Wire Transfer Agreement
- Depository Agreement
- Safekeeping Agreement
- Custody Agreement
- Automated Clearinghouse Agreement

The College Treasurer may use financial intermediaries, brokers, and/or financial institutions to solicit bids for securities and certificates of deposit. These intermediaries shall be approved by the Board of Trustees.

All wire transfers made by the College Treasurer shall require a secondary authorization by the College Controller or College President.

Performance
The College Treasurer will seek to earn a rate of return appropriate for the type of investments being managed given the portfolio objectives. In general, the College Treasurer will strive to earn an average rate of return equal to or greater than the U.S. Treasury Bill rate for a given period of time for the College’s average weighted maturity.

Ethics and Conflicts of Interest
Officers and employees involved in the investment process shall 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. Failure to comply will lead to appropriate disciplinary action.

Indemnification
Investment officers and employees of the College acting in accordance with this investment policy and written operational procedures as have been or may be established and exercising due diligence shall be relieved of personal liability for an individual security’s credit risk or market changes.

Reporting
The College Treasurer and College Controller shall submit to the Board of Trustees a monthly investment report, which shall include information regarding securities in the portfolio. The report shall indicate any areas of policy concern and planned revision of investment strategies.

Amendment
This policy shall be reviewed from time to time by the College Treasurer with regard to the policy’s effectiveness in meeting the College’s needs for safety, liquidity, rate of return, diversification, and general performance. Any substantive changes will be reported to the Board of Trustees.
PREAMBLE

WHEREAS, the Illinois General Assembly has enacted the State Officials and Employees Ethics Act (Public Act 93-615, effective November 19, 2003, as amended by Public Act 93-617, effective December 9, 2003 and Public Act 95-0880, effective August 19, 2008), which is a comprehensive revision of State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees; and

WHEREAS, the Act requires all units of local government within six months after the effective date of Public Act 93-615, to adopt ordinances or resolutions regulating the political activities of, and the solicitation and acceptance of gifts by, the officers and employees of such unit; and

WHEREAS, this Resolution has been adopted in order to and shall be construed in a manner so as to comply with the requirements of the Act.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF ILLINOIS VALLEY COMMUNITY COLLEGE DISTRICT NO. 513 AS FOLLOWS:

SECTION 1: The Policy Manual of the Board is hereby amended by the addition of the following provisions:

ARTICLE I
DEFINITIONS AND GENERAL PROVISIONS

SECTION 1.1: Definitions. For purposes of this Policy, the following terms shall be given these definitions or, if different from time to time, then as defined by the State Officials and Employees Ethics Act (codified at 5 ILCS 430/1-1 and following):

“Board” or “Board of Trustees” means the Board of Trustees of Illinois Valley Community College District No. 513.

“College” means Illinois Valley Community College.

“Employer” means the Board of Trustees.
“President” means the President of Illinois Valley Community College. Under Section 3-26 (110 ILCS 805/3-26), the President is the chief administrative officer of the College and the executive officer of the Board.

“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 in connection with a campaign for elective office or on behalf of a political organization for political purposes.

(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.

(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) by an officer or (ii) by an employee, or by the officer or another employee directing that 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 an employee, or by the officer or another employee directing that employee; or

(4) Has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

SECTION 1.2: Other definitions. Unless otherwise stated, all other terms used in this Policy have the definition given in the State Officials and Employees Ethics Act.

SECTION 1.3: Construction. This Resolution shall be construed in a manner consistent with the provisions of the State Officials and Employees Ethics Act. This Resolution is intended to impose the same but not greater restrictions than the Act.

ARTICLE 5
PROHIBITED POLITICAL ACTIVITIES

SECTION 5.1. Prohibited political activities.

(a) No officer or employee shall intentionally perform any prohibited political activity during any compensated time (other than vacation, personal, or compensatory time off). No officer or employee shall intentionally use any property or resources of the Board of Trustees in connection with any prohibited political activity.

(b) At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i) as part of
that officer or employee’s duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).

(c) No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political 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 of an officer of a political committee, of a political party, or of a political organization or club.

ARTICLE 10
GIFT BAN

SECTION 10.1. Gift Ban. Except as permitted by this Policy, no officer or employee, and no spouse of or immediate family member living with any 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. No prohibited source shall intentionally offer or make a gift that violates this Section.

SECTION 10.2. Exceptions. Exceptions to gift bans are applicable to the following:

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.

2. Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.

3. Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.
(4) Educational materials and missions.

(5) Travel expenses for a meeting to discuss business.

(6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncles, first cousin, nephew, niece, husband, wife, a party to a civil union, 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, the individual’s fiancée and the individual’s party to a civil union.

(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 provided as a “contribution” under the definition of the term offered above, 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 entity.

(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 the college in support of the employee’s, officer’s or member’s discharge of official duties or to which there is a right by law for payment or reimbursement.

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

SECTION 10.3. Disposition of gifts. An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this Policy if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501(c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

ARTICLE 15
ETHICS ADVISOR

SECTION 15.1. Appointment. The Board of Trustees may designate an Ethics Advisor for the College.

SECTION 15.2. Duties. The Ethics Advisor shall provide guidance to the officers and employees of the Board of Trustees concerning the interpretation of and compliance with the provisions of this Policy, the Act, and other State ethics laws. The Ethics Advisor shall perform such other duties as may be delegated by the College Board.

ARTICLE 20
ETHICS COMMISSION

SECTION 20.1. Appointment. An Ethics Commission may be appointed by the Board of Trustees to consider ethics complaints, and to undertake other responsibilities deemed appropriate. The Ethics Commission may be appointed to serve on an ongoing basis or on an ad hoc basis as determined by the Board. Where an appointment is made, the Ethics Commission may establish appropriate procedures. 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 elected officer of Illinois Valley Community College. A quorum shall consist of two commissioners, and official action by the commission shall require the affirmative vote of two members.

SECTION 20.2. Complaint. Complaints alleging a violation of this Policy shall be filed in writing with the Secretary of the Board or the College President. A complaint alleging the violation of this Policy must be filed promptly and, in all events, within one year after the alleged violation.

SECTION 20.3. Powers/Duties. The Commission shall have the following powers and/or duties:

1. To adopt procedures and timelines to manage a complaint and determine the complaint’s disposition.

2. To investigate a complaint and receive information pertaining to it.

3. To hold a meeting, upon not less than 48 hours public notice, with the complaining party and the person accused of violating the policy for the purpose of determining the complaint’s disposition. Both parties shall be given the opportunity to provide information concerning the complaint. The meeting may be closed to the public to the extent authorized by the Open Meetings Act.

4. To request the assistance of an attorney.

5. To issue recommendations for disciplinary actions, if any. 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.

The powers and duties of the Commission are limited to matters clearly within the purview of this policy.

SECTION 20.4. Miscellaneous. This section is not intended to preclude the Board of Trustees from itself considering or utilizing other procedures for consideration of complaints.

ARTICLE 25
BOARD ACTION ON RECOMMENDATION OF COMMISSION

SECTION 25.1. Trustees. Upon receipt of a recommendation from the Ethics Commission, the Board of Trustees may issue a reprimand to a board member or officer who intentionally violates any provision of this Policy.
SECTION 25.2. Employees. Upon receipt of a recommendation from the Ethics Commission, the Board of Trustees may initiate a disciplinary or discharge action against an employee who intentionally violates any provision of this Policy in accordance with the applicable procedures.

SECTION 25.3. Other. Notwithstanding the language of Sections 1 and 2 of this Article, the Board may also, if it finds it is more likely than not that the allegations in a complaint charging a Board Member or employee with violating this Policy are true, notify the appropriate State’s Attorney. If the complaint is deemed not sufficient, the Board shall send by certified mail, return receipt requested, a notice to the parties of the decision to dismiss the complaint.

ARTICLE 30
EXISTING RESTRICTIONS

This Policy does not repeal or otherwise waive, modify or amend any other restrictions applicable to officials or employees.

ARTICLE 35
FUTURE AMENDMENTS TO OFFICIALS AND EMPLOYEES ETHICS ACT

Any amendment to the Ethics Act that becomes effective after adoption of this Policy shall be incorporated into this Policy by reference and shall be applicable as if set forth in this Policy. However, any amendment that makes its provisions optional for adoption by community colleges will not be incorporated into this Policy by reference without formal action by the Board of Trustees.

ARTICLE 40
INVALIDITY

If and to the extent the Ethics Act is declared unconstitutional as it applies to public community colleges, then this Policy or the relevant portions thereof shall be deemed repealed as of the date such decision becomes final and not subject to any further appeals or rehearings.

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<th>Illinois Valley Community College Administrative Procedure</th>
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Under Article 15, Section 15.1, of the Ethics Resolution, the Board of Trustees may designate an Ethics Advisor for the College. Zukowski Law Office serves as the Ethics Advisor.
It is the policy of Illinois Valley Community College that no Board member, College employee, or direct family member (as noted in Board Policy 3.24) shall have any pecuniary interest in the operations of the College, or demand or receive any commission or compensation for purchase or sale of any IVCC supplies, equipment, or services directly to the College. College Board members and employees will not furnish for remuneration, whether at profit or loss, any required or optional materials for students or clients of the College. However, the administration of the College may grant individual exception to the policy if it deems such action to be compellingly in the best interest of students, provided exceptions are consistent with applicable State Law. Because students should have the freedom to purchase from any source, this policy is not intended to restrict students from incidental purchases from retail or other outlets in which Board members or College employees have a financial interest.

No Board member or College employee (including spouses of immediate family members residing in the same household) shall solicit or accept a gift from a prohibited source. A prohibited source is a person or entity who is attempting to influence, do business with, is regulated and/or has interests affected by performance or non-performance of officials or registered lobbyists. The solicitation or acceptance of such a gift is prohibited if one has reason to believe it is offered in an effort to influence her or his official position or employment.

It is the policy of IVCC that a Board member or direct family member (as noted in Board Policy 3.24) cannot simultaneously be a College employee.

The following information will serve as a guideline for the conduct of Board members and College employees in relationship to potential areas of conflict of interest that should be avoided and/or must receive administrative clearance prior to their being undertaken.

When assessing a potential conflict of interest situation, one should consider: (1) existing College policy; (2) existing administrative procedures; and (3) statutes governing all public employees/Board members.

The following Code of Ethics statements are to serve as guidelines for all Board members and College employees:

(1) No Board member or College employee shall use his/her official position or office to obtain financial gain for himself/herself, other than official salary, honoraria or reimbursement of expenses, or for any member of his/her household, or for any business with which he/she or a member of his/her household is associated.
(2) No Board member or College employee or member of his/her household shall solicit or receive for himself/herself, whether directly or indirectly, any gift(s) from any source who could have an interest in doing business with the College.

(3) No Board member or College employee shall solicit or receive, either directly or indirectly, and no person shall offer or give to any public official any pledge or promise of future employment, based on any understanding that such public official’s vote, official action or judgment would be influenced thereby.

(4) No Board member or College employee or member of his/her household shall sell goods or nonemployment-related services to the College without full or complete disclosure and President’s approval.

(4) No Board member or College employee shall further his/her personal gain through the use of confidential information gained in the course of or by reason of his/her official position or activities in any way.

(6) No Board member or College employee shall make use of any College equipment or facility for his/her own personal financial gain. Board members and College employees may, however, make use of College equipment/facilities on the same basis as a non-Board member or non-employee of the district. Faculty may also retain ownership of those essential demonstration works required for the direct support of instruction (such as art pieces) provided all materials for such works are provided by the faculty member and not at public expense.

(7) College employees shall not pursue an “economic gain” activity during hours that are part of their normal job assignment, and Board members shall not pursue an “economic gain” activity during times when carrying out Board member functions. For purposes of this policy, economic gain is receipt of a gift including the purchase, sale, lease, option, or other transaction or other arrangement involving property, services, thing of value, or compensation conferred upon or received by any person, which personally enriches that person in an amount equal to or exceeding $100 in cumulative value from any prohibited source during a calendar year.

The above statements should be carefully analyzed and clarification requested before a Board member or College employee utilizes College facilities and/or equipment for the production and/or sale of goods or products from which he or she may realize a monetary return.

All Board members and College employees should be conscious of the restriction relating to the providing of goods or non-employment-related services to the institution, either personally or by members of their immediate family, as outlined above.
It is the policy of the Board of Trustees of Illinois Valley Community College to prohibit violations, in any form, of federal laws protecting copyright. Employees, students, and all other agents of District No. 513 are directed to avoid copyright law violations. Various College policies, procedures, resources and practices are in place to help educate students and employees. The expectation is that our students and employees will respect the copyright of authors and creators both within and outside of the classroom, whether print, visual, audio, or digital media. This respect for copyright also extends to the IVCC logo servicemark.

This procedure addresses requirements imposed upon the College by Federal Law, specifically, the Higher Education Opportunity Act (HEOA).

**Summary of Civil and Criminal Penalties for Violations of Federal Copyright Laws**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information, please see the website of the U.S Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ’s at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq). The statement above was prepared by the U.S. Department of Education, June 2010.
Digital Copyright, P2P, and File Sharing
Unauthorized copying and distribution of licensed software or copyrighted materials is a crime that can result in civil and criminal penalties.

The College recognizes that often laws related to copyright are misunderstood. The College is legally compelled to establish policies, educate our students, and take reasonable actions to assure networked resources are not used to facilitate illegal activities, whether intentional or unintentional. Anyone using the College’s networked resources agrees to abide by the Use of Campus and Computer Networking Resources (Board Policy #5.4) and the associated Acceptable Usage Guidelines (Administrative Procedure #5.4a).

An IVCC student or College employee could be at risk if they have ever done the following with works that were created by others:

- Scanned a document or picture
- Copied and pasted from websites or other digital resources
- Digitally recorded or otherwise captured video or audio
- Downloaded documents, songs, or videos
- Emailed, copied or downloaded materials to anyone other than themselves
- Posted lyrics, poems, or portions of books or articles to a web site or social media site
- Uploaded images, documents, video or audio to publicly accessible web sites
- Linked to web sites that contain illegally posted materials
- Used peer-to-peer (P2P) networks to share music, videos, or other copyrighted works with others

The information on Digital Copyright, P2P, and File Sharing can be found on the College web site at http://www.ivcc.edu/studenthelpdesk.aspx?id=16947. Information on Copyright and Disclaimer, as well as the Interim Designation of Agent to Receive Notice of Claimed Infringement notices may be accessed through links at the bottom of the IVCC homepage, or through http://www.ivcc.edu/contactus.aspx?id=4140 and http://www.ivcc.edu/contactus.aspx?id=4142, respectively.

