

**ILLINOIS VALLEY COMMUNITY COLLEGE  
BOARD POLICY/PROCEDURE MANUAL**

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## Illinois Valley Community College Board Policy

Subject: **Introduction**

Effective Date: **02/25/2010**

Last Reviewed: **11/13/2023**

Number: **01.01**

Last Revised: **02/25/2010**

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.

Illinois Valley Community College Board Policy

Subject: **Membership of the Board**

Effective Date: **02/25/2010**

Last Reviewed: **11/13/2023**

Number: **01.02**

Last Revised: **02/25/2010**

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

Subject: **Qualification of Members**

Effective Date: **02/25/2010**

Last Reviewed: **11/13/2023**

Number: **01.03**

Last Revised: **10/21/2025**

The 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.

In accordance with the Public Community College Act (110 ILCS 805), each elected and appointed member of the Board of Trustees shall, before entering upon the duties of office, take and subscribe to an oath of office. The oath or affirmation shall be administered by the secretary of the board, a notary public, or any other officer authorized to administer oaths under State law. The completed oath shall be filed with the secretary to the board and made part of the official records of the community college district. In accordance with the Act, no trustee may exercise the powers or perform the duties of office until the oath has been taken and properly filed.

Trustees must also complete required training in accordance with the Public Community College Act and applicable state and federal laws.

Illinois Valley Community College Board Policy

|          |  |                 |                   |
|----------|--|-----------------|-------------------|
| Subject: | <b>Election of the Board of Trustees</b> | Effective Date: | <b>02/25/2010</b> |
|          |  | Last Reviewed:  | <b>11/13/2023</b> |
| Number:  | <b>01.04</b>                             | Last Revised:   | <b>02/25/2010</b> |

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.

Illinois Valley Community College Board Policy

Subject: **Vacancies**

Effective Date: **02/25/2010**

Last Reviewed: **11/13/2023**

Number: **01.05**

Last Revised: **08/15/2024**

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. Within five working days after a vacancy occurs, the Chair of the Board shall notify the ICCB in writing of the name of the Trustee and the date of vacancy.
3. Following such announcement, the Chair shall cause notice of such vacancy to be published in newspapers of general circulation within the district.
4. 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.
5. 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.
6. 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.
7. All materials received shall be reviewed by the Board.
8. 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.
9. 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.

The remaining members shall fill the vacancy in accordance with Section 3-7 of the Act. [110 ILCS 805]. Upon filling the vacancy, the Chair of the Board of trustees shall notify the ICCB in writing of the name of the newly appointed trustee and the effective date of the appointment.

In accordance with state statutes, the vacancy must be filled within 60 days. If the remaining members fail so to act within 60 days after the vacancy occurs, the Chair of the ICCB shall fill the vacancy in accordance with Section 3-7 of the Act. [110 ILCS 805].



Illinois Valley Community College Board Policy

Subject: **Core Values, Vision, and Mission**

Effective Date: **02/25/2010**

Last Reviewed: **02/25/2010**

Number: **01.06**

Last Revised: **01/18/2024**

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's Core Values, Vision, and Mission:

**COLLEGE CORE VALUES**

Achieving Excellence through our Core Values (acronym is I-CARE)

Integrity

Compassion

Accountability

Respect

Equity

**VISION STATEMENT**

Illinois Valley Community College will foster personal and professional growth and well-being for our students and community through growing programs, updated facilities, and educational innovation.

**MISSION STATEMENT**

Illinois Valley Community College is dedicated to creating opportunities for students and our community by providing access to affordable, high-quality higher education and lifelong learning.

Illinois Valley Community College Board Policy

Subject: **Governing Style**

Effective Date: **02/25/2010**

Last Reviewed: **11/13/2023**

Number: **01.07**

Last Revised: **02/25/2010**

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 viewpoints, strategic leadership, clear distinction of Board and staff roles, and collective decisions.

## Illinois Valley Community College Board Policy

Subject: **Board Meetings and Operations**

Effective Date: **02/25/2010**

Last Reviewed: **02/25/2010**

Number: **01.08**

Last Revised: **03/14/2024**

The Board of Trustees of Illinois Valley Community College exists to aid in the conducting 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, on the College website, 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 regular meeting dates, at least ten days notice of the change will be given by posting on the College website and with 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. This notice will be sent through a press release, as well as posted on the College website.

### 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 as outlined in the Illinois Open Meetings Act, 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 and will be posted on the College website.

### 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, specific individuals who serve as independent contractors, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, independent contractor or volunteer 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, school building safety, 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.
13. In any situation where this policy differs from the statute, the statute will have the guiding force of judgement.

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, or as otherwise required by law.

No actions taken pursuant to this policy shall be in contradiction of the rights of any individual under the Illinois 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. Such minutes are posted on the College website.

#### 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

Except as otherwise provided by the Illinois Open Meetings Act, a majority of the voting members of the Board shall be physically present to constitute a quorum for the transaction of business, in accordance with the Illinois Open Meetings Act. 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 electronic/telephonic attendance is necessary, then, in addition to the statutory requirements of the Illinois Open Meetings Act, 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 electronic/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 as needed, 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 of communication, they are subject to the provisions and stipulations of the Illinois Open Meetings Act.

Illinois Valley Community College Board Policy

Subject: **Election of Officers**

Effective Date: **02/25/2010**

Last Reviewed: **02/25/2010**

Number: **01.09**

Last Revised: **01/18/2024**

At the organizational meeting held in odd years, 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.



Illinois Valley Community College Board Policy

Subject: **Duties of the Board Chair**

Effective Date: **02/25/2010**

Last Reviewed: **02/25/2010**

Number: **01.10**

Last Revised: **01/18/2024**

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 an agent of the Board.

Illinois Valley Community College Board Policy

Subject: **Duties of the Vice Chair**

Effective Date: **02/25/2023**

Last Reviewed: **02/25/2023**

Number: **01.11**

Last Revised: **01/18/2024**

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 their duties or a new Board Chair can be elected to fill a vacancy.

Illinois Valley Community College Board Policy

Subject: **Duties of the Secretary**

Effective Date: **02/25/2010**

Last Reviewed: **01/18/2024**

Number: **01.12**

Last Revised: **02/25/2010**

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**

Effective Date: **02/25/2010**

Last Reviewed: **01/18/2024**

Number: **01.13**

Last Revised: **02/25/2010**

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.

Illinois Valley Community College Board Policy

Subject: **Board Compensation**

Effective Date: **02/25/2010**

Last Reviewed: **02/08/2024**

Number: **01.14**

Last Revised: **02/25/2010**

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 Board Policy

Subject: **Board Travel, Conference, and  
Meeting Expenses**

Number: **01.15**

Effective Date: **02/25/2010**

Last Reviewed: **05/09/2024**

Last Revised:

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.

### Illinois Valley Community College Procedure

Subject: **Board Travel, Conference, and  
Meeting Expenses**  
Number: **01.15.00**

Effective Date: **02/25/2010**  
Last Reviewed: **10/01/2025**  
Last Revised: **02/19/2025**

#### 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 and lesser expenses will be handled on a reimbursement-by-receipt basis, in accordance with established College practices.

#### 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 the identified maximum per day allowance including gratuities for non-metropolitan areas (e.g. Springfield, IL) and the identified maximum per day allowance 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:

| <b>Maximum Reimbursable Rates for Transportation</b> |   |
|--|---|
| Air Travel   | Lowest reasonable rate (coach)  |
| Auto   | IRS Standard Mileage Rate at time of reimbursement (\$0.70 per mile as of 1/1/2025) |
| Rental Car   | Lowest reasonable rate (midsize)  |
| Rail or Bus  | Lowest reasonable rate and cost shall not exceed Air Travel                         |
| Taxi, Shuttle, Rideshare, or Public Transportation   | Actual reasonable rate  |

| <b>Maximum Reimbursable Rates for Meals</b> |         |
|---|---------|
| Per Day - nonmetropolitan                   | \$42.00 |
| Per Day – metropolitan (Chicago)            | \$52.00 |

| <b>Maximum Reimbursable Rates for Lodging – 2025 rates per US General Services Administration (as of 10/1/2024)</b>                                      |  |
|--|--|
| Chicago, Suburban Cook County, and Lake County   | \$223.00/night                             |
| DuPage   | \$115.00/night                             |
| St. Clair County (St. Louis Area)  | \$150.00/night                             |
| Will County  | \$114.00/night                             |
| All other Illinois Counties  | \$110.00/night                             |
| Outside of Illinois  | \$233.00/night or as approved by the Board |
| Note: When staying at a hotel designated by a conference, the conference rate will be the approved rate, even if it exceeds the allowable per diem rate. |  |



### 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: | <b>Role and Relationship Between<br/>the Board of Trustees and the<br/>Chief Executive Officer</b> | Effective Date: | <b>02/25/2010</b> |
|          |  | Last Reviewed:  | <b>11/13/2023</b> |
|          |  | Last Revised:   | <b>02/25/2010</b> |
| Number:  | <b>01.16</b>   |                 |                   |

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 (President) 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 competent and qualified and holds them 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 chief executive officer will provide timely and accurate communications and data to the Board to inform decisions.