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<thead>
<tr>
<th>Illinois Valley Community College Administrative Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject: Copyright – Classroom Use</td>
</tr>
<tr>
<td>Number: 4.16 (b)</td>
</tr>
<tr>
<td>Effective Date: 04/19/11</td>
</tr>
<tr>
<td>Last Reviewed: 02/25/16</td>
</tr>
<tr>
<td>Last Revised: 02/25/16</td>
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Coursepacks
All instructors who wish to use copyrighted materials in the classroom are expected to (1) use pre-existing library resources; (2) use a permissions clearinghouse service, such as Xanedu; or (3) provide evidence to the Learning Technologies Department that permissions have been cleared to use materials.
If an instructor has materials that he/she would like to combine into a coursepack, he/she should turn them into the library staff in the order that materials would be presented to the student, along with the CoursePack Order Form. If an instructor does not already have materials in mind, he/she can consult the library staff, who will help the instructor:

- Determine if an item is available electronically in one of the licensed databases;
- Locate alternative materials in the event that copyright clearance cannot be obtained for a particular item;
- Explore the Xanedu Web Site.

More detailed instructions for identifying or developing a coursepack are available in both Jacobs Library and the IVCC Bookstore.

**Electronic Reserves**
Jacobs Library offers an Electronic Reserves service that complies with copyright law, fair use, and standard library copyright practices.

Materials should be delivered to the Library and must contain: (1) a full citation; (2) notice of copyright; (3) course name and number; (4) instructor name and (5) course syllabus. Faculty should allow four weeks for processing.

Electronic Reserves must be removed at the end of each term. Materials that remain on reserve for more than one semester require permission of the copyright holder. Electronic reserves do not take the place of coursepack copying.

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**Illinois Valley Community College Administrative Procedure**

<table>
<thead>
<tr>
<th>Subject:</th>
<th>Copyright – Outside of Classroom</th>
<th>Effective Date:</th>
<th>04/19/11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number:</td>
<td>4.16 (c)</td>
<td>Last Reviewed:</td>
<td>02/25/16</td>
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<td>Last Revised:</td>
<td>02/25/16</td>
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No permission is required to link to materials licensed through library databases.

**Video Display Outside the Classroom**
The U.S. Copyright Act governs the display of audiovisual works. Display of video on the IVCC campus, outside of the classroom, is generally considered a “public performance” of the copyrighted work and requires prior permission. Common examples of public performance include film festivals; displaying a video in the lobby; movies screenings for the purpose of raising awareness on particular issues; and inclusion of a video viewing as part of a celebration.

The Learning Technologies Department will assist in obtaining permission. Student groups, faculty, or other employees should forward the following information to the Director of Learning Technologies or to the Help Desk at least two weeks in advance of the event:

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Table of Contents
1. Title of video/dvd
2. Producer of video/dvd
3. Name and short description of event
4. Date of event
5. Time of event
6. Room/Location of event
7. Anticipated attendance
8. Admission fee (if applicable)

The Learning Technologies Department obtains permissions through public performance licensing agents, such as Swank Motion Pictures, Inc., the Motion Picture Licensing Corporation, or Criterion Pictures.

Display of DISH Network content is permitted through the College’s commercial programming package.

Showing video in the classroom, as part of planned curriculum, is considered fair use under Section 107 of the U.S. Copyright Act. No additional permission is required for this use.

Playing Music at an Event
The use of music to accompany events on campus is limited by license. The Associate Vice President for Student Services’ office maintains membership with the Performing Rights Organizations, ASCAP, SESAC, and BMI, to license music for campus events.

A list of song titles and artists should be forwarded to the Associate Vice President for Student Services’ office four weeks in advance of an event. Approval of the playlist will be provided within one week of submission.

Music played as a part of a classroom activity are permissible under fair use guidelines and do not require special permission.

Digitization and Duplication of Audio or Video
The U.S. Copyright Act limits the ability of the College to duplicate videos or to convert audio or video to different formats (i.e., converting VHS to DVD or other digital formats). The Learning Technologies Department can assist with permissible video duplication or media conversion projects. Only legally obtained videos or audio recordings can be duplicated, and only with the permission of the copyright holder. Media that is in an obsolete format can be converted to a new format only if that video is not available for purchase in a newer format. Instructors wishing to convert portions of media for instructional purposes are encouraged to consult with members of the Learning Technologies staff.

Duplicated media should be labeled with the original copyright notice, along with the statement that further reproduction or distribution of the material is a violation of copyright law. Audio or video recorded by the instructor, student, or other individual placing a request can be duplicated or converted as long as permission has been obtained by all
individuals in the video and the video does not contain works, such as music or video that is otherwise protected by copyright. An audio/video/photo release form is available from the Community Relations and Development Office.

Illinois Valley Community College Administrative Procedure

<table>
<thead>
<tr>
<th>Subject:</th>
<th>Copyright – IVCC Servicemark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number:</td>
<td>4.16 (d)</td>
</tr>
<tr>
<td>Effective Date:</td>
<td>04/19/11</td>
</tr>
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</tr>
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</table>

The Illinois Valley Community College logo, officially described as “abstract letter ‘I’ within letter ‘V’ capped with a flame,” was registered with the State of Illinois, Secretary of State on October 26, 2010, and assigned number 102293, for a five-year period. The logo was renewed in July 2015.

Use of the IVCC logo is confined to this facsimile, and must adhere to the Guidelines for use published in handout form available from the Community Relations and Development Office.
It is the policy of the Board of Trustees of Illinois Valley Community College to authorize mileage reimbursement at the current Internal Revenue Service’s standard mileage rate per mile for College personnel and Board members using personal cars for approved business trips.
It is the policy of the Board of Trustees of Illinois Valley Community College when the College enters into a contractual agreement with a member of the faculty or staff for the production or development of materials, the agreement will define the obligations and ownership rights of each party. If ownership rights and obligations are not defined in the agreement, eighty percent of the royalties will be retained by the College until such time as the College recovers its participatory costs, and twenty percent will be retained by the staff member. When the College has recovered its total cost, all royalties will be shared equally by the staff member and the College.

The College retains the right to use any commissioned material internally.
The College recognizes the importance of increasing the participation of businesses owned by minorities, females, and persons with disabilities in public contracts. It is the policy of the College to promote the economic development of disadvantaged business enterprises by setting aspirational goals to award contracts to businesses owned by minorities, females, and persons with disabilities for certain services as provided by the Business Enterprise for Minorities, Females and Persons with Disabilities Act (“Act”), 30 ILCS 575/0.01 et seq. and the Business Enterprise Council (“Council”) for Minorities, Females, and Persons with Disabilities which serves to implement, monitor, and enforce the goals of the Act.

In support of this policy, the College makes a commitment to promote and encourage usage of minority, female, and persons with disability owned businesses to the greatest extent feasible within the bounds of financial and fiduciary prudence and to take necessary steps to remove any barriers to the full participation of such firms in the procurement and contract opportunities afforded. The College will support administrative and staff members in attending and participating in trainings, workshops, conferences, and seminars dealing with procurement through qualified minority, female, and persons with disability owned businesses in compliance with the Act.

The College is committed to meeting the requirements of the Act. The College will establish the aspirational goals as cited by the Act and pursue good faith efforts to meet such goals. The College President shall appoint the Director of Purchasing as a liaison to the Council with all duties as set forth in the Act. The College has the responsibility to develop policies, plans, and procedures to achieve the goals to the best of its ability to be in compliance with the Act.

The College will continue to award contracts to the lowest responsible bidder after public advertisement, in accordance with procedures specified in and except as otherwise provided in Section 3-27.1 of the Illinois Public Community College Act, (110 ILCS 805/3-27.1)
Monies may be transferred from the Working Cash Fund to the Educational Fund or the Operations and Maintenance Fund only upon the authority of the Board of Trustees, which shall direct the Treasurer to make such transfers and to effect repayment of principal thereof to the Working Cash Fund, as prescribed in Section 3-33.6 of the Illinois Public Community College Act (110 ILCS 805/3-33.6).
It is the policy of the Board of Trustees of Illinois Valley Community College to recognize the importance of institutional planning.

All major institutional decisions continue to be based on an on-going process of short-range and long-range planning that involves the Board of Trustees and all College constituents. The educational philosophy of the College, its stated objectives, its educational programs, and all proposals concerning budgeting, staffing, programming, and developing the campus are continuously and systematically reviewed before the Board of Trustees authorizes definitive action.

Responsibility for guiding institutional planning lays in the President's office. The President enlists the assistance of all staff, faculty, students, and community advisory committees [see link to Strategic Plan Flowchart on next page].

IVCC leaders set direction through formal, interrelated planning processes and through the formal committee structure. Formal planning processes include strategic planning, financial planning (Budget Council), technology planning (Information Technology [IT] Strategic Plan), and Master Planning (facilities). The strategic planning process (SPP) sets goals for a three-year period of time. Annually, departments will consider these goals as they prepare their operating budgets to fund activities to meet the objectives and goals. The College’s Budget Council determines funding for initiatives to meet the goals set out in the SPP. The College updates the facilities Master Plan every five years to anticipate additional facilities and infrastructure needed to carry out the Mission, Vision, and Core Values. The IT Strategic Plan is updated annually to align the technology needs of the College with the strategic planning and budgeting processes. The Board of Trustees approves the strategic plan and the facilities Master Plan as well as the annual operating budgets and IT Strategic Plan.

IVCC’s committee structure, led by the Strategic Leadership and Planning Council, also provides leadership through a shared governance model aligned with the Mission, Vision, and Core Values. Membership on committees and associated teams includes representation from administration, faculty, and support staff, with standing members and rotating membership terms. Committee chairs review or establish the charge within the context of the Mission, Vision, and Core Values and report the committees’ progress.

IVCC’s planning process includes a commitment to examine the feasibility of joint ventures with other education, business, government, and community-based agencies in
order to promote the most effective utilization of available resources. Broad-based institutional planning necessitates local reliance on the Illinois Community College Board to gather and disseminate pertinent information about all colleges in the statewide system.

IVCC believes that systematic evaluation is essential to effective institutional planning.

Strategic Plan Flowchart Revised 10-07-10.pdf
It is the policy of the Board of Trustees of Illinois Valley Community College to broaden the scope of the College's community service program by welcoming residents of communities surrounding IVCC to make use of the library materials found in Jacobs Library. In addition, those residents of IVCC District 513 that are 18 years of age or older will be allowed to check out materials on the same basis as enrolled students with some provisions. Like students, community borrowers are subject to overdue fines, lost or damaged item replacement and processing fees, and suspension of borrowing privileges as outlined in the Jacobs Library Community Borrower Information Sheet [see attached Community Borrower Information Sheet]. Community borrowers or students enrolled in a college or university with an authorized IVCC articulation agreement may contact Jacobs Library staff for information on procedures related to use of library materials and equipment.

Residents of Illinois Valley Community College District 513 who are 18 years of age or older will be allowed to check out books on the same basis as enrolled students with the following provisions:

A. They must complete a borrower’s data card to remain on file in the library.
B. They must agree to be responsible for all materials checked out with their card.
C. They must agree to return materials within 48 hours if a student or faculty member requests them.
D. They can only check out materials in their own name. Each borrower must check out their own materials.

The IVCC Library will not request materials from other libraries for community borrowers. These items must be obtained through the borrower’s local public library.
Items that may be used in the library by community borrowers include:

A. Reference books.
B. Local History collection.
C. Periodicals and newspapers.

Community borrowers are welcome to use the copying machines, and microfiche and microfilm reader/printers that are available in the library.

Materials Overdue Policy

A. Books are checked out for a period of four weeks, with the exception of the McNaughton Collection which checks out for two weeks, and may be renewed. There is a fine of $0.50 per day overdue.
B. All fines and fees are to be paid at the Library Service Desk.
C. Overdue materials must be returned to the Library Service Desk so that the borrower’s record may be cleared. After $40 in fines library borrowing privileges will be suspended.
D. If an item is not returned, a replacement fee plus the fine and processing fees will be charged. Library borrowing privileges will be suspended until the fees have been paid or the item has been returned along with payment for the fine.
E. Borrowers will be charged replacement and processing fees for returning items which have been damaged, depending on the extent of the damage.
It is the policy of the Board of Trustees of Illinois Valley Community College that records be retained only during the period of their immediate use unless longer retention is required by law, by contract or for internal or historical reference. The Records Retention Guidelines and Schedule specify the length of time records are to be retained.

The College will abide by the Record Retention Guidelines. Questions should be directed to the Controller who will serve as the college's link to the Office of the Illinois Secretary of State, Division of Archives and Records.

Administrative correspondence: 1 year
Agreements, contracts, and leases: 10 years after termination of the agreement
Audit reports: permanently
Bank statements, cancelled checks, and deposits: 7 years
Bids: 10 years
Budgets reports (annual): 7 years
Cash receipts and receipt stubs: 2 years
Certificates of publication and legal notices: 1 year
Check stubs: 2 years.
Disbursing orders: 5 years
Election records: 1 year
Federal revenue sharing records: 10 years
Federal and state withholding tax records: 5 years
Financial reports (annual): 7 years
Inspection records: 5 years
Insurance policies and claims: 7 years after expiration or cancellation
Inventory records: 2 years
Invoices and paid bills: 7 years
Lawsuits: 3 years following settlement
Ledgers: 7 years
Legal opinions: retain permanently
Minutes: retain permanently
Motor fuel tax records: 10 years following completion of terms of the contract
Official's oath of office: 2 years
Payroll reports and registers: 7 years
Personnel files: 60 years
Personnel and officials annual earnings/payroll records: 60 years
Personnel time records: 2 years
Resignations: retain permanently
Road improvement records: retain plans permanently; other records 10 years
Supervisor's financial statements and reports: 7 years
SURS records: retain designation of beneficiary forms until superseded by a new designation or until terminated employee's 78th birthday.
Tax levies: 7 years
Treasurer's journals and ledgers: 7 years
Vehicle titles: retain until disposal of vehicle

The administration will use all forms, including the Records Disposal Certificate, recommended by the Illinois Secretary of State, Division of Archives and Records.
Illinois Valley Community College (IVCC) makes available computing and network resources for students, faculty, and staff, and community/guest users. The resources exist solely for educational purposes to carry out the legitimate business of the College, the Board of Trustees, and the IVCC Foundation. All users of Illinois Valley Community College campus and network computing resources are responsible for using these resources in an effective, ethical and lawful manner, and in accordance with IVCC Administrative Procedures (5.4 a, b, c, and d). The College’s technology resources and the data entered, created, received, viewed, accessed, stored or transmitted by the College’s technology resources are College property with the exception of student-created work stored on network drives or unless stipulated otherwise by the Intellectual Property Rights agreement between the College and IFT Local 1810 (Article VI, A) or IVCC Board Policy 4.18 Ownership of College Commissioned Works, or any applicable law. Acceptable and unacceptable uses of resources are outlined in related procedures. Users should:

- Exercise personal responsibility for understanding limits and privilege of computing resources.
- Use resources legally and ethically.
- Understand related privacy and ownership issues.
- Conserve and protect resources.