The Board will respect the delineation of policy versus administration, holding the chief executive officer accountable for the day-to-day operations of the institution.

Illinois Valley Community College Board Policy

|          |                                      |                 |                   |
|----------|--------------------------------------|-----------------|-------------------|
| Subject: | <b>Board Members' Code of Ethics</b> | Effective Date: | <b>02/25/2010</b> |
|          |                                      | Last Reviewed:  | <b>02/25/2010</b> |
| Number:  | <b>01.17</b>                         | Last Revised:   | <b>04/11/2024</b> |

Each member of the Illinois Valley Community College Board of Trustees (Board) 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

Illinois Valley Community College Board Policy

Subject: **Appearance Before the Board**

Effective Date: **02/25/2010**

Last Reviewed: **01/22/2024**

Number: **01.18**

Last Revised: **02/25/2010**

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

Subject: **Freedom of Information**

Effective Date: **02/25/2010**

Last Reviewed: **02/14/2024**

Number: **01.19**

Last Revised: **02/25/2010**

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

## Illinois Valley Community College Procedure

Subject: **Freedom of Information**

Effective Date: **02/25/2010**

Last Reviewed: **02/14/2024**

Number: **01.19.00**

Last Revised: **02/25/2010**

The Freedom of Information Act 5 ILCS 140/ (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. Commercial requests have an extended timeline, as outlined in the Freedom of Information Act.

Requests may be denied as “unduly burdensome” in accordance with the Freedom of Information Act. 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 for this reason, 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. Requests may be denied for other reasons as set forth within the Freedom of Information Act.

A person whose request to inspect or copy a public record is denied by a public body, except the General Assembly and committees, commissions, and agencies thereof, may file a request for review with the Public Access Counselor established in the Office of the Attorney General not later than 60 days after the date of the final denial. The request for review must be in writing, signed by the requester, and include (i) a copy of the request for access to records and (ii) any responses from the public body. A request for review regarding a commercial request may only be for the limited purpose of reviewing whether the public body properly determined that the request was made for a commercial purpose.

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.

Illinois Valley Community College Board Policy

Subject: **Authority of Board Members**

Effective Date: **02/25/2010**

Last Reviewed: **01/22/2024**

Number: **01.20**

Last Revised: **02/25/2010**

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.

### Illinois Valley Community College Board Policy

Subject: **Policy Formulation, Adoption,  
and Revision**

Number: **01.21**

Effective Date: **02/25/2010**

Last Reviewed: **11/14/2019**

Last Revised: **11/09/2023**

One of the primary functions of the Illinois Valley Community College Board of Trustees is the formulation and adoption of policies which serve as guiding principles for College employees. Therefore, the Board of Trustees will maintain a policy manual which provides guidance related to 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 for that purpose by any member of the Board. Any amendment, repeal or addition to the Board Policy Manual shall be presented to the Board Planning Committee first before being presented to the full Board for consideration, in accordance with Institutional Procedure 01.21.00 Policy Formulation, Adoption, and Revision.

In the case of a policy that is reviewed with no changes, it will be provided to the Board Planning Committee first and presented to the full Board as an item for information.

#### Policy Dissemination

The President of the College shall establish and maintain an orderly plan for preserving, reviewing, 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 extended to all employees of the College, members of the Board, and to persons throughout the College district during the review process.

## Illinois Valley Community College Procedure

Subject: **Policy Formulation, Adoption, and Revision**  
Number: **01.21.00**

Effective Date: **11/09/2023**  
Last Reviewed:  
Last Revised:

### **Internal Review Process**

Each policy should first be reviewed by the department/division who has ownership for the policy (and related procedures) and it is the responsibility of the owner to vet this with impacted stakeholders. Any proposed changes should be completed using the Track Changes function in Word. Finally, the policy should be shared with the appropriate lead committee (when applicable) or Cabinet, as outlined on the review document.

Any related procedures should be reviewed at the same time as the applicable policy. Procedures do not need to be submitted to the Board Planning Committee or the full Board with the exception of procedures in Division 1 or as directed by the President. Procedures will be made available with the Policy Manual, except in cases of security or other concerns.

### **Board of Trustees Review Process**

Once this internal review process is complete, the policies and related procedures should be provided to the Board Planning Committee for review, as well as being posted for campus review. The action that is taken is determined by the status of the policy. Policies will either be New, Review Only, or Revised,

- **New:** For any policy that was not in existence, the policy will be brought forward as New. Unless there is a pressing legislative or other requirement, all new policies will be provided to the Board Planning Committee at least two weeks prior to the material due date for the meeting. These policies will be reviewed and discussed by the Planning Committee and presented to the Board at the meeting the month following the Board Planning Committee meeting. In cases where there is a legislative or other pressing reason for the policy to be created, the President may request from the Planning Committee an electronic review in advance by the committee and the full Board.
- **Review Only (Reviewed):** This means that there were no substantive changes to the policy. Changes allowed include title or department name changes, spelling or grammar corrections that do not change the intent of the policy, and updates to pronouns (changing he/his/him to their).

For those policies that are Review only, they will be provided to the Planning Committee as an FYI at least two weeks prior to the material due date for the meeting. As long as there are no concerns, they will be submitted to the Board as items for information.

- Revised: This means that there were changes to the policy that were substantive and have an impact on the process, intent or interpretation of the policy.

For those policies that are Revised, they will be provided to the Planning Committee at least two weeks prior to the material due date for the monthly Board of Trustees meeting.

- If there is no discussion, the policy will be submitted to the Board as an action item.
- If there is a need for discussion and questions, the policy will be tabled until the next scheduled Planning Committee meeting.
- If there are more than six policies tabled, the President will request to convene an additional Planning Committee meeting.

### **Review Process**

The goal is to have policies and related institutional procedures reviewed on a 4-year cycle, with changes made as needed based on changes to legislation or other related requirements. In order to roll this out in a sustainable manner for the long-term effectiveness, the initial roll-out in FY 24 will have a staggered review with extended and shortened review cycles based on the content of the policies.

Illinois Valley Community College Board Policy

Subject: **Procedures**

Effective Date: **02/25/2010**

Last Reviewed: **04/11/2024**

Number: **01.22**

Last Revised: **02/25/2010**

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**

Effective Date: **02/25/2010**

Last Reviewed: **01/22/2024**

Number: **01.23**

Last Revised: **02/25/2010**

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.

Illinois Valley Community College Board Policy

Subject: **Designation of Emeritus Status**

Effective Date: **09/14/2023**

Number: **01.24**

Last Reviewed:

Last Revised:

The designation of Emeritus/Emerita (referred hereafter as Emeritus) status is an honorary designation awarded by the Board of Trustees to an employee as a way of recognizing outstanding levels of service to higher education and specifically to Illinois Valley Community College at the point of retirement. As the College enters its 100th year, it is hereby resolved that Emeritus status will be awarded as indicated by the institutional procedures.

Emeritus status confers no remuneration, rights to employment, or benefit beyond those outlined in the institutional procedure. Those with Emeritus status do not exercise any of the authority or administrative functions associated with holding a staff position at the College.

Emeritus status is only awarded to individuals who have retired from the institution. Emeritus status may be awarded posthumously. The Board of Trustees retains the authority to withdraw any Emeritus status at its discretion, as it deems necessary and appropriate, with a majority vote of the Board.



Illinois Valley Community College Procedure

Subject: **President Emeritus/Emertia**

Effective Date: **09/14/2023**

Number: **01.24.00**

Last Reviewed:

Last Revised:

President Emeritus/Emerita must meet the following criteria for their role:

- Twenty-five or more total years in the field of education at the point of retirement combined with eight years or more of service as the President of L-P-O Junior College or Illinois Valley Community College; and
- Retires/retired from the College; and
- Has demonstrated professional competence, provided meritorious service, and has upheld the mission, vision, strategic objectives and core values of the College during their employment; and,
- Have championed or will continue to champion the role of the College in the community.

In addition to the benefits and privileges received by all retired faculty and staff and any other benefits to which the individual may be entitled, a President granted President Emeritus status will also receive:

- A resolution naming and honoring the President as President Emeritus;
- Listing on the website and identified publications related to History of the College; and
- Use of the title “President Emeritus” in community and professional activities.

The current President may call upon the President Emeritus to provide counsel or to serve in various volunteer roles and/or capacities in support of the College, but a President Emeritus is not required to continue to serve the College community. A President Emeritus may be allowed to teach in an adjunct faculty role upon request of the institution.

The title of President Emeritus confers no remuneration, rights to employment, or benefit in addition to those provided above. Presidents Emeriti do not exercise any of the authority or administrative functions associated with holding a staff position at the College.

The recommendation is submitted by a member of the Board of Trustees or the current President. A President may not recommend themselves. The Board of Trustees retains the authority to withdraw a President Emeritus title at its discretion, as it deems necessary and appropriate. Emeritus status may be awarded posthumously.

Illinois Valley Community College Procedure

Subject: **Faculty and Adjunct Faculty  
Emeritus/Emerita**

Number: **01.24.01**

Effective Date: **02/26/2024**

Last Reviewed:

Last Revised:

Faculty Emeritus:

Faculty Emeritus status may be requested for individuals who meet the following criteria for their role:

- Fifteen years or more of service as a full-time faculty member (including counselors) of L-P-O Junior College or Illinois Valley Community College, combined with 25 or more total years in the field of education or their specific area of expertise at the point of retirement; and
- Retires/retired from the College; and
- Has demonstrated professional competence, provided meritorious service, and has upheld the mission, vision, strategic objectives and core values of the College during their employment; and,
- Has championed or will continue to champion the role of the College in the community.

Adjunct Faculty Emeritus:

Adjunct Faculty Emeritus status may be requested for individuals who meet the following criteria for their role:

- Fifteen\* years or more of service as an adjunct faculty member (or counselor\*\*) of L-P-O Junior College or Illinois Valley Community College combined with 25 or more total years in the field of education or their specific area of expertise at the point of retirement; and
- Retires/retired from the College; and
- Has demonstrated professional competence, provided meritorious service, and has upheld the mission, vision, strategic objectives and core values of the College during their employment; and,
- Has championed or will continue to champion their profession and the role of the College in the community.

\*Fifteen years is calculated by Human Resources for recognition purposes. In cases of significant breaks in service, the number of total credit hours taught will be considered.

\*\*Note: Part-time counselors who served the majority of their time after 2023 should be nominated as staff. Those who served the majority of their time before 2023 should be nominated as adjunct faculty.

### Recommendation Process:

The recommendation is submitted by department or division colleagues, former students, or community members. Individuals may not be nominated by spouses or immediate family members. In those cases, the family member is encouraged to reach out to the current department for assistance to prepare a recommendation. The recommendation will have a verification of years of service and meritorious service and eligible individuals will be reviewed by the Faculty Emeritus Review Committee. In the case where a member of the committee submits a nomination, they must abstain from voting on that individual. The committee forwards the nominees to the President for submission to the Board of Trustees.

In addition to the benefits and privileges received by all retired faculty and staff and any other benefits to which the individual may be entitled, those granted emeritus status will also receive:

- A resolution naming and honoring the employee with the appropriate Emeritus title;
- Listing on the College website and identified publications related to History of the College;
- Recognition at the Employee Recognition Event for the year they are nominated; and
- Use of the appropriate title in community and professional activities.

In a situation where an employee qualifies in more than one category, only one status may be conferred. Preference for the category may be made based on the number of years of service in each category or as requested by the nominee or the committee. Emeritus status is only awarded to individuals who have retired from the institution. Emeritus status may be awarded posthumously. The Board of Trustees retains the authority to withdraw any Emeritus status at its discretion, as it deems necessary and appropriate, with a majority vote of the Board.

The review committee will consider submissions as they become available, however based on the volume of submissions, the timeline to approve the emeritus status may vary.

## Illinois Valley Community College Procedure

Subject: **Staff and Administrator  
Emeritus/Emerita**

Number: **01.24.02**

Effective Date: **02/26/2024**

Last Reviewed:

Last Revised:

Emeritus status may be requested for staff or administrators who meet the following criteria for their role:

- Fifteen years or more of service as a full or part-time staff member\* and/or administrator of L-P-O Junior College or Illinois Valley Community College, combined with 25 or more total years in the field of education or their specific area of expertise at the point of retirement; and
- Retires/retired from the College; and
- Has demonstrated professional competence, provided meritorious service, and has upheld the mission, vision, strategic objectives and core values of the College during their employment; and,
- Has championed or will continue to champion the role of the College in the community.

\*Note: Part-time counselors who served the majority of their time after 2023 should be nominated as staff. Those who served the majority of their time before 2023 should be nominated as adjunct faculty.

### Recommendation Process:

The recommendation is submitted by department or division colleagues, former students, or community members. Individuals may not be nominated by spouses or immediate family members. In those cases, the family member is encouraged to reach out to the current department for assistance to prepare a recommendation. The recommendation will have a verification of years of service and meritorious service and eligible individuals will be reviewed by the Staff/Administrator Emeritus Review Committee. In the case where a member of the committee submits a nomination, they must abstain from voting on that individual. The committee forwards the nominees to the President for submission to the Board of Trustees.

In addition to the benefits and privileges received by all retired faculty and staff and any other benefits to which the individual may be entitled, those granted emeritus status will also receive:

- A resolution naming and honoring the employee with the appropriate Emeritus title;
- Listing on the College website and identified publications related to History of the College;
- Recognition at the Employee Recognition Event for the year they are nominated; and
- Use of the appropriate title in community and professional activities.

In a situation where an employee qualifies in more than one category, only one status may be conferred. Preference for the category may be made based on the number of years of service in each category or as requested by the nominee or the committee. Emeritus status is only awarded to individuals who have retired from the institution. Emeritus status may be awarded posthumously. The Board of Trustees retains the authority to withdraw any Emeritus status at its discretion, as it deems necessary and appropriate, with a majority vote of the Board.

The review committee will consider submissions as they become available, however based on the volume of submissions, the timeline to approve the emeritus status may vary.

Illinois Valley Community College Board Policy

Subject: **Presidential Succession**

Effective Date: **07/11/2024**

Number: **01.25**

Last Reviewed:

Last Revised:

The Board of Trustees (Board) delegates authority to the College President to appoint an acting President, subject to approval of the Board, to serve in their absence for short periods of time, not to exceed 30 consecutive calendar days.

In the situation where the President has not named an acting President and the President is incapacitated due to medical or other issues or is unable to assume the duties, the Board Chair will appoint an acting President as needed. The Board may appoint an acting President for periods exceeding 30 calendar days, with input from the President, when needed due to extenuating circumstances.

In the case of an unanticipated vacancy in the position of the College President or an absence that is expected to go beyond 30 days, the Board of Trustees may elect to appoint an interim President for an established period of time. The appointment of an interim President, including an interim contract when applicable, must be posted and voted on in accordance with the Open Meetings Act.

If an emergency occurs when the President is away from campus and an acting President is not in place, the Vice President in whose department the emergency is originating shall have primary responsibility for handling that emergency, with support and input from the other members of the President's Council. The Vice President shall communicate emergency issues with the President and with the Board Chair, as appropriate.

Illinois Valley Community College Board Policy

Subject: **Academic Calendar**

Effective Date: **10/19/2010**

Last Reviewed: **04/11/2024**

Number: **02.01**

Last Revised: **10/19/2010**

The Board of Trustees shall determine and adopt an academic calendar that meets the requirements established by the Illinois Community College Board.

## Illinois Valley Community College Board Policy

Subject: **Academic Freedom**

Effective Date: **10/19/2010**

Last Reviewed: **10/19/2010**

Number: **02.02**

Last Revised: **10/19/2010**

### 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.



Illinois Valley Community College Board Policy

Subject: **Academic Probation/Dismissal**

Effective Date: **10/19/2010**

Last Reviewed: **02/08/2024**

Number: **02.03**

Last Revised: **10/19/2010**

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 their grade point average. A student who is academically dismissed may, after one regular semester, petition to the Vice President for Student Services for readmission. Readmission should not be assumed to be automatic, nor without restrictions, if granted by the Vice President for Student Services.

Illinois Valley Community College Board Policy

Subject: **Access to and Confidentiality  
of Student Records**

Number: **02.04**

Effective Date: **10/19/2010**

Last Reviewed: **10/19/2010**

Last Revised: **09/12/2024**

It is the policy of the Board of Trustees 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. Additional information on the College's FERPA policy and related procedures are readily available to students at [www.ivcc.edu/ferpa](http://www.ivcc.edu/ferpa).

Illinois Valley Community College Board Policy

Subject: **Accreditation**

Effective Date: **10/19/2010**

Last Reviewed: **10/19/2010**

Number: **02.05**

Last Revised: **01/18/2024**

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). As of 2017, Illinois Valley Community College participates in the Open Pathway toward accreditation, focusing on quality assurance and institutional improvement. The next reaffirmation of accreditation is scheduled for 2026-2027.

### Illinois Valley Community College Board Policy

Subject: **Alternative Credit**

Effective Date: **01/18/2018**

Last Reviewed: **01/14/2021**

Number: **02.06**

Last Revised: **04/11/2024**

It is the policy of the Board of Trustees to award alternative credit to students documenting college-level learning in any combination of the methods listed below. Students must be able to meet residency requirements and therefore may be awarded credit for up to a maximum of 75% of the credits for a degree and/or certificate based upon any combination of methods listed below. These credits might not transfer to other colleges. When applicable, individual credit limits are noted within each method's subsection in the accompanying Administrative Procedure.