Enforcement:
Abuse of computing privileges and failure to observe this policy will result in disciplinary action. Computing privileges will be revoked and violators will be subject to the due process procedures of the College as outlined in the Student Code of Conduct, the Administrative Procedures, IVCC Employee Handbook, or the IVCC Board of Trustees Policy Manual. In case of conflict, local, state or federal laws and regulations will supersede this policy. Action taken by IVCC in accordance with this policy or related administrative procedures does not eliminate the possibility of legal action taken by the College or by others.

A copy of the Use of Campus Network and Computing Policy, as well as the accompanying Administrative Procedures will be made available to students, and will be available to all employees with a sign-off sheet acknowledging receipt and understanding.
Computing and networked resources are available to students, College employees and community/guest users for the educational and administrative purposes of IVCC. General student access to computing and networked resources is provided in open lab areas and throughout the campus via wireless access. Other computers and computer labs are restricted to students in specific programs or courses. College staff members are available to help student users and new employees gain the computer access appropriate to their course of study or type of work. IVCC works with external partners to bring technology resources to campus, and has agreed to comply with the Acceptable Use policies of these entities.

Use of the campus computing resources is a privilege and not a right, and may be suspended during an investigation of alleged misconduct, and possibly terminated when improperly used. The following guidelines must be followed by all persons who use the College computing and networked resources, whether accessing them from on or off campus.

**Guidelines and Prohibited Practices**

**Exercise personal responsibility**

1. Users are required to learn, understand, and follow the guidelines for each type of computer, lab, or other electronic resource.
2. Users must only access those computing and information technology resources and data for which they have authorization and only in the manner and to the extent authorized.
3. Installing software or connecting any device to the College’s network without prior consent from the IVCC Department of Information and Technology Services (ITS) is prohibited.
4. Persons to whom an individual account is issued are responsible at all times for its proper use. Passwords are assigned to approved users and may not be shared or transferred to someone else. Passwords should be changed frequently. Users are cautioned not to leave a computer logged in and unattended in a public area or classroom.

**Use resources legally and ethically**

5. Users should become aware of local, state, and federal laws governing certain aspects of computer and telecommunications use. Members of the College community are expected to respect these laws, as well as to observe and respect
College rules and regulations. Users may not engage in unauthorized copying or distribution of software, graphics, text files, music or video, including peer-to-peer and file sharing (see IVCC Board Policy 4.16 Copyright). Users are prohibited from transmitting fraudulent, harassing, or obscene messages and/or other materials over the Internet or any other directly connected network on or off campus. Users must exercise respect for others who may be offended by content displayed on a computer monitor or laptop, whether college-owned or otherwise. Some content is expressly prohibited [See Administrative Procedure 5.4(d)].

6. Prohibited unethical activities include, but not limited to, attempts to obscure the origin or content of a message or document; using College resources to promote personal financial gain of self or other individuals or entities; IVCC employee use of College resources to engage in political activities; activities that might damage the reputation of the College; and employee misrepresentation of personal opinion as the official position or viewpoints of the College.

7. Incidental personal use of computing and network resources by employees (e.g. redirecting email to personal account; unsubscribing to listservs or commercial messages, etc.) is acceptable.

Understand related privacy and ownership issues

8. Employees are expected to store work in network storage space. Files will be retained according to IVCC Record Retention Guidelines & Procedures.

9. All contents of files located anywhere on the computer or network equipment owned or maintained by the College may be reviewed by the College, its agents and designees, at any time for the purpose of investigating possible violations of Board Policy 5.4, or any alleged criminal violations. Users have no reasonable expectation of privacy with regard to any such search of contents of files located anywhere on the computer or network equipment owned or maintained by the College.

10. An employee may make a request to have the ITS department access, retrieve, or move his or her own files from their networked account. With the exception of faculty-owned files, this action may also be initiated by the individual’s department head, provided the file is needed to carry out College business.

Conserve and protect resources

11. Game playing, use of chat rooms, social networking sites, music, video and other graphic-intensive Internet sites that are not course-related consume needed bandwidth. Their use may be limited or curtailed at peak times by ITS. Employees are prohibited from accessing such sites that are not job-related during scheduled work hours.

12. Users must not knowingly create, send or forward electronic chain letters, viruses, worms, or spam, or any other malicious software.

13. All users contribute to the protection of campus computing resources. Users are responsible for reporting any observed gaps in system or network security to the College’s ITS Department.
Observed Violations and Enforcement

Observed violations of Board Policy 5.4 and/or its related administrative procedure [5.4(a), (b), (c), and (d)] should ultimately be reported to the Director of Information and Technology Services. Notification may originate from students, through computer lab employees, faculty members, or administrative staff. If the case is an alleged student violation, the matter will be referred to the Associate Vice President for Student Services for consideration under the provisions of the Student Code of Conduct. If the case is an alleged IVCC employee violation, the matter will be referred to the Vice President for Business Services and Finance, and the Director of Human Resources, or the individual’s immediate supervisor per the appropriate Administrative Procedure(s).

If, in the opinion of the Director of ITS, a violation is committed that is excessive or a blatant attempt to undermine the use of the Internet or IVCC computer resources, ITS reserves the right to disregard the warning process and immediately disable the user’s account. The matter will then be turned over to the Associate Vice President for Student Services (student violation) or the Vice President for Business Services and Finance (employee violation) for further action.

ITS will cooperate fully, upon the advice of College legal counsel, with any local, state, or federal officials investigating an alleged crime committed by an individual who has an account on the Illinois Valley Community College computer or networking system. The College will also cooperate with regulations enumerated in the Acceptable Use Policies of the Illinois Century Network (http://www.illinois.net/AUP.pdf).

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<thead>
<tr>
<th>Illinois Valley Community College Administrative Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subject:</strong> Bandwidth Shaping &amp; White Listing Procedures</td>
</tr>
<tr>
<td><strong>Number:</strong> 5.4 (b)</td>
</tr>
</tbody>
</table>

IVCC is committed to student, faculty, and staff access to technology for educational, research, or community outreach purposes as top priorities. Some technology applications, such as social networking (Facebook and Twitter), streaming video, and other graphic-intensive, interactive sites consume high levels of bandwidth that may result in slowed or unsuccessful Internet access at peak times.

IVCC reserves the right to conserve the bandwidth of the College’s access to the Internet in order to regulate technology resources, by:

1. Filtering out questionable email (SPAM) before it reaches the College;
2. Limiting or preventing high bandwidth Internet traffic to and from the College;
3. Blocking access to specific Internet sites.
Internet domains and addresses can be added to “White Lists” to insure that access to these websites or email from these addresses will not be blocked. Requests for adding domains or addresses to the White Lists, along with justification for the request, should be sent to the Help Desk at 555@ivcc.edu.

If a situation requires immediate action, the Director of Information and Technology Services will make the decision, and the Strategic Leadership and Planning Council or President’s Council will review what was blocked, filtered or limited, and take official action at its next meeting.

IVCC email is retained on active servers indefinitely. Employees may utilize local archiving or other methods consistent with his/her work practices. Searchable content management applications are available for email retrieval for College business use, litigation, or Freedom of Information Act (FOIA) requests.

All e-mail which constitutes a public record shall be subject to this policy. Public record is defined as “all records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, recorded information and all other documentary materials, regardless of physical form or characteristics, having been prepared, or having been or being used, received, possessed or under the control of any public body” [5 ILCS 140/2(c)]. College email has been construed to meet this definition.

The Freedom of Information Act, Subsection 7 (1) a-z, Exemptions, provides guidance for situations, such as email, where portions of the documentation constitute public record and other portions do not.

If an email is not a public record, the employee responsible for the creation or receipt of the email should delete it as soon as practicable unless the email is subject to a litigation hold.

In addition, some information may be prohibited from disclosure or withheld from disclosure by the College due to state or federal law or regulations.

In an instance where a request is made to access one of the potentially exempt documents, the request will be reviewed and acted upon by the College President and FOIA Officer (Vice President for Business Services and Finance) based upon the requirements of the
Freedom of Information Act (5 ILCS 140/1(et seq.), the State of Illinois Local Records Act (50 ILCS 205/1 et. seq.), the State Records Act (5 ILCS 160/1 et. Seq.), IVCC Board Policies, and all other applicable state and federal statutes and regulations.

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<thead>
<tr>
<th>Illinois Valley Community College Administrative Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subject:</strong> Discovery and Reporting</td>
</tr>
<tr>
<td>Child Pornography and the Illinois Abused and Neglected Child Reporting Act (ANCRA)</td>
</tr>
<tr>
<td><strong>Effective Date:</strong> 10/19/10</td>
</tr>
<tr>
<td><strong>Last Reviewed:</strong> 04/14/16</td>
</tr>
<tr>
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</tr>
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Under 325 ILCS 5/1 Abused and Neglected Child Reporting Act – Section 4.5, information technology workers and their employers are required to immediately report any child pornography images discovered on electronic and information technology equipment to local law enforcement. Compliance with this Act fulfills the concurrent obligation under Title 42 U.S. Code 13032, which offers the additional reporting option through the cyber tipline at the National Center for Missing and Exploited Children (http://www.cybertipline.com).

Any Information and Technology Services (ITS) staff member who discovers possible child pornography on a College computer must report the discovery immediately to the Director of Information and Technology Services. The Director of ITS is responsible for notifying the proper authorities. Other employees who have knowledge of possible child pornography on an employee’s computer are required to inform the Director of Human Resources and/or appropriate Vice President or Associate Vice President. The Director of Human Resources will initiate an investigation, and if warranted, notify the proper authorities.

Any user whose computer is reported as a source of possible child pornography will have the user account immediately disabled and the matter will be turned over to the Director of ITS to secure the hard drive and/or history for further investigation.

Under 325 ILSC 5/4 Abused and Neglected Child Reporting Act (ANCRA) – Section 5.4, personnel of institutions of higher education having reasonable cause to believe a child known to them in their professional or official capacity may be an abused child or a neglected child shall immediately report or cause a report to be made to the Illinois Department of Children and Family Services.

Reports may be made to the DCFS hotline (1-800-25 ABUSE) or in person followed by a written report within 48 hours. IVCC’s employee duty to report is absolute, and it rests with the individual identifying the suspected abuse or neglect. DCFS recommends that, if in doubt about whether to report, the reporter should report the suspected abuse. Any person, who enters into employment with IVCC is mandated by virtue of that
employment to report under the ANCRA, shall sign a statement to the effect that the employee has knowledge and understanding of the reporting requirements of this Act. The statement shall be signed prior to commencement of the employment. The signed statement shall be retained by IVCC in the employee’s personnel file.

All employees of IVCC are required to complete the DCFS on-line training. This on-line training could take 60-90 minutes and must be completed prior to employment. This on-line training is also required of any volunteer camp workers or volunteer coaches.
Faculty and Staff Acknowledgment & Statement of Agreement

I acknowledge that I have received a copy of the Illinois Valley Community College Use of Computer and Network Computing Resources Policy 5.4 and associated Administrative Procedures and that I have read and understand these documents. I further understand that I must comply with all of the provisions of the Policy and the associated Administrative Procedures in order to have access to and use College technology resources as an employee of the College.

I understand that the College’s technology resources and the data entered, created, received, viewed, accessed, stored or transmitted by the College’s technology resources are College property, unless stipulated otherwise by the Intellectual Property Rights agreement between the College and IFT Local 1810 (Article VI, A) or through IVCC Board Policy 4.18 Ownership of College Commissioned Works, and as otherwise provided by law. I acknowledge my understanding that the College reserves the right to access, inspect, monitor, intercept, or review any and all information transmitted via College technology resources in accordance with Policy 5.4, its associated Administrative Procedures, and in accordance with state and federal law.

I also understand that if I do not comply with all provisions of the Policy, my access to College technology resources will be revoked, and I may face further disciplinary action.

Name (please print) ___________________________________________

___________________________________________________________
Signature       Date

___________________________________________________________
Witness Signature       Date
It is the policy of the Board of Trustees of Illinois Valley Community College to utilize its facilities and equipment for College purposes. Upon request, facilities may be made available for non-College related events.

The College shall maintain an administrative procedure governing the use of College facilities. The President or his/her appointed representative may deny or limit the use of College facilities or equipment, within applicable federal and state laws, to any individual or group unable, or unwilling, to comply with the administrative procedure.

IVCC does not endorse sales during non-College events. However, the sale of media related to the event is allowed for all non-College events, subject to U.S. copyright laws and guidelines.

Introduction
Illinois Valley Community College has identified several locations at the Main campus and the Ottawa Center for use as community meeting spaces. These spaces are available to the community and may be used for activities consistent with the policies of the College and Board of Trustees and as further described below.

Main Campus Logistics
Directions
IVCC is located in north central Illinois about 100 miles southwest of Chicago, in the city of Oglesby, near LaSalle and Peru. To get to the College at 815 North Orlando Smith Road:

- From the West: From Interstate 80, take the Interstate 39 exit (Exit 79A) south to Exit 54. Turn right on Richard Moyle Highway. Turn right onto Orlando Smith Road. Proceed north ¼ mile. The College is on the left.
From the North: Take Interstate 39 south to exit 54. Go right on Richard Moyle Highway. Turn right onto Orlando Smith Road. Proceed north ¼ mile. The College is on the left.

From the East: From Interstate 80, exit at Interstate 39 South (Exit 79A). Take Interstate 39 south to exit 54. Turn right on Richard Moyle Highway. Turn right onto Orlando Smith Road. Proceed north ¼ mile. The College is on the left.

From the South: Take Interstate 39 to exit 54. Turn left (west) on Richard Moyle Highway. Turn right onto Orlando Smith Road. Proceed north ¼ mile. The College is on the left.

Parking
Parking is permitted only in the designated parking lots. Visitors are directed to Lots 1 and 7. Parking Lot 1 and 7 will be open to anyone after 4 pm, but rules regarding ADA parking and low emission parking will still apply. Parking Lot 8 is reserved for ADA parking as well as designated areas in Lots 6 and 7.

Building Hours
Monday - Thursday 7:00 a.m. – 10:00 p.m.
Friday 7:00 a.m. - 4:30 p.m.
Saturday 8:00 a.m. - 12:00 p.m.
Sunday Closed

Summer hours might vary - call (815) 224-2720, then press option “0” for assistance.

Ottawa Center Logistics

Directions
The Ottawa Center is located at 321 W. Main Street, Ottawa. To get to the Center, take Route 23 to Main Street. Turn west onto Main Street. The Ottawa Center is on the left side of the second block.

Parking
Parking is located behind the Center.

Building Hours
Monday – Thursday 7:00 a.m. – 9:00 p.m.
(Entry to the Building is denied after 8:30 p.m.)
Friday 7:00 a.m. – 4:30 p.m.
Classification of Users/Priority of Use

College Sponsored
The event is initiated and sponsored by a College department as part of College business, by a registered student organization, or by a faculty/staff member serving in a professional capacity (such as a member of a professional organization that is educational in nature and directly related to the mission of the College).

Non-College Sponsored
If the event is non-college sponsored, reservations are made on a first-come, first-served basis. Requests will be reviewed on a case-by-case basis to determine whether it is in conformance with the College policy. Decisions to permit a private, for-profit event are at the sole discretion of the College.

Not for Profit: The user is a not-for-profit organization, as defined by the Internal Revenue Code, external to the College. Event expenses are not paid through an IVCC account.

For Profit: The user is a for-profit organization external to the College. Event expenses are not paid through an IVCC account.

Facilities will not be rented for events that are a duplication of IVCC programs and/or services.

Partnership Status
Partnership status may be given to an organization whose mission, vision, and practices closely reflect IVCC’s mission, vision, and valued practices. Once given partnership status, that status will continue from year to year unless the organization’s mission, vision, and practices change to conflict with those of IVCC. Partners will be invoiced for support services, but will not be charged for facility use unless the event is large in scope.

Priority of Use
Following are general priority guidelines established by the College for use in scheduling College facilities. The guidelines apply in general to all College facilities.

1st Priority: College Sponsored Uses
2nd Priority: Non-College Sponsored Uses: Not for profit and for profit uses on first come, first served basis

How to Reserve Space
Rooms are available on a first-come, first-served basis, following the priority of uses set forth above. A Space Reservation Request must be completed to confirm reservation of the facility. Reservations are not considered final until an approved copy of the Space Reservation Request is returned to the applicant. The College reserves the right to determine and/or limit space assignments for scheduled events.
Deposit
The College may require a 50% deposit 45 days prior to the event, or upon booking, whichever is first. The deposit will be returned if notice of the event cancellation is received seven calendar days in advance of the event. Failure to leave facilities in good condition may result in the loss of deposit and/or miscellaneous additional charges.

Cancellation/No Show
The organization must contact the College regarding cancellation at least seven calendar days in advance. If a cancellation is not received and the group is a “no show,” the organization will be assessed the full fee for the facility. The organization/sponsor may also be assessed charges for labor, requested equipment, or other costs incurred by the College for the cancelled event.

Billing
After the completion of the event, the College will provide the User with an invoice for the balance of rental fees based on the then-current schedule of fees and any additional charges including, without limitation, additional technical, custodial, maintenance, or security costs resulting from the event, reasonably incurred by the College. Payment is due within thirty days of invoice or as otherwise required under the Prompt Payment Act, 50 ILCS 505/1.

Support Service Fees
Fees are based on regular business hours (Monday-Friday 8:00 a.m.-4:30 p.m.). Support services are available during these hours. Events scheduled beyond these hours may incur additional staffing and security costs. Costs for additional services are charged on a per hour basis with a minimum of four hours. Support service fees are subject to change without notice.

Events that are held on campus during times when the College is officially closed, such as Fridays during summer semester, and food is being catered, a minimum four-hour custodial service fee will be charged.

Guidelines for Use of Space
Only the portion of the facility contracted for may be used. The College reserves the right to relocate events to comparable space when necessary. Events with signed contracts or letters of agreement entered into between the College and the event sponsor will be honored. However, the College, in its sole discretion, may terminate a contract or letter of agreement at any time it determines an event scheduled is not in the best interests of the College and its mission.

Previous use of IVCC facilities shall have resulted in no damage having been done to either the facilities or the reputation of the College and all previous charges shall have been paid in a timely fashion.

The placement of signs, decorations, and structures require prior written approval from the Business Services office.
The College may exercise the right to enter any room for the purpose of inspection, repair, or emergency.

The User is required to adhere to all College policies, regulations, and guidelines and all local, state, and federal laws. Failure to comply with these regulations may result in denial of future use of College facilities and services or the termination of the event in progress if deemed necessary. The College may permit exceptions to these guidelines and may develop additional guidelines as appropriate.

Areas of Access
No one shall enter any portion of the College property prohibited by sign or notice.

No one, except as authorized by the College, shall enter any part of the College property that is in an unfinished state or under construction.

No one shall enter any building or area of College property when it is closed to the public. No one shall enter any building or area in the College which is reserved or scheduled for a specific group or activity, unless such person is invited by the individual, group, or agency responsible for such activity and, if applicable, such person has paid all appropriate admission fees.

Smoking/Tobacco Use
The use of tobacco products is prohibited inside College facilities and on all College property. Smoking is permitted in private vehicles.

Food Service
All food or beverages served at meetings or events on campus must be arranged by the User. Use of the College food service vendors is required, unless a written notice of denial of service is received from the food service vendor. Expenses will be billed directly to the User. The College reserves the right to not approve external vendors, in its sole discretion.

The use of alcohol within the workplace or in College facilities, including meal periods and breaks, is prohibited except when authorized by the College for approved functions.

Parking and Vehicle Usage
No person shall drive or operate any vehicle on College property negligently, recklessly, or without due caution, or in a manner that endangers any person or property.

No person shall park any vehicle or allow any vehicle to remain parked in any area of College property beyond the normal closing hour of College property, except when a different closing hour has been designated by the College for that area or unless permission has first been obtained from the College.

No person shall park or place any vehicle on College property so as to obstruct or interfere with traffic or travel or endanger the public safety.
Indemnity and Damages
The User shall assume full responsibility for the conduct of all participants attending the User’s event. As such, the User is liable for all damages resulting from participant utilization of the facilities and equipment provided by the College. The User will reimburse the College for all damages to facilities and equipment resulting from the use of those facilities and equipment by the User and/or its participants; this shall include any audio-visual equipment repair and/or replacement. To the extent permitted by law, the User shall indemnify and hold harmless the College, its officers, and employees against any and all claims for loss, injury, or damage, including reasonable attorney’s fees and the costs of defense, to persons or property arising out of activities conducted by the User or its guests on or in College facilities. The College assumes no liability whatsoever for any property placed by the User in College facilities.

Insurance
The College requires non-College organizations to provide a certificate of insurance for $1,000,000 per occurrence for personal injury and/or death and $1,000,000 per occurrence for personal property damage. Illinois Valley Community College and its Board of Trustees are to be named as an additional insured. The College reserves the right to increase the coverage per occurrence for events with more than 250 participants or a type of use with heightened liability.

Evidence of insured coverage should be delivered to the College at least seven calendar days prior to the date of the scheduled event. If such evidence is not received within seven calendar days prior to the event, the event may be subject to cancellation by the Business Office.

Safety and Supervision
Attendance at any event is limited to the fixed seating of the room or the established capacity in rooms where seats are not used. Standing in the aisles and in back of seats during any program is prohibited except for those staffing the event.

Exits must remain open and accessible at all times. No required exit door may be fastened so that the door cannot be opened from inside by use of the door handle or by pressure on the crash bar. Exits serving the room must be adequately lighted at all times when the room is occupied.

All materials used as decorations must be fire resistant or flameproof. Nothing may be attached to windows, walls, drapes, posts, or furnishings without prior approval from the College. Open flames are prohibited!

Some events may require additional personnel (security, technicians, etc.) as determined by the College. Costs for additional personnel will be paid by the User and are in addition to the rental fee. The approval of the Space Reservation Request is dependent upon the availability of the supervisory personnel.
The College retains the right to control the management of the facility and enforce all necessary and proper rules for the safe operation of the facility.

Emergency procedures and evacuation routes are posted in all rooms. Procedures and routes should be reviewed prior to the event.

Merchandise Sales
Sale of merchandise or services requires prior approval by the Business Office and may be subject to a commission of gross sales. Sale of merchandise is limited to books and CDs related to the event. Registration with Illinois Department of Revenue is required.

Restricted Uses
In addition to the general prohibition against violating College policies and procedures, or local, state, and federal laws, the College will strictly enforce prohibition of the following activities:

- Public Indecency. No person on College property shall commit an act of public indecency as defined in Illinois law, 720 ILCS 5/11-9.
- Disorderly Conduct. No person on College property shall commit disorderly conduct as defined in Illinois law, 720 ILCS 5/26-1.
- Gambling. No person on College property shall gamble as defined in Illinois law, 720 ILCS 5/21-1, et seq.
- Controlled Substances. No persons on College property shall violate the "Illinois Controlled Substance Act," 720 ILCS 570/100, et seq.
- Bodily Harm. No person on College property shall inflict bodily harm as defined in Illinois law, 720 ILCS 5/12-1, et seq.

Interpretation
These guidelines are in addition to and supplemental to all applicable state, federal, and local laws and ordinances including, without limitation, “The Public Community College Act” (110 ILCS 5/3-1, et seq.). The meaning of any terms, phrase, or word not otherwise defined in this policy shall be construed and interpreted to mean the same as said term, phrase, or word is otherwise defined, construed, or interpreted in such applicable local, state, and/or federal law or ordinance.
It is the policy of the Board of Trustees of Illinois Valley Community College to do everything reasonable, necessary and appropriate to comply with the Americans with Disabilities Act of 1990 and the ADA Amendments Act of 2008. It will conduct a compliance review as required, and a report will be kept on file. The College is an equal opportunity employer and, therefore, it automatically is on record for having non-discrimination policies in its employment practices.

Further, the College complies with Title IX of the Higher Education Act, Title VI of the Civil Rights Act of 1964 and 1991, and Sections 503 and 504 of the Rehabilitation Act of 1973 -- these acts also prohibit various discriminatory actions.

The Human Resource Director will ensure compliance with this Act and be responsible for receiving, managing and resolving complaints within a reasonable period of time.
In order to promote a safe, clean and healthy learning environment, and to be in compliance with the revisions made in 2010 by the Department of Justice to the American with Disabilities Act, Illinois Valley Community College recognizes the use of service animals as required under Titles II and III of the ADA.

Specifically defined, a service animal is a dog that is individually trained to do work or perform tasks for a person with a disability. Under the ADA, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal’s work or the individual’s disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

Additionally, per Illinois State Law HB 3826, miniature horses are recognized as allowable service animals in schools and are allowed to go anywhere a service dog is allowed.

Service animals must be registered with the IVCC Disability Services Office on a per semester basis.

All other animals or pets are prohibited from Illinois Valley Community College owned and operated buildings and grounds, except when authorized by the Vice President for Business Services & Finance.

Those in violation of this policy are subject to disciplinary action.
Illinois Valley Community College Board Policy

Subject: **Campus Crime Awareness**  
Number: **6.3**  
Effective Date: 01/17/12  
Last Reviewed: 02/26/16  
Last Revised: 02/26/16

It is the policy of the Board of Trustees of Illinois Valley Community College, in accordance with Federal Law PL 101-542, to hereby issue to its students and other constituencies its statement on campus security and crime awareness.

IVCC contracts a Campus Security staff whose goal is to secure the campus and provide assistance to the campus community. The Campus Security staff are not deputized officers. They are equipped with radios. If there is a problem on campus, their assistance, or that of other College officials, should be sought and complaints should be filed on an official College Incident Report form. The Campus Security staff is in communication with local and state law enforcement officials should their assistance be needed.

Information on arrests for liquor law violations, drug abuse, and weapon possession is maintained, as is information on any serious criminal activity such as motor vehicle theft, burglary, aggravated assault, robbery, rape, or murder. Federal Law requires the College to keep annual records of such serious criminal activity and to publish its report by September 1 of each year.

IVCC will endeavor to reach its constituents by providing copies of this policy and the annual August report on campus crime by including the official statement in the College Catalog and Student Handbook, posting the policy and its annual report on bulletin boards and the College Web site, making copies available on campus, and publishing it in the **IV Leader**.

Further, copies of the IVCC policy on alcohol and drug abuse can be found in a publication entitled "Substance Abuse: Facts and Resources," available through various College offices as well as at the Information Desk, the Counseling Center, and Financial Aid offices, in the Student Handbook and during Student orientation. This policy is stated in the Student Code of Conduct outlined in the current College Catalog.
Illinois Valley Community College (IVCC) hereby establishes this Concealed Carry Policy pursuant to the 2013 Illinois Firearm Concealed Carry Act (430 ILCS 66/5 et seq.). The College is committed to providing a safe and secure environment for the College community and its guests. In support of this commitment, the College establishes restrictions on the ability to carry firearms or weapons on the College campus in accordance with the College’s authority to promulgate rules and regulations under the 2013 Illinois Firearm Concealed Carry Act.

Firearms of any kind, whether carried openly or concealed, shall not be allowed on any College property or grounds, in any IVCC buildings or facilities, or at any IVCC sponsored event, regardless of whether a person is in possession of any state-issued concealed carry permits or not, except as specifically authorized by the College President or designee.

Definitions:

"Firearm" refers to any gun, shotgun, rifle, pistol, or handgun designed to fire bullets, BBs, pellets, shot or any projectile regardless of the propellant used.

“Concealed firearm” is a loaded or unloaded handgun carried on or about a person completely or mostly concealed from view of the public, or is within a vehicle owned by that person.