- Advanced Placement (AP)
- College Level Examination Program (CLEP)
- Military Prior Learning Assessment (MPLA) and Defense Activity for Non-Traditional Education/DSST Credit by Exam (DANTES/DSST/DD-214)
- International Baccalaureate (IB)
- Illinois High School Diploma (HSE/GED) Test results
- Foreign Credit
- State Seal of Biliteracy
- Credit for Prior Learning
  - Portfolio Assessment (work experience, technical/vocational training, industry certification, licensure, registry, or other learning experiences such as training evaluation, continuing education units (CEUs), or other competency-based equivalency reviews)
  - IVCC Proficiency Examination

**Illinois Valley Community College Procedure**

**Subject: Alternative Credit**

**Effective Date: 01/11/2018**

**Last Reviewed: 05/12/2022**

**Number: 02.06.00**

**Last Revised: 02/21/2024**

Students will 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, which can be found in the table below. Students who have taken Advanced Placement Examinations must have their official score reports submitted to the Office of Admissions and Records to receive credit.

| <b>AP EXAMINATION</b>                  | <b>SCORE</b> | <b>IVCC COURSE</b>                          | <b>CREDIT GRANTED</b> |
|--|--------------|---|-----------------------|
| CALCULUS                               | 3            | MTH 2001                                    | 5 hrs.                |
| STATISTICS                             | 3            | MTH 1008                                    | 3 hrs.                |
| CHEMISTRY                              | 3            | CHM 1004                                    | 4 hrs.                |
| BIOLOGY                                | 3            | BIO 1001                                    | 4 hrs.                |
| ENVIROMENTAL SCIENCE                   | 3            | P9 901                                      | 3 hrs.                |
| PHYSICS 1 AND 2                        | 3            | P1 900                                      | 3 hrs.                |
| EUROPEAN HISTORY                       | 3            | HIS 1000 and HIS 1001                       | 6 hrs.                |
| WORLD HISTORY                          | 3            | H2 906 and H2 907<br>or S2 912N and S2 913N | 6 hrs.                |
| ART HISTORY                            | 3            | ART 1000 and ART 1010                       | 6 hrs.                |
| MACROECONOMICS                         | 3            | ECN 2003                                    | 3 hrs.                |
| MICROECONOMICS                         | 3            | ECN 2002                                    | 3 hrs.                |
| US HISTORY                             | 3            | HIS 2000 AND HIS 2001                       | 6 hrs.                |
| HUMAN GEOGRAPHY                        | 3            | GEG 1003                                    | 3 hrs.                |
| US GOVERNMENT                          | 3            | PSI 1000                                    | 3 hrs.                |
| COMPARATIVE GOVERNMENT<br>AND POLITICS | 3            | S5 905                                      | 3 hrs.                |
| PSYCHOLOGY                             | 3            | PSY 1000                                    | 3 hrs.                |
| SPANISH LANGUAGE AND<br>CULTURE        | 4 or 5<br>3  | SPN 2002<br>SPN 0000                        | 4 hrs.<br>3 hrs.      |
| ENGLISH<br>LANGUAGE/COMPOSITION*       | 3            | ENG 1001 or ENG 0000                        | 3 hrs.                |
| ENGLISH<br>LITERATURE/COMPOSITION*     | 3            | ENG 1001 or ENG 0000                        | 3 hrs.                |
| ART 2D DESIGN                          | 3            | ART 1005                                    | 3 hrs.                |

|                  |        |          |        |
|------------------|--------|----------|--------|
| MUSIC THEORY     | 3      | MUS 0000 | 3 hrs. |
| COMPUTER SCIENCE | 3      | CSI 1011 | 4 hrs. |
| GERMAN           | 4 or 5 | GER 2002 | 4 hrs. |
|                  | 3      | GER 0000 | 3 hrs. |

\*In the event a student receives a 3, 4, or 5 on both AP LANG/COMP and AP LIT/COMP, the student will get 6 course equivalency credits (for ENG 1001 and another elective class) but will be required to take ENG 1002.

### College Level Examination Program (CLEP)

Students are able to earn a maximum of 12 credits through CLEP. Students will be awarded for those examinations which correspond to equivalent Illinois Valley Community College courses, which can be found in the table below.

| General CLEP Exams Accepted by IVCC |                     |                |  |
|-------------------------------------|---------------------|----------------|--|
| Exam                                | Required Min. Score | Credit Granted | Equivalent Course                              |
| Humanities                          | 57                  | 6 Hrs.         | Humanities Elective                            |
| Mathematics                         | 55                  | 3 Hrs.         | Math Elective                                  |
| Natural Science                     | 50                  | 3 Hrs.         | Geography Elective                             |
| Social Science & History            | 50                  | 6 Hrs.         | Sociology Elective (3)<br>History Elective (3) |

| Specific CLEP Course Exams Offered by IVCC |                     |                |                   |
|--|---------------------|----------------|-------------------|
| Exam                                       | Required Min. Score | Credit Granted | Equivalent Course |
| American Government                        | 50                  | 3 Hrs.         | PSI 1000          |
| Principles of Microeconomics               | 52                  | 3 Hrs.         | ECN 2002          |
| Principles of Macroeconomics               | 50                  | 3 Hrs.         | ECN 2003          |
| Introductory Psychology                    | 57                  | 3 Hrs.         | PSY 1000          |
| Introductory Sociology                     | 54                  | 3 Hrs.         | SOC 1000          |
| Western Civilization I                     | 51                  | 3 Hrs.         | HIS 1000          |
| Western Civilization II                    | 50                  | 3 Hrs.         | HIS 1001          |

|                          |    |        |          |
|--------------------------|----|--------|----------|
| College Algebra          | 50 | 3 Hrs. | MTH 1003 |
| Biology                  | 50 | 4 Hrs. | BIO 1001 |
| Calculus                 | 50 | 5 Hrs. | MTH 2001 |
| Chemistry                | 50 | 5 Hrs. | CHM 1006 |
| Financial Accounting     | 50 | 3 Hrs. | ACT 1010 |
| Principles of Management | 56 | 3 Hrs. | MGT 2010 |
| Principles of Marketing  | 54 | 3 Hrs. | MKT 1210 |

### **Defense Activity for Non-Traditional Education/DSST Credit (DANTES/DSST)**

Military veterans will be awarded a maximum of four hours of credit in physical education and two hours in health for completion of basic training on a Pass/Fail basis. Note: a maximum of 12 credit hours with grades of "P" (Pass) are allowed to be accepted by IVCC.

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 such as the Joint Services Transcript (JST) or DD-214.

Credit will be awarded according to the American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services.

### **International Baccalaureate (IB)**

Per SB 2505, IVCC will award credit to students who score a 4 or higher on the International Baccalaureate Diploma Program examination in order to satisfy degree requirements.

Similar to Advanced Placement, the International Baccalaureate (IB) Program offers a series of high school courses that are capped with examinations at the conclusion of the program. IVCC course equivalencies are currently under review.

### **High School Equivalency/General Education Development (HSE/GED)**

Students who score in certain ranges within the last two years when taking subject areas for the High School Equivalency (HSE) through IVCC are eligible to use those scores for placement or for college credit. You will find IVCC's HSE placement equivalency table below.

| Score Lifetime – 2 years  |                | Test       | GED                 | HiSET |
|---|----------------|------------|---------------------|-------|
| <b>COLLEGE LEVEL PLACEMENT</b>  |                |            |                     |       |
| <b>English</b>  |                |            |                     |       |
| ENG1001 English Composition, ENG1205 Written Com for Bus and Industry | LANGUAGE ARTS  | 165-174    |                     |       |
| <b>Reading</b>  |                |            |                     |       |
| No reading requirement  | READING        | 165-174    | 15                  |       |
| <b>Math</b>   |                |            |                     |       |
| MTH0910, MTH0920, MTH1000, MTH1008, MTH1206, ECN2004                  | MATH           | 165-174    | 15                  |       |
| <b>COURSE CREDIT</b>  | <b>Test</b>    | <b>GED</b> | <b>HiSET</b>        |       |
| ENG1001 English Composition or 1205 Written Com for Bus and Industry  | LANGUAGE ARTS  | 175-200    | 15, 4+ on the essay |       |
| MTH1003 College Algebra (IVCC math placement test recommended)        | MATH           | 175-200    |                     |       |
| SOC1000 Intro to Sociology, PSY 1000 Intro to Psychology              | SOCIAL SCIENCE | 175-200    | 15                  |       |
| PSC1000 Intro to Physical Science                                     | SCIENCE        | 175-200    | 15                  |       |

### Credit for Prior Learning

Students may be eligible to earn credit for prior learning, which refers to the evaluation and assessment of a student's life learning through employment, training, and experiences outside an academic environment from which skills that comprise terminal objectives are mastered to an acceptable degree of proficiency for college credit, certification, or advanced standing toward further education or training.