“Weapons” are defined as any instrument that can be utilized to inflict or threaten bodily injury. These include, but are not limited to, knives with fixed blades, pocketknives with blades longer than four inches, swords, metal knuckles, blackjacks, hatchets, bows and arrows, crossbows, nun chucks, or any explosive or incendiary device. Legal defensive devices, such as pepper sprays, etc., will be permitted, unless used in an offensive manner.
“Employer” means Illinois Valley Community College.

"Campus" means all property, including buildings, grounds, parking lots, and vehicles that are owned or operated by IVCC.

“Case” includes a glove compartment or console that completely encloses the concealed firearm or ammunition, the trunk of the vehicle, or a firearm carrying box, shipping box, or other container.

"Clear and present danger" has the meaning as provided in paragraph (2) of the definition of "clear and present danger" in Section 1.1 of the Firearm Owners Identification Card Act.

“College property or college premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks) and including work locations, work areas, or vehicles owned, leased, rented, used, or under the control of IVCC.

"Student" (for the purposes of this College Procedure) includes all persons applying for admission or taking credit or non-credit courses provided by IVCC both full-time and part-time. This includes Continuing Education participants and all individuals taking IVCC courses online while on IVCC Campus property.

“Faculty member” means all full- or part-time instructors, counselors, and laboratory assistants, including interns and student teachers.

“College” means Illinois Valley Community College (IVCC).

“Licensee” means a person issued a license to carry a concealed weapon or firearm.

“Place of employment” means any area under the control of IVCC that employees are required to enter, leave, or pass through during the course of employment.

"Public place" means any place where an individual could reasonably be expected to be observed by others.

“Visitor” means any person who comes to the campus of IVCC that is not an employee or student of IVCC to use the College’s facilities.

Prohibition:

A. **Weapons or Firearms**
The college maintains 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 college regulation, is authorized to be in possession of a weapon or firearm while on campus whether or not they are engaged in college-related business or activities.
It is the Policy of the College to prohibit any person covered by this Policy from:

1. Possessing a weapon or firearm on property owned, leased or controlled by the College, even if that person has a valid federal or state license to possess a weapon or firearm.
2. Displaying, brandishing, discharging or otherwise using any and all weapons or firearms, including concealed weapons or firearms.

B. Exceptions

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

1. The weapon or firearm is used in connection with a weapons safety course or weapons education course offered by the College and/or approved and authorized by the College.
2. The weapon or firearm is carried by a full-time or part-time law enforcement officer, in good standing with their department which has jurisdiction at IVCC, who is required to carry a weapon or firearm, whether on-duty or off-duty, as a condition of his or her employment; the weapon or firearm is carried by an enforcement officer from an external agency conducting official business at the College; or for any other exception deemed necessary as determined by the College.
3. The weapon or firearm is used in connection with sanctioned classes, athletics, or recreational sports practices, games, matches, tournaments or events on Campus when the activity requires the use of such weapons or firearms (e.g., fencing, starter pistols and archery).
4. The use of simulated weapons or firearms in connection with College-related theatrical productions.

The possessor of a weapon(s) or firearm(s) that meets one or more of the exceptions allowed pursuant to this Section B shall register with the Campus Security office. The registrant shall provide Campus Security with their name, address, telephone number, and a description of the weapon(s) or firearm(s). They shall also indicate which of the four aforementioned exceptions applies to their circumstance.
Special Regulations for Licensees:

A state-issued permit to carry a concealed firearm or weapon is not valid on college property or at college sponsored activities. A licensee entering the College’s property in a motor vehicle must:

1. Immediately upon parking the vehicle in any of the College’s parking lots, the licensee must immediately either (1) store his/her firearm or ammunition in a secure case or locked container out of plain view within the vehicle, or (b) store the firearm within the vehicle’s trunk. In the event the licensee stores the firearm in the licensee’s trunk, the licensee must ensure that the firearm is unloaded at the time the licensee exits the vehicle.

2. If a licensee enters college property and is not able to properly secure a firearm in the necessary locked vehicle while on campus, then the firearm is strictly forbidden and may not be allowed on campus. This provision applies to pedestrians and motorcyclists.

Enforcement:

Enforcement of this administrative procedure depends on the cooperation of all IVCC faculty, staff and students not only to comply with this administrative procedure but also to encourage others to comply with the administrative procedure in order to promote a safe learning environment. To report a violation of this administrative procedure, contact Campus Security or the Ottawa Center Site Coordinator. Violators of this administrative procedure will be referred to the appropriate administrative office for review and appropriate administrative action. Persons who violate any of the terms of this administrative procedure shall be subject to all civil and criminal penalties as provided by law. In addition:

A. Any student found to be in violation of this administrative procedure is subject to suspension or expulsion from the College.

B. Any College employee found to be in violation of this administrative procedure is subject to suspension or termination of employment.

C. Any visitor who is found to be in violation of this administrative procedure is subject to exclusion from any College property or facility for a period of not less than one (1) academic year.

Clear and Present Danger Reporting:

If a person is determined to pose a clear and present danger to himself, herself, or to others by a physician, clinical psychologist, or qualified examiner, whether employed by the State, by any Public or private mental health facility or part thereof, or by a law enforcement officer or school administrator, the person making that determination shall notify the Illinois Department of State Police within 24 hours of making the determination that the person poses a clear and present danger.
If the person has a permit, the state will determine the permit status. This should not impact student or staff educational or employment rights. This notification is not a Family and Educational Rights and Privacy Act (FERPA) issue. It is required by law and falls under the FERPA emergency/public safety exception.

Signage:

The College’s Facilities Department in consultation with the College’s Business Services and Finance office and Campus Security shall determine placement of clearly and conspicuously posted signs at all building and restricted parking area entrances stating that concealed firearms are prohibited. Signs shall be in accordance with the design approved by the Illinois Department of State Police and shall be posted in accordance with any other signage regulations as may be promulgated from time to time by the Illinois Department of State Police.
Illinois Valley Community College complies with the Federal Drug-Free Workplace Act of 1988, the Drug-Free Workplace Act, 30 ILCS 580/1 et seq. and the Federal Drug-Free Schools and Communities Amendments Act of 1989, 20 USC section 3171 et seq. IVCC seeks to improve the work environment, as well as the campus atmosphere, by eliminating drugs and alcohol in the workplace and on the College campus.

The consumption of alcoholic beverages or drugs is forbidden in all areas of the College unless a special permit for the consumption of alcoholic beverages on campus has been issued by the Board of Trustees. No employees, College representatives, students, or visitors are to consume or be under the influence of alcoholic beverages while on any College property. Those found in violation of this policy are subject to criminal prosecution and/or College disciplinary procedures.

The Board of Trustees is authorized to enact procedures as appropriate and permitted by law regarding serving alcoholic beverages at the College. (See Board Policy “Alcoholic Beverages Sales #6.17) Alcoholic beverages shall not be served on campus except in accordance with the established administrative procedure. The administrative procedure allows for limited alcoholic beverage use as part of community education courses and programs, as well as events approved by the Board of Trustees. Persons in attendance at such an approved event may not be under the influence of alcohol to the degree that their behavior is disruptive to the event or to the operation of the College.
It is the policy of the Board of Trustees of Illinois Valley Community College that the College recognizes its commitment to providing a safe and healthful work environment for our entire staff. In pursuit of this endeavor, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, “Occupational Exposure to Bloodborne Pathogens.”

The ECP is a key document to assist in implementing and ensuring compliance with the standard, thereby protecting employees. This ECP includes:

Determination of employee exposure
Implementation of various methods of exposure control, including:

- Universal precautions
- Engineering and work practice controls
- Personal protective equipment
- Housekeeping
- Hepatitis B vaccination
Post-exposure evaluation and follow-up
Communication of hazards to employees and training
Record keeping
Procedures for evaluating circumstances surrounding an exposure incident

The methods of implementation of these elements of the standard are included in the employee exposure control plan.
To promote a healthy and safe learning environment and in compliance with existing state and federal law, the College complies with the Drug-Free Schools and Communities Act of 1989. This Act prohibits the use, sale, distribution, manufacture and/or possession of drugs including controlled substances. While the use of medical marijuana (cannabis) is allowed in Illinois under the Compassionate Use of Medical Cannabis Pilot Program Act, no person shall use medical cannabis or possess any cannabis product while on any College property or while participating in any College-sponsored programs or events, whether on or off campus.

Definitions:

“Use” is defined as the ingestion by smoking, eating, or by any other means, of medical cannabis or any product infused with medical cannabis in its natural form, extracted form or converted form.

"Campus" means all property, including buildings, grounds, parking lots, and vehicles that are owned or operated by IVCC.

“College property or college premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks) and including work locations, work areas, or vehicles owned, leased, rented, used, or that are under the control of IVCC.

"Debilitating medical condition" means one or more of the following: (1) cancer, glaucoma, positive status for human immunodeficiency virus, acquired immune deficiency syndrome, hepatitis C, amyotrophic lateral sclerosis, Crohn's disease, agitation of Alzheimer's disease, cachexia/wasting syndrome, muscular dystrophy, severe fibromyalgia, spinal cord disease, including but not limited to arachnoiditis, Tarlov cysts, hydromyelia, syringomyelia, Rheumatoid arthritis, fibrous dysplasia, spinal cord injury, traumatic brain injury and post-concussion syndrome, Multiple Sclerosis, Arnold-Chiari malformation and Syringomyelia,
Spinocerebellar Ataxia (SCA), Parkinson's, Tourette's, Myoclonus, Dystonia, Reflex Sympathetic Dystrophy, RSD (Complex Regional Pain Syndromes Type I), Causalgia, CRPS (Complex Regional Pain Syndromes Type II), Neurofibromatosis, Chronic Inflammatory Demyelinating Polyneuropathy, Sjogren's syndrome, Lupus, Interstitial Cystitis, Myasthenia Gravis, Hydrocephalus, nail-patella syndrome, residual limb pain, or the treatment of these conditions; or (2) any other debilitating medical condition or its treatment that is added by the Department of Public Health.

"Medical use" means the acquisition, administration, delivery, possession, transfer, transportation, or use of cannabis to treat or alleviate a registered qualifying patient's debilitating medical condition or symptoms associated with the patient's debilitating medical condition.

"Qualifying patient" means a person who has been diagnosed by a physician as having a debilitating medical condition.

"Registry identification card" means a document issued by the Department of Public Health that identifies a person as a registered qualifying patient or registered designated caregiver.

"Cardholder" means a qualifying patient or a designated caregiver who has been issued and possesses a valid registry identification card by the Department of Public Health.

“College” means Illinois Valley Community College (IVCC).

"Public place" means any place where an individual could reasonably be expected to be observed by others.

**Prohibition:**

Marijuana continues to be a prohibited item and students’ use of marijuana (or any other drug) on IVCC’s premises is strictly forbidden and subject to action under the Student Code of Conduct and this administrative procedure.

Although Illinois State Law permits the use of medical cannabis, (i.e., used by persons possessing lawfully issued medical cannabis cards), federal laws prohibit marijuana use, possession, and/or cultivation at educational institutions and on the premises of all recipients of federal funds.

Pursuant to Illinois Act 98-0122, Section 30(a) (3) (F), no person shall possess medical cannabis or any product containing medical cannabis in natural form, extracted form, or converted form while on any IVCC property. The use, possession, cultivation, or distribution of marijuana for any reason, including medical purposes, is therefore not allowed on or in public places on IVCC property nor is allowed at IVCC sponsored events or activities off campus.
Medical Cannabis cannot be used:

- In any motor vehicle by the driver or passenger.
- Knowingly in close proximity to anyone under the age of 18 years of age.
- In any public place, health care facility, or where smoking is prohibited under the Smoke Free Illinois Act.
- While operating, navigating, or being in physical control of any motor vehicle while using or under the influence of cannabis in violation of Sections 11-501 and 11-502.1 of the Illinois Vehicle Code.
- If the person does not have debilitating medical condition and is not a registered qualifying patient or caregiver.
- If the cannabis is transferred to any person contrary to the provisions of the Act.
- Allowing any person who is not allowed to use cannabis under this Act to use cannabis that a cardholder is allowed to possess under this Act.
- By an active duty law enforcement officer.
- By a person who has a school bus permit or a Commercial Driver’s License.

Employment:

- No employee shall undertake any task under the influence of cannabis, when doing so would constitute negligence, professional malpractice or professional misconduct.
- An employee who is a qualified registered medical cannabis card holder may be considered impaired when he/she manifests specific articulable symptoms while working which decrease his or her performance of work duties such as in speech, dexterity, agility, coordination, demeanor, or exhibiting irrational or unusual behavior, or negligence or carelessness in operating equipment or machinery, disregard for the safety of the employee or others, or involvement in an accident that results in serious damage to equipment or property, disruption of a production process, or carelessness that results in any injury to the employee or others.
- The Board retains the right to enforce its drug testing, zero tolerance and drug free workplace policies in a nondiscriminatory manner, and regardless of whether an employee is a registered medical cannabis card holder, and the Board may discipline an employee for violation of any workplace drug related policies.
- No employee whose job duties require a Commercial Driver’s License (CDL) may use medical cannabis. Any such employee shall immediately notify his/her supervisor should they obtain a medical cannabis card.
- No College employee shall operate any IVCC vehicle or College rented/leased vehicle if they have ingested or consumed any cannabis or cannabis infused product.
- An employee who violates this policy and administrative procedure may be subject to disciplinary action up to and including termination of employment.

Confidentiality:

The status of any person as a medical cannabis card holder is confidential and not subject to disclosure to any individual or public or private entity, except as necessary for authorized employees to perform official duties and as required by law.
Enforcement:

Enforcement of this administrative procedure depends on the cooperation of all IVCC faculty, staff and students to comply with this administrative procedure. Suspected violations should be reported to Campus Security for the main campus or the Ottawa Center Site Coordinator for the Ottawa Center. Violators of this administrative procedure will be referred to the appropriate administrative office for review and appropriate administrative action. Violations of this administrative procedure, or parts thereof, may result in disciplinary action up to and including termination/expulsion.
Illinois Valley Community College receives funding from a variety of sources, primarily tuition, local government, the State of Illinois and federal grant programs. Just as every other two- and four-year college, IVCC relies on private gifts to enhance its academic programs and facilities. To provide quality programs and educational opportunities for our students, the College solicits support from individuals, corporations and foundations who share the IVCC mission.

The Illinois Valley Community College Foundation receives gifts of cash, stock, land, equipment and other items of value on behalf of the College. Gifts can be given as unrestricted – to be used when and where they are needed. Gifts directed toward specific needs – identified by IVCC and selected by the donor – are considered restricted.

Individuals who have contributed substantial sums or provided extraordinary service to the college will be considered for recognition. In some cases, the College may honor a donor by placing his/her name* on a room, area or building on IVCC’s campus. In all cases, the IVCC Board of Trustees will have final right of approval for the name or names designated, and the names should be consistent with the major functions of the facility.

When a significant gift is received in one lump sum, the College may offer a naming opportunity to the donor. In appropriate situations, the College may also elect to reserve an area for a donor completing a signed pledge. The following factors are to be considered regarding naming opportunities:

a) The initial contribution must be one-third of the total pledge.

b) The donor should complete the pledge agreement outlining payment dates for the balance.

c) All pledges should be paid within three years of inception.

d) Documentation will be completed and the name applied when the gift is paid in full.
The Board of Trustees reserves the right to rescind its offer to name a room or program when the donor’s pledge goes unpaid beyond the three-year agreement. Should this occur, the board may choose another naming opportunity more appropriate for the value of the actual gift received.

Naming of a room or program follows the room or program for its useful life unless a significant renovation or repurposing is undertaken. However, at any stage in the process, the Board of Trustees has discretion to change its recommendation for naming a building, room or area without seeking approval from the person(s) making the original donation.

Donors shall not have any right, title or interest in said facility or program named for them.

*Named gifts may bear the donors’ names, or may honor or memorialize another who is close to them; this could be a spouse or family member, a colleague, a favorite professor, a firm or other persons or organizations deserving recognition. The name applied to a gift requires the prior approval of the donor, the person being honored if living and the IVCC Board of Trustees.

**Suggested Minimal Levels of Giving and Naming Opportunities**

<table>
<thead>
<tr>
<th>Naming of Building</th>
<th>$1 million</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cultural Centre Renovation</td>
<td>$250,000</td>
</tr>
<tr>
<td>Naming of wing or area</td>
<td>$250,000</td>
</tr>
<tr>
<td>Labs</td>
<td>$100,000-$250,000</td>
</tr>
<tr>
<td>Conference Rooms**, Fitness Center</td>
<td>$100,000</td>
</tr>
<tr>
<td>Classrooms***, lobby areas****, meeting rooms</td>
<td>$50,000</td>
</tr>
<tr>
<td>Offices</td>
<td>$25,000</td>
</tr>
</tbody>
</table>

Naming opportunities will be solicited by the College President, Director of Development, and in some instances, select IVCC Foundation Directors. These individuals are encouraged to adhere to the funding minimums defined in this addendum in their preliminary negotiations, but they are also granted the discretion, in consultation with each other and subject to final Board approval, to consider other funding arrangements that best serve the wishes of the donor and the interests of Illinois Valley Community College.

The college will recognize individuals and corporations making contributions of less than the minimum level ($25,000) in publications, in printed programs for special events, and in some circumstances, a plaque near the area that benefited from the donor’s gift.

** To accommodate 200 or more
**** To accommodate 50 or more
**** Cyber Café, Cultural Centre and Community Technology Center lobbies
Illinois Valley Community College Foundation Pledge Form

Name:

Company:

Address:

I hereby agree to donate $____________ to the Illinois Valley Community College Foundation. My contribution will be used to ___________________________________________________

☐ I pledge a total of $____________ to the IVCC Foundation to be paid in a lump sum on ______________________.

☐ I pledge a total of $____________ to the IVCC Foundation to be paid in the following increments and on the following dates:

$_________ ______________, 20___
$_________ ______________, 20___
$_________ ______________, 20___

☐ Please send pledge reminders in _______________ of each year.

I acknowledge that I have reviewed Illinois Valley Community College Board Policy 6.8, entitled “Naming Rights”. I understand that if my gift is of a sufficient size in accordance with the aforesaid Policy, the following will be considered for recognition:

__________________________________________________________________________

I request that the Board consider providing the aforementioned recognition in the following manner:__________________________________________________________________________

__________________________________________________________________________

Make checks payable to:

Illinois Valley Community College Foundation
815 N. Orlando Smith Road
Oglesby, IL 61348-9692

All gifts are tax-deductible to the extent provided by law. A receipt will be issued to you for tax purposes.
The Board of Trustees reserves the right to rescind its offer to name a building, wing, room or area when the donor’s pledge goes unpaid beyond the three-year agreement. Should this occur, the board may choose another naming opportunity more appropriate for the value of the actual gift received.

Naming of a building, wing, room or area follows the entity for its useful life unless a significant renovation or repurposing is undertaken. However, at any stage in the process, the Board of Trustees has discretion to change its recommendation for naming a building, room or area without seeking approval from the person(s) or corporation making the original donation.

Donors shall not have any right, title or interest in said facility, wing, room or area named for them.

The Foundation shall have the authority and discretion to invest the donor’s gift until it is time to execute the express purpose of the gift.

**Donor**

Signature: ___________________________  Date: ___________________________

Name: ________________________________

Title: ________________________________  Daytime phone: ____________________

Thank you for helping Illinois Valley Community College in achieving its mission. Your investment in excellence is very much appreciated.

The Illinois Valley Community College Foundation accepts the $____________ gift from __________________________ for naming the ________________________________.

The ________________________________________________.

Specifically, the donation will be used to ________________________________.

**Illinois Valley Community College and IVCC Foundation Representatives**

Signature ___________________________  Date _________________
Chair, IVCC Board of Trustees

Signature ___________________________  Date _________________
IVCC Foundation President

Signature ___________________________  Date _________________
IVCC President
It is the policy of the Board of Trustees of Illinois Valley Community College that everyone will obey all posted traffic control signs and laws of the State of Illinois while on the IVCC Campus.

All IVCC employees and students will be required to have a parking pass or parking sticker.

All drivers are responsible for obeying all posted parking and traffic regulations, as well as city and state traffic ordinances and laws. Vehicles may be ticketed or towed for failure to obey these regulations, laws, and ordinances.

Parking Lot 1 is reserved for faculty, staff, and visitors.

Parking Lots 2, 3, 4, and 5 are open to everyone.

Parking Lot 6 is reserved for faculty and staff.

Parking Lot 7 is reserved for students, visitors, east campus employees and low-emission vehicles by permit only.

Parking Lot 8 is reserved for ADA parking and Campus Security.

Parking Lots 1 and 7 will be open to everyone after 4 p.m. and on days when classes are not in session, but rules regarding ADA parking and low-emission vehicles still apply.

The following violations have special significance and will be enforced by Campus Security personnel:

A. Parking in ADA spaces (including striped area) without the proper permit
B. Parking in low emission spaces without the proper permit
C. Parking in visitors’ area (students, staff, and faculty)
D. Parking in reserved areas
E. Parking in fire lanes (yellow curb)
F. Parking on grass/Parking off roadway
G. Obstructing sidewalk or entrance way
H. Obstructing another vehicle
Anyone in violation of any of the preceding provisions will be subject to fines, up to and including having his/her vehicle(s) towed. The cost of the towing will be the responsibility of the vehicle’s owner, and will be paid to the towing company before the vehicle will be released.

**Parking Permits**

**ADA** – State permits may be obtained from the local Secretary of State driver’s license facilities. Many local municipalities also issue permits through their offices. IVCC honors both permits.

**Low-emission** – Permits are issued by Campus Security, Room C103, for vehicles that are listed on [http://www.greenercars.org/greenercars-ratings](http://www.greenercars.org/greenercars-ratings). These permits are a sticker that is to be placed on the driver’s side of the front windshield.

**Staff and faculty** – Permits are issued by Campus Security, Room C103. These permits are a hang tag which should be hung from the rearview mirror or placed on the dashboard of the vehicle. One permit per employee is issued. If a staff or faculty member has more than one vehicle, he/she may register all of his/her vehicles with Campus Security and either 1) transfer the parking hang tag between vehicles or 2) call Campus Security when he/she brings the vehicle without the hang tag to campus. Staff and faculty may park in ADA or low-emission parking spaces, but must have the proper ADA or low-emission permit also.

**Students** – Permits are issued by Campus Security, Room C103. These permits are a sticker that is to be placed on the driver’s side of the front windshield. Only one permit is issued per student. Students may register additional cars with Campus Security. Students may park in ADA or low-emission parking spaces, but must have the proper ADA or low-emission permit.

Parking permits are not required at the Ottawa Campus.
In order to be in compliance with the Prevailing Wage Act, the Board will pass an annual resolution to require prevailing wages, as provided by the Illinois Department of Labor, be paid for any public works project at the College.
It is the policy of the Board of Trustees of Illinois Valley Community College that the College recognizes its responsibility to maintain and provide a safe environment. An individual’s person, personal property or vehicle and any locker or other depository located on College premises may be searched when there is reasonable suspicion to do so, and in accordance with the provision of this policy. Search of the person may include testing designed to reveal whether the person is under the influence of illegal substances or alcohol. As used here, “reasonable suspicion for a search” means circumstances which would cause a reasonable person to believe that a search of a particular person, place or thing will lead to the discovery of:

1. evidence of a violation of the Student Code of Conduct or of employee misconduct; or

2. evidence of illegal activity on campus or in connection with any College activity; or

3. anything which because of its presence presents an immediate danger to the well-being of persons or property.
Illinois Valley Community College Board Policy

Subject: Sex Offenses on Campus  Effective Date: 01/17/12
Number: 6.12  Last Reviewed: 02/26/16
Last Revised: 02/26/16

It is the policy of the Board of Trustees of Illinois Valley Community College, in accordance with the Higher Education Amendments Act of 1992 regarding sex offenses, which the following procedures will apply should a sex offense occur on campus.

In the event that a sex offense takes place on campus, a faculty or staff member shall immediately notify Campus Security personnel or the Switchboard Operator and the Associate Vice President for Student Services. The offended person shall be given appropriate assistance and a determination shall be made if immediate medical attention is needed.

The person giving assistance shall help the offended person in contacting parents, relatives, friends, family physician or police as necessary.

The Associate Vice President for Student Services shall begin an investigation of the incident in cooperation with appropriate college and civil authorities as needed. Provisions of the Student Code of Conduct shall apply.

An official College Incident Report shall be completed and distributed to the President, the Associate Vice President for Student Services, the Vice President for Academic Affairs, and the Vice President for Business Services and Finance.

Definition of Sex Offenses
Sex offenses are defined by the FBI as “any sexual act directed against another person, forcibly and/or against that person’s will; or, not forcibly or against the person’s will where the victim is incapable of giving consent.” Categories include forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling. The definition of “sex offenses, nonforcible” is “unlawful, nonforcible sexual intercourse,” e.g., incest and statutory rape.

The term “on-campus” is defined as any property owned or controlled by Illinois Valley Community College District Number 513.

Prevention Programs
Periodically the College will sponsor educational programs, both inside and outside of the classroom environment, and provide publications and use other media to foster awareness of these crimes and the appropriate response should they occur on campus or off campus.
The Student Code of Conduct
The College’s Student Code of Conduct defines disciplinary actions and procedures regarding sexual offenses involving students. Complete details may be found in the current college catalog. State and federal laws also cover these offenses for students and for all employees and visitors. The College will fully cooperate with law enforcement procedures.
Prohibition on Sex/Gender Harassment, Discrimination, and Sexual Misconduct

Members of the Illinois Valley Community College community, guests, and visitors have the right to be free from all forms of sex/gender harassment, discrimination and sexual misconduct, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking.

Therefore, it is the policy of the Board of Trustees of Illinois Valley Community College to provide an educational and employment environment free from all forms of sexual misconduct, sexual and other harassment of employees, students and other individuals at any College facilities or in connection with any College activities. Additionally, this policy will also apply to misconduct that occurs off-campus insomuch as it materially and substantially interferes with the college’s operational and educational programs or the safety and welfare of the college community. Finally, retaliation for making a good faith complaint of harassment or for participating in a harassment investigation is also prohibited.

The College believes in zero tolerance for sex/gender based misconduct. Zero tolerance means that when an allegation of misconduct is brought to an appropriate administrator’s attention, protective and other remedial measures will be used to reasonably ensure that such conduct ends, is not repeated, and the effects on the reporting party and community are remedied, including serious sanctions when a responding party is found to have violated this policy.

The College uses the preponderance of the evidence (also known as “more likely than not”) as the standard for proof of whether a violation occurred. Resolution proceedings, such as a Title IX investigation, are conducted to take into account the totality of evidence available, from all relevant sources.

Through this policy, it is the intent of the Board to comply with the Civil Rights Act of 1964 (Title VII), the Elementary and Secondary Schools Act of 1972 (Title IX), and the Illinois Human Rights Act. The IVCC Student Code of Conduct also prohibits harassment by students.
Definitions, Resources, and Reporting Options
Members of the Illinois Valley Community College community, guests, and visitors have the right to be free from all forms of sex/gender harassment, discrimination and sexual misconduct, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking.

I. Definitions and Examples of Sexual Misconduct:

Forms of sex/gender-based or sexual misconduct include:

- **Sex/Gender Harassment**: Unwelcome, gender-based verbal or physical conduct that is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, denies, or limits someone’s ability to participate in or benefit from an IVCC educational program or activity.

- **Non-Consensual Sexual Contact**: Any intentional sexual touching, however slight and with any object or body part, that is without consent (as defined below) and/or by force or coercion.

- **Non-Consensual Sexual Intercourse**: Any sexual penetration or copulation, however slight and with any object or body part that is without consent and/or by force or coercion. Intercourse includes anal or vaginal penetration by a penis, object, tongue, or finger, and oral copulation (mouth and genital/anal contact), no matter how slight the penetration or contact.

- **Sexual Exploitation**: Taking non-consensual or abusive sexual advantage of an individual to benefit anyone other than the person being exploited. Examples include: invading privacy, video or audio recording of sexual acts without consent, knowingly transmitting a Sexually Transmitted Infection (STI), sexually-based stalking or bullying, or exposing one’s genitals.

- **Other gender-based misconduct**: Physical harm, extreme verbal abuse, or other conduct that threatens the health or safety of any person on the basis of actual, expressed, or perceived gender identity, including:
o **Discrimination**: actions that deprive others of access, benefits, or opportunities based on irrelevant criteria

o **Hazing**: acts likely to cause physical or psychological harm or social exclusion or humiliation

o **Bullying**: repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or degrade another person physically or mentally

o **Dating Violence/Domestic Violence**: violence between those in a sexual and/or comparably personal and private relationship

o **Stalking**: repetitive and/or menacing pursuit, following, harassment, or other interference with the peace and/or safety of another person or that of his or her immediate family members.