Students who have demonstrated a learned competency through their life experiences will have the opportunity to compile a portfolio demonstrating said competency, successfully complete an IVCC Proficiency Exam within the content area, and/or provide evidence of suitable and appropriate industry certification, licensure, or registry. review of said portfolio, credentials, or exam results by a content expert.

Note that acceptance of credit for prior learning varies among transfer institutions. Credit for prior learning experiences does not count toward residency requirement for a degree or certificate at IVCC except for credits by proficiency examination. Fifteen hours toward a degree or 25% of the required credits for a certificate must be completed at the college prior to awarding credit for prior learning for degree or certificate seeking students.

- **Portfolio Evaluation**

Students may be eligible to earn credit for prior learning through the development of a portfolio to demonstrate learned competency resulting from life learning through evaluation of work experience, technical/vocational training, work-based training, continuing education units (CEUs), or other appropriate professional development.

Students who have successfully completed state and/or national certification, licensing or



registry examinations, and/or submit a transcript from the National College Credit Recommendation Service (NCCRS) may also request course credit. The credit requested must be applied in the program in which the student is currently enrolled. The portfolio will be evaluated by an appropriate faculty member/program coordinator and an academic dean to determine whether outcomes for the course have been met. Recommendations for the granting of credit will be based upon the results of the faculty/dean review and communicated to the Vice President for Academic Affairs.

- **Proficiency Examinations**

Proficiency examinations are available to students who, in the judgement of the faculty member/Program Coordinator and Dean, may potentially meet the course outcomes through previous course work, professional experience, or a combination of both. Proficiency credit can be earned through a comprehensive examination that tests the student's understanding of the course's learning outcomes. Testing methods include, but are not limited to: multiple-choice exams (paper/pencil or computer-based), written submissions/essays, short answer tests, etc. A "hands-on" demonstration of the necessary skills required to meet the core learning outcomes of the course may also apply. A maximum of 25% 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.

In the process of determining if credit can be awarded for prior learning, colleges shall charge students only for the cost of the prior learning assessment services and not for the amount of credit awarded. Students must show proof of payment when turning in a portfolio for review or before taking a proficiency exam.

Illinois Valley Community College Board Policy

Subject: **Auditing Classes**

Effective Date: **10/19/2010**

Last Reviewed: **10/19/2010**

Number: **02.07**

Last Revised: **02/08/2024**

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. Additionally, students may not change class registration from audit to credit or from credit to audit once the class begins.

Illinois Valley Community College Board Policy

Subject: **Code of Conduct**

Effective Date: **10/19/2010**

Last Reviewed: **02/08/2024**

Number: **02.09**

Last Revised: **10/19/2010**

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.

Illinois Valley Community College Board Policy

Subject: **Credit Hour**

Effective Date: **04/14/2016**

Last Reviewed: **02/08/2024**

Number: **02.10**

Last Revised: **04/14/2016**

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).

Illinois Valley Community College Board Policy

Subject: **Degrees and Certificates**

Effective Date: **10/19/2010**

Last Reviewed: **10/19/2010**

Number: **02.11**

Last Revised: **01/18/2024**

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

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. Certificates vary in the number of credit hours and are designed to be stackable credentials whenever possible.

### Illinois Valley Community College Board Policy

Subject: **Fees**

Effective Date: **10/19/2010**

Last Reviewed: **01/22/2024**

Number: **02.12**

Last Revised: **10/19/2010**

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.

Illinois Valley Community College Board Policy

Subject: **Grade Exclusion**

Effective Date: **10/19/2010**

Last Reviewed: **01/22/2024**

Number: **02.13**

Last Revised: **10/19/2010**

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.

Illinois Valley Community College Board Policy

|          |                                       |                 |                   |
|----------|---------------------------------------|-----------------|-------------------|
| Subject: | <b>High School Student Enrollment</b> | Effective Date: | <b>10/19/2010</b> |
|          |                                       | Last Reviewed:  | <b>10/19/2010</b> |
| Number:  | <b>02.14</b>                          | Last Revised:   | <b>09/12/2024</b> |

### **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 meet the high school's requirements to register, and if necessary, submit proof of authorization at the time of registration. Students interested in registering for IVCC courses outside their normal school day (evening, online, etc...) should follow IVCC's registration procedures. Students under 16 must receive permission from the Vice President for Student Services prior to registration.

### **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.



## Illinois Valley Community College Board Policy

Subject: **Honors Designation**

Effective Date: **10/19/2010**

Last Reviewed: **10/19/2010**

Number: **02.15**

Last Revised: **02/08/2024**

### **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. Dr. McCormack was the first director of IVCC's predecessor, LaSalle-Peru-Oglesby Junior College.

Honors at graduation, which will be noted on the official transcript, 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.

Illinois Valley Community College Board Policy

Subject: **Illinois Articulation Initiative**

Effective Date: **01/11/2018**

Last Reviewed: **09/12/2024**

Number: **02.16**

Last Revised: **01/11/2018**

It is the policy of the Board of Trustees that Illinois Valley Community College continuously maintains institutional status as a full participant of the Illinois Articulation Initiative (IAI).

### Illinois Valley Community College Procedure

Subject: **Illinois Articulation Initiative**

Effective Date: **01/11/2018**

Last Reviewed: **09/12/2024**

Number: **02.16.00**

Last Revised:

So as to protect the seamless transferability of IVCC courses to other IAI participating institutions, it is imperative that IVCC commit to the course submission process and, when feasible, seek volunteers to serve on IAI review panels.

#### **IAI Course Submission**

Upon notification from IAI panel(s) regarding course review and when submitting new courses for approval, the IVCC Transfer Coordinator/Institutional Course Submitter will work collaboratively with college personnel (including but not limited to the appropriate faculty member(s) and academic Dean) to collect and revise required documents in preparation of panel review. Such collaboration will ensure that collected material is complete and coherent prior to submission and promote regular curriculum review.

#### **General required course submission materials - New Course**

Representative course syllabus which will include the following:

- Course description
- Student learning outcomes
- Detailed topical outline and weekly schedule
- Methods of evaluation of student learning directly linked to course objectives and outcomes
- Grading criteria and scale
- Description of assignments, writing assignments, projects, and labs if a lab course - If the course is a lab course, panels need details such as methods and materials included in the labs and associated outcomes the student is expected to gain from a particular lab activity. A specific lab form is not required.
- All materials submitted for panel review must be recent and representative.
- If Prerequisites are required for a course, please include the institutional course number, institutional course name, and when IAI approved, IAI code.

#### **General required course submission materials – Ongoing Review**

Course outline or other document that includes the following:

- Course prefix/number and title, number of credit hours and contact hours, and studio or laboratory hours, if applicable
- Catalog description including any prerequisites

- Course goals and expected student learning outcomes
- Detailed topical outline
- Method(s) of evaluating student performance, including the number, length and type of writing assignments, if applicable.
- Text(s) used and required reading lists, if applicable
- Date the syllabus and any supportive materials were prepared
- Delivery system, if nontraditional information

At the conclusion of a review, individual course review results will be shared with the IVCC Curriculum Committee on an informational basis.

**IAI Panel Participation**

College personnel may, when feasible, also opt to participate on IAI review panels. For more information regarding panel openings, faculty members should consult with their respective academic Dean and Transfer Coordinator.

Illinois Valley Community College Board Policy

Subject: **Pass/Fail Grading**

Effective Date: **10/19/2010**

Last Reviewed: **02/08/2024**

Number: **02.17**

Last Revised: **10/19/2010**

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.

Illinois Valley Community College Board Policy

Subject: **Program Approval**

Effective Date: **10/19/2010**

Last Reviewed: **02/08/2024**

Number: **02.18**

Last Revised: **10/19/2010**

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 their 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. Programs will also be submitted to the Higher Learning Commission for appropriate action.

Illinois Valley Community College Board Policy

Subject: **Reasonable Accommodation of  
Religious Observances**  
Number: **02.19**

Effective Date: **10/19/2010**  
Last Reviewed: **05/12/2016**  
Last Revised: **05/12/2016**

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 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 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.

Illinois Valley Community College Board Policy

Subject: **Refund of Tuition and Fees**

Effective Date: **10/19/2010**

Last Reviewed: **08/18/2022**

Number: **02.20**

Last Revised: **09/12/2024**

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 12.5% of a class's length, 100 percent of all tuition and fees (excluding the non-refundable registration fee) will be refunded. Pursuant to Public Act 102-0998, in the case of financial hardship, student can submit a late refund request to be evaluated by the late refund committee.

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.



Illinois Valley Community College Board Policy

Subject: **Repeating a Class**

Effective Date: **10/19/2010**

Last Reviewed: **01/18/2024**

Number: **02.21**

Last Revised: **10/19/2010**

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 College’s 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.

Illinois Valley Community College Board Policy

Subject: **Academic Placement**

Effective Date: **10/19/2010**

Last Reviewed: **01/22/2024**

Number: **02.22**

Last Revised: **01/14/2021**

Placement in English and Math is done through multiple measures, including, but not limited to, high school grade point average, successful completion of high school coursework, standardized testing, and/or high school equivalency testing.