**What is Consent?**

Consent is defined as permission to act. It may be given by words or actions, so long as those words or actions create clear, mutually understood permission to engage in (and the conditions of) sexual activity.

Consent must meet all of the following standards:

- **Active, not passive**. Silence, in and of itself, cannot be interpreted as consent. There is no requirement that an individual resist a sexual act or advance, but resistance is a clear demonstration of non-consent.

- **Given freely**. A person cannot give consent under force, threats, or unreasonable pressure (coercion). Coercion includes continued pressure after an individual has made it clear that he/she does not want to engage in the behavior.

- **Provided knowingly**. Legally valid consent to sexual activity cannot be given by:
  
  o A person under the legal age to consent (17 years old in Illinois), or
  
  o An individual who is known to be (or based on the circumstances should reasonably be known to be) mentally or physically incapacitated. An incapacitated individual is someone who cannot make rational, reasonable decisions because he or she lacks the capacity to understand the “who, what, when, where, why, or how” of a sexual interaction. This includes a person whose incapacity results
from mental disability, sleep, involuntary physical restraint, unconsciousness, use of alcohol or other drugs.

- **Specific.** Permission to engage in one form of sexual activity does not imply permission for another activity. In addition, previous relationships or prior consent do not imply consent to future sexual acts. It is the responsibility of the initiator of the act to receive permission for the specific act. As a result, consent may be requested and given several times by multiple parties during a sexual encounter involving multiple acts.

(This information is adapted from the ATIXA gender-based and Sexual Misconduct Policy by the National Center for Higher Education Risk Management [NCHERM] and the Association of Title IX Administrators [ATIXA], 2011).

**Title IX Coordinator & Compliance**
The Title IX Coordinator for Illinois Valley Community College oversees compliance with all aspects of the sex/gender harassment, discrimination, and misconduct policy. The Title IX Coordinator reports directly to the President of IVCC and is housed in the IVCC Counseling Center, room CTC 202. Questions about this policy should be directed to the Title IX Coordinator.

Anyone wishing to make a report relating to discrimination or harassment may do so by reporting the concern to either:

- Mark Grzybowski  
  Title IX Coordinator  
  Associate Vice President for Student Services  
  Counseling Center  
  CTC 202B  
  815-224-0393  
  Mark_Grzybowski@ivcc.edu

- Glenna Jones  
  Director, Human Resources  
  Main Building  
  C 322  
  815-224-0230  
  Glenna_Jones@ivcc.edu

Additionally, reports can be made by reporting parties and/or third parties by calling G4S Campus Security at 815-224-0314. Note that these reports may prompt a need for the College to investigate.

Individuals experiencing harassment or discrimination have the right to file a formal grievance with government authorities:

Office for Civil Rights (OCR)  
U.S. Department of Health and Human Services  
233 N. Michigan Ave., Suite 240  
Chicago, IL 60601  
Customer Response Center: 800-368-1019  
Fax: 202-619-3818  
TDD: 800-537-7697  
ocrmail@hhs.gov
II. Definitions and Examples of Sexual Harassment:

- Unwelcome sexual advances, or

- Requests for sexual favors, or

- Sexual, sex/gender-based verbal, written, online, and/or physical conduct or

- Any conduct of a sexual nature when
  - Submission to such conduct is made, either explicitly or implicitly, as a term or condition of employment or education, or
  - Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual, or
  - Such conduct has the purpose or effect of substantially interfering with a reasonable individual’s work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

III. Definition and Examples of Other Harassment:

- Harassment is generally defined as a course of conduct which annoys, threatens, intimidates, alarms, or puts a person in fear of their safety. Harassment is unwanted, unwelcomed and uninvited behavior that degrades, threatens or offends the victim and results in a hostile environment for the victim. Harassing behavior may include, but is not limited to, epithets, derogatory comments or slurs and lewd propositions, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons.

- Conduct that has the purpose or effect of substantially interfering with a reasonable individual’s work or educational performance or creating an intimidating, hostile or offensive working or educational environment when such conduct is directed at an individual because of race, national origin, disability, age, religion, sexual orientation or any legally protected classification.

- Harassment includes both physical and verbal conduct. Any conduct that actually creates a hostile environment for a reasonable person is included, as well as conduct that contributes to the creation of a hostile environment. The College will not tolerate any conduct that causes or contributes to the humiliation, embarrassment or discomfort of employees or students because of a protected status.
Any sexual advance by a faculty member toward a student currently enrolled in one of his or her courses or by a student toward a faculty member, or any acceptance of an advance by a faculty member, may be considered sexual harassment under this policy and is prohibited. This prohibition also applies to College employees who coach, counsel, advise or otherwise supervise or instruct students and to the students with whom they work.

- Examples of harassment include:
  - A supervisor offers to give a favorable evaluation to an employee in exchange for sexual favors.
  - A faculty member threatens to give an unfavorable grade to a student if the student refuses to grant sexual favors.
  - A supervisor persistently criticizes and disparages a subordinate because of that person's gender.
  - An employee persistently directs unwelcome flirting, pressure for dates, sexual propositions or comments, or sexual touching toward a co-worker.
  - One or more students criticize, laugh at and disparage another student because of that student’s disability.

Complaints of harassment of any type will be investigated thoroughly and appropriate action taken to end the harassment, protect the reporting party, and discipline as necessary, up to and including termination of employment.

IV. Prevention and Awareness

All students are informed of the policies, protocols and procedures related to campus violence prevention during New Student Counseling & Registration sessions, New Student Convocation, and annually via email.

All employees are informed of the policies, protocols, and procedures related to campus violence prevention during New Employee Orientations, all-staff in-services, and via email.

Additionally, in partnership with an external entity, IVCC provides sexual assault prevention and awareness education on an ongoing basis in order to educate students, faculty, staff and the community about the nature of sexual assault and resources available to those who have been assaulted.
V. **Bystander Intervention**

Bystander Intervention, as defined by the Clery Act, is "a safe and positive option that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene." (34 CFR 668.46(j)(2)(ii))

Bystanders may often play a critical role in the prevention of sexual and relationship violence. Typically speaking, a bystander is an individual who observes violence or witnesses the conditions that perpetuate violence. He or she is not directly involved but has the choice to intervene, speak up, or do something about it.

IVCC, as a steward of the community, promotes a culture of accountability where bystanders are actively engaged in the prevention of violence without causing further harm.

If you feel yourself or someone else is in immediate danger, dial 911. If you witness or suspect instances of any type of sexual or relationship violence, please report the incident to any of the campus or community resources listed under VIII. Campus and Community Resources.

VI. **Risk Reduction**

Risk Reduction, as defined by the Clery Act, are options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

With regard to relationships:
- Know your limits and communicate those limits clearly.
- Reinforce your limits with a strong voice and body language.
- Respect yourself.

General safety tips:
- Be aware of your surroundings.
- If you see someone who could be in trouble, speak up or call authorities.
- Trust your intuition and do not be afraid to stand up for yourself.
- Be especially careful when you drink alcohol or when you are in the presence of someone who has been drinking.
  - Likewise, watch your beverage at all times. Date rape drugs are tasteless, colorless, and odorless.
VII. Sanctions
Students found in violation of committing an act of sex/gender harassment, discrimination, and misconduct will be held responsible per the disciplinary sanctions identified in the IVCC Student Code of Conduct.

Employees found in violation of committing an act of sex/gender harassment, discrimination, and misconduct will be held responsible per appropriate measure adopted by the College in conjunction with the Office of Human Resources and the employee’s respective supervisor(s). A breach of this policy may result in discipline, up to and including termination of employment.

VIII. Campus and Community Resources
As IVCC is very concerned about incidents of sex/gender based or sexual misconduct and acknowledges that each person experiences and responds in differing ways, there are a variety of formal and informal options for support. Please review the information pertaining to your options for support, assistance, and reporting so that you can make an informed decision based on your personal needs. Your needs may change over time, so please also know that you may choose to utilize different forms of response at different times.

If you have experienced any act of sexual misconduct, our first concern is for your safety and well-being. IVCC offers some on-campus resources to assist students who may have been affected by sexual violence or sexual misconduct. Additional services are available off-campus through local communities. Individuals are encouraged to utilize any and all on-campus and community resources that may be of assistance to them.

Safety Concerns
If you are concerned about your safety while walking to class or your workplace, you may wish to utilize the campus escort service, available 24/7 by calling Campus Security at 815-224-0314.

On-Campus
If you are not sure if you would like to proceed with formal action (i.e. filing a police report or reporting it to the College), there are informal support options for you while you make that determination. Counseling Services can be a good place to start if you are not sure where to go, and the ADV/SAS can be helpful if you have already addressed some of your immediate concerns but are looking for additional support resources.

Both of these are confidential resources:

IVCC Counseling Services 815-224-0360

ADV/SAS Services 815-434-8328
Full-time employees may contact the Employee Assistance Program (EAP) for access to confidential resources.

**Off-Campus/Community**

The following resources are not managed by IVCC but may be helpful to you, especially in assisting you with a variety of needs that you may have beyond your campus experience.

- Oglesby Police Department 815-883-8404
- Illinois State Police, District 17 Headquarters 815-224-1171
- Freedom House 815-872-0087
- National: National Domestic Violence Hotline: 800-799-SAFE (7233)

Individuals may choose to seek action or assistance both on-campus as well as through the surrounding community. If you would like to see action occur because of a person’s behavior, you may wish to report the misconduct at some level. Additional or interim remedies may also be provided concurrently and/or in lieu of an investigation or formal process. Mediation may only be used when mutually agreed upon by all involved parties and will not ordinarily be used to resolve complaints of sexual assault.

The following situations are examples of reasons why you might choose to report an incident of misconduct:

- To seek formal action against someone, such as removing them from a class or campus, or having a warning on record
- To educate the person about their behavior, through use of the campus conduct or complaint process
- To confront the individual and make your voice heard about how you feel about what happened
- To make the College aware of the behavior in case it is part of a larger pattern
- To receive assistance in changing classes or other on-campus arrangements
- To receive support in coping with a situation

Please note that misconduct exhibited by a student is subject to and may be reported through the student conduct referral process. Misconduct exhibited by employees (faculty or staff) should be reported to the Office of Human Resources.
IX. Reporting Confidentially
If you, as the reporting party, would like the details of an incident to be kept confidential, you may speak with a confidential employee. At IVCC, a confidential employee includes an on-campus licensed professional counselor and victim advocates on campus.

Off campus confidential employees include license professional counselors, local rape crisis counselors, domestic violence resources, local/state assistance agencies, and clergy/chaplains.

You may wish to consider this option if you:

- Would like to know about support and assistance, but are not sure if you want to pursue formal action against the individual, or
- Have questions or would like to process what happened with someone without involving police or campus disciplinary procedures
- Do not want the perpetrator to know that you are seeking help or support

NOTE: Please be aware that even confidential resources have some obligations to report, such as in situations of imminent danger and/or sexual abuse of a minor.

Responsible Employee
All College employees have a duty to report incidents they are made aware of, unless they fall under the “Confidential Reporting” section above. Reporting parties may want to consider carefully whether they share personally identifiable details with non-confidential employees, as those details must be shared by the employee with the Title IX Coordinator. Employees must share all details of the reports they receive. Generally, climate surveys, classroom writing assignments, human subject research, or events such as Take Back the Night speak-outs do not provide notice that must be reported to the Coordinator by employees. Remedial actions may result without formal College action.

If a reporting party does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the reporting party may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and comply with federal law. In cases indicating pattern, predation, threat, weapons, or violence, the College will likely be unable to honor a request for confidentiality. In cases where the reporting party requests confidentiality and the circumstances allow the College to honor that request, the College will offer interim support and remedies to the reporting party and the community, but will not otherwise pursue formal action.
You may wish to report an incident to a Responsible Employee if you:

- Would like formal action taken. Formal action can include things like assistance in obtaining a restraining order or order of protection, filing criminal charges, or the individual facing campus conduct or employment action if he/she is found responsible for violating college policy

- Would like the College to be aware of the situation in case it happens again

If you would like to learn more about the campus conduct process or what is involved in an investigation or formal report, please contact the Title IX Coordinator.

X. Campus No-Contact Order
A campus no-contact order is a directive issued by a campus authority that prevents contact between parties or from one party to another. Such an order may be issued through the formal reporting process (i.e. Student Conduct or Human Resources) or under the direction of a Title IX Coordinator. This may apply to communications in-person, online, and other forms of contact, both on- and off-campus. It is important to note that this is different than a civil order, which is issued by a court. Campus no-contact orders may be issued as a sanction or outcome and may also be issued on an interim basis while an incident is under investigation or adjudication. It is important to note that the burden of proof for a campus no-contact order is often less than that required for a court issued order, and the consequences for violating it are also limited to action that can be taken by the College, such as an additional student conduct charge of failure to comply with a college official.

XI. Civil Order of Protection and No-Contact Orders
The following information has been provided by IVCC’s Campus Security. If you have other questions about civil orders of protection or no contact orders, please contact Campus Security at 815-224-0314 or your local police department. To obtain one of the orders below, contact the courthouse for the area in which you live.

Civil Orders of Protection
This is a court order that is designed to stop violent and harassing behavior and to protect you and your family from the abuser. They offer civil legal protection from domestic violence to both male and female reporting parties, as well as minors. A civil order of protection can only be filed against certain persons with whom the petitioner has a special relationship: people who are married or formerly married, people who are related by blood, people who live together or formerly lived together, people who are dating or formerly dated, people who are engaged or formerly engaged, and people with disabilities who file against their caregivers. There are three types of orders: Emergency and Interim Orders of Protection provide temporary, short-term protection. A Plenary Order of Protection offers longer term protection.
• **Emergency Orders**: An emergency order can be obtained based solely on your testimony to a judge. The abuser does not need to be present. The judge must be convinced that you are in immediate danger, or experiencing emotional distress, or else the judge may not grant the order. The emergency order will last until you can have a full hearing for a plenary order, usually within 14-21 days.

• **Interim Orders**: An interim order offers you a bit more protection than an emergency order. You do not need to have a full court hearing to be granted an interim order. They are often used to protect you in between the time when your emergency order expires and your full court hearing takes place. However, your abuser or his lawyer must have made an initial appearance before the court OR the abuser must have been notified of the date of your court hearing, before you can be given an interim order. An interim order lasts up to 30 days.

• **Plenary Orders**: A plenary order of protection can be issued only after a court hearing in which you and the abuser both have a chance to tell your sides of the story. It provides the most protection and the longest-term protection. A plenary order may last up to two years, and there is no limit on the number of times an order of protection can be renewed.

**No-Contact Orders**
If you do not have a relationship with the offender, you may seek to obtain a “no contact order.”

• A Civil No Contact Order (CNCO) is a civil “stay away” order for rape reporting parties who do not have a relationship with the offender. Under a CNCO, the court orders the offender not to have any contact with the reporting party. A CNCO may last up to two years.

• A Stalking No Contact Order (SNCO) is a civil “stay away” order for reporting parties of stalking who do not have a relationship with the offender. Under a SNCO, the court orders the offender not to have any contact with the reporting party. A SNCO may last up to two years.

Any violation of the above orders is a criminal offense and a Class A misdemeanor (up to one year in jail) and a second offense or subsequent violation is a Class 4 felony (one to three years in jail and possible fines).

**Questions**
Please contact the Associate Vice President for Student Services at 815-224-0393 or the Director of Human Resources at 815-224-0230 for the most recent version of this Guide, as well as to ask questions about this document or any other questions pertaining to sexual misconduct or gender-based harassment.
To promote a safe, clean and healthy learning environment, and in compliance with the Illinois Smoke-Free Campus Act (110 ILCS 64/1), Illinois Valley Community College prohibits the use of tobacco products inside College facilities, College vehicles and on all College property. This includes the burning of any type of cigar, cigarette, pipe, electronic cigarette, or any other smoking equipment. The use of smokeless/chewing tobacco is also prohibited. Smoking is permitted in private vehicles. It is the responsibility of all faculty, staff, students and visitors to comply with this policy. Refusal to comply with this policy will be met with increasingly severe penalties.

Definitions:

"Employee" means a person who is employed by Illinois Valley Community College (IVCC) in consideration for direct or indirect monetary wages or profits, or a person who volunteers his/her services for a non-profit entity.

“Employer” means Illinois Valley Community College.

"Campus" means all property, including buildings, grounds, parking lots, and vehicles that are owned or operated by IVCC.

“College property or college premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks) and including work locations, work areas, or vehicles owned, leased, rented, used, or that are under the control of IVCC.

"Smoke" or "smoking" means the carrying, smoking, burning, inhaling, or exhaling of any kind of lighted pipe, cigar, cigarette, hookah, weed, herbs, or other lighted smoking equipment. "Smoke" or "smoking" also includes products containing or delivering nicotine intended or expected for human consumption, or any part of such a product, that is not a tobacco product as defined by Section 321(rr) of Title 21 of the United States Code, unless it
has been approved or otherwise certified for legal sale by the United States Food and Drug Administration for tobacco use cessation or other medical purposes and is being marketed and sold solely for that approved purpose.

"Student" (for the purposes of this College Procedure) includes all persons applying for admission or taking credit or non-credit courses provided by IVCC both full-time and part-time. This also includes Continuing Education participants and all individuals taking IVCC courses online while on IVCC Campus property.

“Faculty member” means all full- or part-time instructors, counselors, and laboratory assistants, including interns and student teachers.

“College” means Illinois Valley Community College (IVCC).

“Enclosed area” (without limitation to lobbies and corridors) means all space between a floor and a ceiling that is enclosed or partially enclosed with (i) solid walls or windows, exclusive of doorways, or (ii) solid walls with partitions and no windows, exclusive of doorways, that extend from the floor to the ceiling.

“Enclosed or partially enclosed sports arena” means any sports pavilion, stadium, gymnasium, or other similar place where members of IVCC assemble to engage in physical exercise or participate in athletic competitions or recreational activities or to witness sports, cultural, recreational, or other events.

“Place of employment” means any area under the control of IVCC that employees are required to enter, leave, or pass through during the course of employment.

“Public place” means any place where an individual could reasonably be expected to be observed by others.

“Tobacco Products” includes, but is not limited to, the burning of any type of cigar, cigarette, pipe, electronic cigarette or any other smoking equipment. The use of smokeless/chewing tobacco and medical marijuana are also prohibited.

“Visitor” means any person who comes to the campus of IVCC that is not an employee or student of IVCC to use the College’s facilities.

Prohibition:

Smoking on IVCC premises in a public place or place of employment and College vehicles is prohibited. The use of smokeless tobacco products and chewing tobacco on IVCC premises in public places and places of employment as well as in IVCC vehicles (regardless of where located) is also prohibited. Smoking is permitted in private vehicles.

This administrative procedure applies to all students, employees, visitors, vendors, and contractors, and applies to all IVCC premises. All employees and students are responsible
for being familiar with and complying with the requirements of this administrative procedure.

Enforcement:

Enforcement of this administrative procedure depends on the cooperation of all IVCC employees and students not only to comply with this administrative procedure but also to encourage others to comply with this administrative procedure in order to promote a safe, clean and healthy learning environment. To report a violation of this administrative procedure, contact Campus Security or the Ottawa Center Site Coordinator. Violators of this administrative procedure will be referred to the appropriate administrative office for review and appropriate administrative action.

A. **Students:** The disciplinary process in the Student Code of Conduct will be applied. Sanctions include one or a combination of the following:

1. **ADMONITION** -- An oral reprimand.
2. **WARNING** -- A written reprimand.
3. **CENSURE** -- A notice, written or spoken, stating that further misconduct will bring more serious action.
4. **DISCIPLINARY PROBATION** -- A defined period of time when the student is considered on a probationary status. If additional events occur during this probation period, the student may be considered for suspension or expulsion.
5. **DISCIPLINARY SUSPENSION** -- A written statement disqualifying the student for a specific time period from extracurricular or co-curricular activities.
6. **RESTITUTION** -- A written requirement that the student provide reimbursement for misappropriation or damage to College property, or that of an individual.
7. **SUSPENSION** -- A suspension of tuition waiver or scholarship.
8. **COLLEGE SUSPENSION** -- A written notice of exclusion from the College and any classes, privileges and College activities for a specified period of time (not to exceed 1 year).

B. **Employees:** The disciplinary process in the employee guidebook will be applied. Sanctions include one or a combination of the following:

1. **ADMONITION** -- An oral reprimand.
2. **WARNING** -- A written reprimand.
3. **DISCIPLINARY ACTION** – A violation by employees will be noted on the annual Employee Development Plan (EDP) or in the case of faculty on the appropriate pre- or post-tenure evaluation and review documentation.

C. **Repeated Offenses:**
   1. Offenses of students shall be reported to the Associate Vice President of Student Services. Repeated offenses are in violation of the Student Code of Conduct and could lead to administrative actions.

   2. Offenses of employees shall be reported to the Campus Security office, employee’s immediate supervisor, and Human Resources. Repeated offenses are in violation of Board Policy and could lead to further disciplinary action.

D. **Members of the Public and/or Visitors to IVCC:**

   Members of the public and/or visitors that use tobacco on IVCC’s property will be asked by IVCC Campus Security or the Ottawa Center Site Coordinator to extinguish any type of cigar, cigarette, pipe, electronic cigarette or any other smoking equipment. The use of smokeless/chewing tobacco is also prohibited and this product must be disposed of in a safe and sanitary manner immediately upon request. If a visitor refuses to comply with this request, IVCC Campus Security or the Ottawa Center Site Coordinator may direct the visitor to leave the IVCC campus.

**Appeals Process:**

In applying the above sanctions to any student, the decision of the Associate Vice President for Student Services may be appealed in writing to the President within 5 business days of the receipt of the sanction.

In applying the above sanctions to any employee, the decision of the immediate supervisor or Human Resources Director may be appealed in writing to the appropriate Vice President within 5 business days of the receipt of the sanction.

**Smoking Cessation:**

IVCC recognizes that individuals may require help to quit smoking. Referrals for smoking cessation programs and educational materials are available through IVCC’s Health Insurance Plan or IVCC’s Wellness Program.

For help, call the Illinois Tobacco Quitline at 800-QUIT-YES (1-866-784-8937).

If the nicotine craving continues, call 800-QUIT-NOW (800-784-8669) for help.
Illinois Valley Community College Board Policy

Subject: **Sustainability**
Number: **6.15**

As an Illinois Community College, IVCC has the responsibility to provide leadership in developing more sustainable practices throughout the campus and the community. The definition of sustainability is “meeting the needs of the present without compromising the ability of future generations to meet their needs.” By embracing sustainability, Illinois Valley Community College furthers its vision in leading the community in learning, working, and growing.

The following statements affirm IVCC’s commitment to a more sustainable way of living through environmental stewardship, education, and service:

**Environmental Stewardship**
- We seek ways to reduce our use of non-renewable resources, minimize pollution, and live more lightly on the land.
- We are mindful of the need to share equitably the natural resources on which all life depends.
- We strive to instill a broader awareness of the values of sustainability.
- We consider the economics, social, and environmental consequences of our actions.

**Environmental Education**
- We seek to prepare our students by integrating sustainability into the goal of educating the whole person.
- We seek to support scholarships that advance our understanding and practice of sustainability.
- We recognize our role in educating the college community about the importance of both individual and institutional environmental responsibility.

**Environmental Service**
- We assist communities, businesses, governments, and non-profit organizations to develop in sustainable ways.
- We support the efforts of outreach programs to integrate sustainability into the community.
- We support research that expands the understanding and practice of sustainability.
- We promote public dialogue on sustainability.
In adopting this policy, IVCC further acknowledges its leadership and commitment to the practical application of sustainability by:

- Integrating sustainable practices into the daily administration and operation of the College;
- Providing a voice for sustainability in the development of strategic planning and capital expenditures;
- Encouraging the College community to build upon this policy statement by identifying opportunities, formulating strategies, and implementing initiatives to further the move toward a more sustainable future.

This policy was modeled after the Sustainability Policy of Santa Clara University, a Jesuit University.
Bicycles, skateboards, in-line skates, roller skates, and scooters are allowed on the IVCC campus within the following guidelines:

Walkways: Use of bicycles, skateboards, in-line or roller skates, and scooters is permitted as transportation on walkways, as long as users yield to pedestrians and are safe and courteous.

Roadway Guidelines: Transportation use of bicycles, skateboards, in-line or roller skates, and scooters is permitted on roadways during daylight only (except bicycles with proper lighting and reflectors). Illinois bicycle rules of the road must be followed, including stopping for stop signs. Riders must act safely and responsibly.

Prohibited Areas: Transportation use of bicycles, skateboards, in-line or roller skates, and non-disability scooters is not permitted in the following areas:
- Inside buildings
- In front of entrances
- On railings and stairs

BICYCLE INFORMATION
Bicycle owners are responsible for keeping their bicycle(s) in safe working order and stored in bicycle racks when not in use. Bicycles are not to obstruct sidewalks, building entrances, lawns, or bushes and are not allowed inside any IVCC building at any time.

HOVERBOARDS
Possession of hoverboards is prohibited on the IVCC campus.

Disciplinary action for the violation of this policy by students can include a fine and confiscation of the hoverboard. Disciplinary action of this policy by employees will be up to and including dismissal from employment.
Illinois Valley Community College Board Policy

Subject: Alcoholic Beverages Sales  Effective Date: 01/12/17
Number:  6.17  Last Reviewed: 01/12/17
Last Revised: 01/12/17

Under Illinois Public Act 099-0550, alcoholic liquors may be served or sold in buildings under the control of the Board of Trustees of a community college district for events the Board of Trustees of that community college district may determine are public events and not student-related activities. The following guidelines must be strictly adhered to:

If alcohol is sold at retail, the College must have first obtained a liquor license from the local municipality where the facilities are located or the county if the facility is in an unincorporated area. After receiving the local liquor license, application must be made for a state retailers’ liquor license.

- There shall be a lease of premises agreement between the Board of Trustees and the approved entity to use the college facilities for their event;
- Insurance coverage to hold the college harmless must be obtained by the lessee to include any type of dram shop exposure. General liability coverage for the event must include a minimum of one million dollars ($1,000,000) of general liability, products and completed operations, and if necessary, dram shop insurance.
- If applicable, caterers renting the facility are also required to sign a lease of premises agreement and carry insurance including dram shop coverage and general liability, completed operations, and product coverage, in the amount of one million dollars ($1,000,000). If applicable, caterers will also carry workers compensation insurance with minimum employer liability of $500,000 and auto liability of $1,000,000.

The College reserves the right to take any actions deemed necessary to protect the general public and the reputation of the College in the enforcement of this liquor policy.

Approved activities must meet the following conditions:
1. Applications to serve alcoholic beverages at an event must be made to the Illinois Valley Community College Board of Trustees at least sixty (60) days prior to the event.
2. Alcoholic beverages served at events shall be handled by the sponsoring organization.
3. The anticipated attendees and the relative proportion of individuals under the age of 21 to individuals age 21 or older must be considered. The event operator must be able to prevent the sale or distribution of alcohol to individuals under the age of 21.
4. At any event where alcoholic beverages are served, provisions must be made for serving non-alcoholic beverages also. Open bars are not allowed.
5. Attendees shall be prohibited from providing their own alcohol.
6. The sponsoring organization shall make no public advertisement of the sale or serving of alcoholic beverages in connection with the activity.

7. Possession and consumption of alcoholic beverages shall be confined to the area or room scheduled for the activity and shall not be permitted in public areas. Participants shall not be permitted to carry any containers of alcoholic beverage out of the serving area.

8. Employees of Illinois Valley Community College must be active participants at the event. For purpose of this policy, a participant shall mean faculty, Board of Trustee member, or administrator. The event cannot be a student activity or student-related activity.

9. Only members of the sponsoring organization and their invited guests shall be permitted to attend the activity.

10. The sponsoring organization shall be held financially responsible for any damage or injury to persons or property as a result of intentional or negligent conduct on the part of the organization, its members, or guests and meet all requirements herein.

Illinois Valley Community College reserves the right to close the activity if any person or group of persons appears to be intoxicated or otherwise uncontrollable. In addition, Illinois Valley Community College reserves the right to limit the time frame when alcohol may be served, and the volume and/or number of drinks that may be served to a group on an individual basis.