IVCC recommends all students take math placement tests.

The IVCC Course Placement Guide describes how multiple measures are used for placement. The guide can be found at [www.ivcc.edu/placement](http://www.ivcc.edu/placement).

Illinois Valley Community College Board Policy

Subject: **Residency Requirement**

Effective Date: **10/19/2010**

Last Reviewed: **09/12/2024**

Number: **02.23**

Last Revised: **07/15/2025**

It is the policy of the Board of Trustees of Illinois Valley Community College that a student is considered an in-district student if they have 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 and verification is required when mail is returned or other evidence of non-residency is presented.

Students occupying a dwelling in the State or district who fail to meet the 30-day residency requirement may not become residents simply by attending classes at a community college for 30 days or more.

Students who move from outside the State or district and who obtain residence in the State or district for reasons other than attending the community college shall be exempt from the 30-day requirement if they demonstrate through documentation a verifiable interest in establishing permanent residency.

Students who are currently under the legal guardianship of the Illinois Department of Children and Family Services or have been recently emancipated from the Department and had a placement change into a new community college district shall be exempt from the 30-day requirement if they demonstrate proof of current in-district residency. Documentation of current residency may be submitted to the district from the student, a caseworker or other personnel of the Department, or the student's attorney or guardian ad litem.

Students shall not be classified as residents of the district where attending even though they may have met the general 30-day residency provision if they are:

- federal job corps workers stationed in the district;
- inmates of State or federal correctional/rehabilitation institutions located in the district;
- full-time students attending a postsecondary educational institution in the district who have not demonstrated through documentation a verifiable interest in establishing permanent residency; or
- students attending under a contractual agreement with another community college.

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

- federal job corps workers stationed in Illinois;
- members of the armed services stationed in Illinois;

- inmates of State correctional/rehabilitation institutions located in Illinois;

or

- employed full time in Illinois.

Tuition and Fees are charged in accordance with Institutional Procedures, which are in alignment with the Illinois Community College Board (ICCB) Administrative Rules. Students who are employed full-time in the district or who serve in the federal job corps or the armed services will qualify for in-district tuition upon providing required documentation. In addition, students utilizing any of the following VA benefits may have out-of-district tuition charges waived for applicable terms: the federal Post-9/11 Veterans Educational Assistance Act of 2008 or any subsequent variations of that Act; the federal All-Volunteer Force Educational Assistance Program; or any assistance as described in 38 U.S.C. 3679(c). Veterans who are on active duty may have out-of-district tuition charges waived for applicable terms. Information on veteran benefits can be found at <https://www.ivcc.edu/financialaid/veterans.php> or from the VA Certifying Official, located in the Financial Aid Office, (815) 224-0200.

Students who are eligible for in-district tuition rates under any of these categories are required to submit the required documentation to the Bursar/Cashier Office in CTC 101.

Illinois Valley Community College Board Policy

Subject: **Student Right of Appeal**

Effective Date: **10/19/2010**

Last Reviewed: **10/19/2010**

Number: **02.24**

Last Revised: **10/10/2024**

Illinois Valley Community College recognizes the right of students to appeal various decisions made and actions taken by the College's 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. Students should refer to the appropriate appeal process for timelines and steps in the appeal process located in the IVCC Student Handbook. If a student is unable to locate an appeal process, they should contact the Vice President for Student Services.

## Illinois Valley Community College Board Policy

Subject: **Tuition and Fees**

Effective Date: **10/19/2010**

Last Reviewed: **04/14/2016**

Number: **02.25**

Last Revised: **01/18/2024**

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, and 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 career/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.

### **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. Courses or programs offered by the Office of Continuing Education and Business Services in the aggregate must be self-supporting.
- b. The cost 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.

Illinois Valley Community College Board Policy

Subject: **Withdrawal from Class**

Effective Date: **10/19/2010**

Last Reviewed: **8/18/2022**

Number: **02.26**

Last Revised: **11/14/2024**

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 faculty member whose class the student wishes to withdraw from. The faculty member 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 fails to maintain active pursuit in their course(s) after the census date but prior to midterm will be automatically withdrawn. Any student who actively pursues beyond midterm but fails to maintain active pursuit in their course(s) after that point without officially withdrawing may receive the grade of "F" for the course(s).

Additionally, faculty may also 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 in accordance with the faculty member's course outline and/or syllabus.

Students desiring to withdraw completely from the College, (i.e., all classes), must initiate this request with the Vice President for Student Services.

A student may initiate a withdrawal in the case of financial hardship pursuant to Public Act 102-0998.



Illinois Valley Community College Board Policy

Subject: **Classification of Employees**

Effective Date: **05/14/2020**

Last Reviewed: **05/15/2020**

Number: **03.01**

Last Revised: **05/14/2020**

IVCC recognizes five distinct employment designations, specifically; (1) Faculty; (2) Support Staff; (3) Administration; and (4) Part-time Instructors and (5) Other. Within each of these designations are categories that further distinguish the job status (fulltime/part-time).

Faculty include full-time teaching personnel, full-time laboratory instructors, and fulltime counselors (with the exception of externally-funded advisors or counselors which are considered Support Staff.)

Support Staff includes a wide range of positions and associated qualification levels and may be full- or part-time and exempt or nonexempt personnel. Externally-funded advisors or counselors are considered Support Staff.

Administration includes a range of positions and associated qualification levels and may be full- or part-time. All Administrators are exempt personnel.

Other includes all other employees not listed above, i.e., coaches, temporary positions, and Continuing Education instructors.

Exempt personnel are employees who, because of their positional duties and responsibilities and level of decision-making authority, are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

Non-exempt personnel are employees who, because of the type of duties performed, the usual level of decision-making authority, and the method of compensation, are subject to all Fair Labor Standards Act (FLSA) provisions including the payment of overtime.

Illinois Valley Community College Board Policy

Subject: **Affirmative Action**

Effective Date: **10/19/2010**

Last Reviewed: **04/14/2016**

Number: **03.02**

Last Revised: **04/14/2016**

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.

Illinois Valley Community College Board Policy

Subject: **Background Checks**

Effective Date: **10/19/2010**

Last Reviewed: **04/14/2016**

Number: **03.03**

Last Revised: **07/11/2024**

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 for employment. Procedures related to background checks shall be reviewed and revised according to applicable law and employment guidelines.

## Procedure currently under review. Please contact the President's Office.

### Illinois Valley Community College Procedure

Subject: **Background Checks**

Effective Date: **10/19/2010**

Last Reviewed: **07/14/2022**

Number: **03.03.00**

Last Revised: **07/14/2022**

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 possible MVR check:

- Bookstore Manager
- Part-time Bookstore Assistant
- Senior Bookstore Assistant
- Course Materials Specialist Assistant Controller/Bursar
- Accounts Receivable Specialist/Cashier
- Accounting Clerks
- Controller
- Payroll Coordinator
- Staff Accountant
- 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 that would necessitate a portion of the background check which had not previously been requested. Any break-in-service greater than 60 days will require a new background check.

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 Board Policy

Subject: **Business Travel, Conference  
and Meeting Expense**

Number: **03.04**

Effective Date: **10/19/2010**

Last Reviewed: **03/29/2022**

Last Revised: **01/10/2023**

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.

Illinois Valley Community College Procedure

Subject: **Business Travel, Conference  
and Meeting Expense**  
Number: **03.04.00**

Effective Date: **10/19/2010**  
Last Reviewed: **10/01/2025**  
Last Revised: **02/19/2025**

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 the identified maximum per day allowance including gratuities for non-metropolitan areas (e.g. Springfield, IL) and the identified maximum per day allowance 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.

### **PERMISSIBLE TRAVEL EXPENSES**

The maximum reimbursable rates for travel are set forth as follows. Any expenses of a College Board member, administrator, employee, student or candidate for employment that exceeds the maximum allowed under the regulations adopted in this Procedure must be preapproved by the President or Vice President for Business Services and Finance prior to the travel commencing.

| <b>Maximum Reimbursable Rates for Transportation</b> |  |
|--|--|
| Air Travel   | Lowest reasonable rate (coach)   |
| Auto   | IRS Standard Mileage Rate at time of reimbursement (\$0.70 as of 1/1/25) |
| Rental Car   | Lowest reasonable rate (midsize)   |
| Rail or Bus  | Lowest reasonable rate and cost shall not exceed Air Travel              |
| Taxi, Shuttle, Rideshare, or Public Transportation   | Actual reasonable rate   |

| <b>Maximum Reimbursable Rates for Meals</b> |         |
|---|---------|
| Per Day - nonmetropolitan                   | \$42.00 |
| Per Day – metropolitan (Chicago)            | \$52.00 |

| <b>Maximum Reimbursable Rates for Lodging – 2025 rates per US General Services Administration (as of 10/1/24)</b>  |  |
|--|--|
| Chicago, Suburban Cook County, and Lake County   | \$223.00/ night                              |
| DuPage County  | \$115.00/ night                              |
| St. Clair County (St. Louis area)  | \$150.00/ night                              |
| Will County  | \$114.00/ night                              |
| All other Illinois Counties  | \$110.00/ night                              |
| Outside of Illinois  | \$233.00 / night or as approved by the Board |
| NOTE: When staying at a hotel designated by a Conference, the conference rate will be the approved rate, even if it exceeds the allowable per diem rate. |  |

### 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.)

Illinois Valley Community College Board Policy

Subject: **Certification of Health**

Effective Date: **05/14/2020**

Last Reviewed: **05/14/2020**

Number: **03.05**

Last Revised: **05/09/2024**

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/or continue working. Positions as outlined in Board Policy 03.21 – Medical/Occupational Examinations will be required to undergo an occupational examination at the College's expense prior to returning to work following a qualifying injury or illness.

Illinois Valley Community College Board Policy

|          |  |                 |                   |
|----------|--|-----------------|-------------------|
| Subject: | <b>Decision to Not Rehire<br/>Non-tenured, Full-time Faculty</b> | Effective Date: | <b>10/19/2010</b> |
|          |  | Last Reviewed:  | <b>10/19/2010</b> |
| Number:  | <b>03.06</b>   | Last Revised:   | <b>10/19/2010</b> |

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.

Illinois Valley Community College Board Policy

Subject: **Decision to Dismiss a Faculty  
Member for Cause**  
Number: **03.07**

Effective Date: **10/19/2010**  
Last Reviewed: **01/12/2017**  
Last Revised: **01/12/2017**

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.

Illinois Valley Community College Board Policy

|          |   |                 |                   |
|----------|---|-----------------|-------------------|
| Subject: | <b>Decision to Reduce the Number<br/>of Full-time Faculty</b> | Effective Date: | <b>10/19/2010</b> |
|          |   | Last Reviewed:  | <b>10/19/2010</b> |
| Number:  | <b>03.08</b>  | Last Revised:   | <b>10/19/2010</b> |

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.

Illinois Valley Community College Board Policy

Subject: **Distribution of Materials  
and Signage**

Number: **03.09**

Effective Date: **10/19/2010**

Last Reviewed: **02/25/2016**

Last Revised: **02/25/2016**

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.

Illinois Valley Community College Procedure

Subject: **Distribution of Materials  
and Signage**  
Number: **03.09.00**

Effective Date: **10/19/2010**  
Last Reviewed: **02/25/2016**  
Last Revised: **02/25/2016**

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, 3<sup>rd</sup> 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.



Illinois Valley Community College Board Policy

|          |  |                 |                   |
|----------|--|-----------------|-------------------|
| Subject: | <b>Employee Development Program<br/>(EDP) for Administrators and<br/>Support Staff</b> | Effective Date: | <b>10/19/2010</b> |
|          |  | Last Reviewed:  | <b>10/19/2010</b> |
|          |  | Last Revised:   | <b>10/19/2010</b> |
| Number:  | <b>03.10</b>   |                 |                   |

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.

Illinois Valley Community College Procedure

|          |  |                 |                   |
|----------|--|-----------------|-------------------|
| Subject: | <b>Employee Development Program<br/>(EDP) for Administrators and<br/>Support Staff</b> | Effective Date: | <b>10/19/2010</b> |
|          |  | Last Reviewed:  | <b>05/12/2016</b> |
|          |  | Last Revised:   | <b>05/12/2016</b> |
| Number:  | <b>03.10.00</b>  |                 |                   |

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.

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.

Illinois Valley Community College Board Policy

Subject: **Employment at Will**

Effective Date: **10/19/2010**

Last Reviewed: **05/14/2020**

Number: **03.11**

Last Revised: **05/14/2020**

Except as provided pursuant to an explicit provision of a collective bargaining agreement, other written contractual arrangement, the tenure provisions of the Community College Act, or any Motion or Resolution of the College Board of Trustees, College employees are presumed to be employed at-will and to serve at the pleasure of the Board. The employment relationship between the Board and at-will employees may be terminated by either the employee or the Board at any time, with or without cause but not for a reason prohibited by State or federal law. At-will employees are not subject to the provisions of Board Policy 03.31.

Illinois Valley Community College Board Policy

Subject: **English Language Proficiency**

Effective Date: **10/19/2010**

Last Reviewed: **10/19/2010**

Number: **03.12**

Last Revised: **10/19/2010**

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."

Illinois Valley Community College Procedure

Subject: **English Language Proficiency**

Effective Date: **10/19/2010**

Last Reviewed: **10/19/2010**

Number: **03.12.00**

Last Revised: **10/19/2010**

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.

| English Proficiency Test | Minimum Score Required    | Additional Information  |
|--------------------------|---------------------------|---|
| TSE                      | 50                        | Offered in countries where the TOEFL iBT is not yet available |
| TOEFL iBT                | 24 (speaking sub-section) | <a href="http://www.toefl.org">http://www.toefl.org</a>       |
| IELTS (academic exam)    | 8 (speaking sub-section)  | <a href="http://www.ielts.org">http://www.ielts.org</a>       |

Illinois Valley Community College Board Policy

Subject: **Establishing Competencies of  
Full-time Faculty**

Number: **03.13**

Effective Date: **10/19/2010**

Last Reviewed: **10/19/2010**

Last Revised: **10/19/2010**

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.

Illinois Valley Community College Board Policy

Subject: **Evaluation of Faculty**

Effective Date: **10/19/2010**

Last Reviewed: **10/19/2010**

Number: **03.14**

Last Revised: **10/19/2010**

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.



Illinois Valley Community College Procedure

Subject: **Evaluation of Tenured Faculty**

Effective Date: **10/19/2010**

Last Reviewed: **02/25/2016**

Number: **03.14.00**

Last Revised: **02/25/2016**

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 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 occupationally-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.

Illinois Valley Community College Procedure

Subject: **Evaluation of Non-tenured  
Faculty**  
Number: **03.14.01**

Effective Date: **10/19/2010**  
Last Reviewed: **02/25/2016**  
Last Revised: **02/25/2016**

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.

Illinois Valley Community College Board Policy

Subject: **Faculty Participation in Public  
Service Activities**  
Number: **03.15**

Effective Date: **10/19/2010**  
Last Reviewed: **02/25/2016**  
Last Revised: **02/25/2016**

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.

**Illinois Valley Community College Board Policy**

**Subject: Leave of Absence**

**Effective Date: 10/19/2010**

**Last Reviewed: 03/10/2022**

**Number: 03.16**

**Last Revised: 01/01/2024**

Illinois Valley Community College understands that, occasionally, situations may arise in which an employee needs to take time off for personal matters. It is the policy of the Board of Trustees of Illinois Valley Community College to consider requests for leave and to comply with all applicable federal and state laws in their original form and as amended by law, when granting leave of absence requests. These laws include but are not limited to:

- Family and Medical Leave Act of 1993
- Illinois Family Military Leave Act
- Family Bereavement Leave Act
- Child Extended Bereavement Leave Act
- Victims Economic Security and Safety Act
- Employee Blood Donation Leave Act
- Organ Donation Leave



## Illinois Valley Community College Procedure

Subject: **Leave of Absence - FMLA**

Effective Date: **10/19/2010**

Last Reviewed: **02/17/2022**

Number: **03.16.00**

Last Revised: **01/01/2024**

### General Provisions

Illinois Valley Community College complies with the Family and Medical Leave Act (FMLA) and will grant up to 12 weeks of leave during a 12-month period to eligible employees or up to 26 weeks of military caregiver leave where applicable. The College will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses FMLA leave.

### Eligibility

In order to qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

- 1) The employee must have worked for the company for 12 months.
- 2) The employee must have worked at least 1,000 hours during the twelve-month period immediately before the date when the leave is requested to commence.
- 3) The employee must work in an office or worksite where 50 or more employees are employed by the employer within 75 miles of that office or worksite.

### Type of the Leave Covered

In order to qualify as FMLA leave under this policy, the employee must be taking the leave for one of the reasons listed below:

- 1) The birth of a child and in order to care for that child;
- 2) The placement of a child for adoption or foster care, and to care for the newly placed child;
- 3) To care for a spouse, child, or parent with a serious health condition;
- 4) The serious health condition of the employee.
- 5) A qualifying exigency arising out of a spouse, child, or parent on active duty or who has been notified of an impending call to active-duty status, in support of a contingency operation
- 6) To care for a spouse, child, parent, or next of kin of a servicemember who has incurred a serious injury or illness in the line of duty while on active duty.

### Service Member Family and Medical Leave

An eligible employee who is the spouse, child, parent, or next of kin of a covered servicemember who is recovering from a serious injury or illness sustained in the line of duty is entitled to up to a combined total of 26 weeks of leave in a single 12-month period to care for the servicemember. This leave is available during a single 12-month period during which the employee is entitled to a

combined total of 26 weeks of all qualifying FMLA leaves.

### **Employee Status After Leave**

An employee who takes leave under this policy will normally be able to return to the same position or an equivalent position, if the previous position is no longer available.

The company may choose to exempt certain key employees from leave. If an employee falls within this “key employee” exception, they will be notified after requesting and before taking leave.

### **Use of Paid and Unpaid Leave**

An employee must apply earned sick time, vacation time and personal time toward the 12-week period allowed for an approved leave of absence pursuant to this policy. There is no other compensation paid by the College other than the payment for earned sick, vacation and personal time noted above during a leave of absence. 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.

### **Certification of the Serious Health Condition**

The College requires medical certification of serious health conditions. The employee must respond to such a request within 15 days of the request, whenever reasonable. Failure to provide certification will result in denial of leave. Medical certification is provided by using the Medical Certification Form if it is the employee’s own serious health condition.

If leave is requested to care for a family member with a serious health condition, the medical certification must include an estimate of the amount of time the employee will be needed to care for the family member.

### **Procedure for Requesting Leave**

When an employee plans to take leave under this policy which is foreseeable (such as the birth, adoption or placement of a child or a planned medical treatment), notice must be given to the employee’s direct supervisor and the Human Resources Department. If it is not possible to give 30 days’ notice, the employee must give as much notice as is practicable. An employee who is to undergo planned medical treatment is required to make a reasonable effort to schedule the treatment in order to minimize disruptions to the College’s operations.

### **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.

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.

Illinois Valley Community College Procedure

Subject: **Leave of Absence –  
Bereavement Leave**  
Number: **03.16.01**

Effective Date: **01/01/2024**  
Last Reviewed:  
Last Revised:

In order to comply with the Child Extended Bereavement Leave Act [Public Act 103-0466] and the Family Bereavement Leave Act [820 ILCS 154; Source: P.A. 102-1050], the following bereavement leave procedures have been established.

**FAMILY BEREAVEMENT LEAVE**

Employees eligible under the Family Bereavement Leave Act (FBLA) are eligible for up to 10 working days of unpaid leave time for any event covered by the FBLA:

- Funeral – To attend the funeral (or alternative to funeral) of a covered family member
- Arrangements – To make arrangements necessitated by the death of a covered family member
- Grieve – To grieve the death of a covered family member
- Absence – Absences due to miscarriage, unsuccessful IVF, failed adoption match, failed surrogacy agreement, diagnosis that negatively impact pregnancy or fertility, and stillbirth

To meet the eligibility requirements under the FBLA, an employee must be employed with the College for 12 months and have worked 1,000 hours in the previous 12-month lookback period from the need for leave under the Act. For purposes of the FBLA, a covered family member includes child or stepchild, spouse or domestic partner, sibling, parent or step-parent, mother-in-law or father-in-law, grandchild, and grandparent.

The College reserves the right to request verification of the need for leave under this Act. Verification may include a death certificate, published obituary, or certification from a health care provider. The Illinois Department of Labor Family Bereavement Leave Act 10(a)(4) Leave Form will be used in the event of absences related to miscarriage, unsuccessful intrauterine insemination or assisted reproductive technology procedure, failed adoption not finalized because it is contested, failed surrogacy that negatively impacts pregnancy or fertility, or stillbirth.

In the event of the death of more than one covered family member in a 12-month period an employee is entitled to up to a total of 6 weeks of bereavement leave during the 12-month period. This Act does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993.

Bereavement leave under this Act must be completed within 60-days after the date on which the employee receives notice of the death of the covered family member or the date on which an event

related to miscarriage, unsuccessful IVF, failed adoption match, failed surrogacy agreement, diagnosis that negatively impacts pregnancy or fertility, or stillbirth occurs.

Employees may substitute available paid leave in the form of vacation, personal, or sick leave for this bereavement period.

An employee who takes leave under the Child Extended Bereavement Leave Act due to the death of a child may not take leave under the Family Bereavement Leave Act because of the death of the same child.

### **CHILD EXTENDED BEREAVEMENT LEAVE (SUICIDE OR HOMICIDE):**

Full-time employees that have been employed with the College for at least two weeks are entitled to use a maximum of 12-weeks of unpaid leave if they experience the loss of a child by suicide or homicide. For purposes of this section, child includes an employee's biological, adopted, or foster child, stepchild, legal ward, or a child of an employee standing in loco parentis.

Child extended bereavement leave may be taken in a single continuous period or intermittently in increments of no less than four (4) hours. Bereavement leave for this purpose must be completed within one year after the employee notifies the College of the loss.

An eligible employee requesting child extended bereavement leave for the loss of a child due to suicide or homicide is required to give the College reasonable advance notice of the intention to take leave, unless providing such notice is not reasonable and practicable. Notice should be given to the immediate supervisor and/or Human Resources.

The College reserves the right to request reasonable documentation to support the child extended bereavement leave request as well as verify cause of death. Documentation may include a death certificate, published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency.

An employee may substitute any period of this unpaid leave with available paid benefit time.

At the end of bereavement leave, an employee will be:

- A. Restored to the position of employment held by the employee when the leave commenced;  
or
- B. Restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

In accordance with the College's paid benefit time procedures, an employee on a leave for greater than one week or five consecutive days, will not accrue benefits.

Child extended bereavement leave does not extend the maximum period of leave to which an employee is entitled under the federal Family and Medical Leave Act of 1993 or under any other paid or unpaid leave provided under federal, State or local law, a collective bargaining agreement, or an employment benefits program or plan.

## Illinois Valley Community College Procedure

|          |   |                 |                   |
|----------|---|-----------------|-------------------|
| Subject: | <b>Leave of Absence – Victims’ Economic Security and Safety Act (VESSA)</b> | Effective Date: | <b>10/28/2009</b> |
|          |   | Last Reviewed:  | <b>10/28/2009</b> |
| Number:  | <b>03.16.02</b>   | Last Revised:   | <b>01/01/2024</b> |

### GENERAL STATEMENT

The College is committed to compliance with the Victims’ Economic Security and Safety Act (known as “VESSA”). VESSA provides an employee who is a victim of domestic violence, gender violence, sexual violence, or any other crime of violence, or who has a family or household member who is a victim with up to twelve (12) weeks of unpaid leave per any twelve (12) month period.

“Family or household member” is defined to include a spouse or party to a civil union, parent, grandparent, child, grandchild, sibling, or other person related by blood, or by present or prior marriage or civil union, other person who shares a relationship through a child, or any other individual whose close association with the employee is the equivalent of a family relationship as determined by the employee, and persons jointly residing in the same household.

An employee may take VESSA leave to:

1. Seek medical attention for, or recovery from, physical or psychological injuries caused by domestic or sexual violence or crimes of violence to the employee or employee’s family or household member;
2. Obtain victim services for the employee or employee’s family or household member;
3. Obtain psychological or other counseling for the employee or the employee’s family or household member;
4. Participate in safety planning, including temporary or permanent relocation or other actions to increase the safety of the victim from future domestic or sexual violence; or
5. Seek legal assistance to ensure the health and safety of the victim, including participating in court proceedings related to the violence.
6. Attend the funeral or alternative to funeral or wake of a family or household member who was killed in a crime of violence.
7. Make arrangements necessitated by the death of a family or household member who was killed in a crime of violence.
8. Grieve the death of a family or household member who was killed in a crime of violence.

An employee who takes leave for reasons 6-8 listed above related to death involving crimes of violence is entitled to a total of two workweeks of unpaid leave (10 workdays), which must be completed within 60-days after the employee receives notice of the death of the victim. However,

an employee may still be entitled to additional protected time off under VESSA during the same 12-month period for other qualifying reasons.

VESSA leave may be taken intermittently or on a reduced work schedule.

### **Effect of VESSA Leave Under the Family and Medical Leave Act (FMLA)**

This Act does not create a right for the employee to take a leave that exceeds the leave time allowed under, or in addition to, the leave time permitted by the Family and Medical Leave Act. For employees on VESSA leave who are also eligible for FMLA leave, VESSA leave time is not in addition to the twelve-week FMLA entitlement. VESSA and FMLA leave time is limited to a total of 12 weeks within the established 12-month period.

### **Overlap of VESSA Leave with Family Bereavement Leave Act (FBLA)**

If an employee is entitled to leave under FBLA, it does not create a right for the employee to take bereavement leave that exceeds or is in addition to leave to which the employee is entitled under FBLA. If an employee is not entitled to leave under FBLA, leave taken for reasons 6-8 listed above will be deducted from, and is not in addition to, the total amount of leave time to which an employee is entitled. Leave taken for these purposes (reasons 6-8 above) or leave taken under FBLA will not otherwise limit or diminish the total amount of leave time to which an employee is entitled.

### **Substitution of Paid Leave**

VESSA leave is unpaid leave. An employee may choose, however, to use any accrued paid time off which would otherwise apply to the circumstances of the leave. The substitution of paid leave for unpaid leave time does not extend the 12-week leave period.

### **Reasonable Accommodation**

The College will provide reasonable accommodations to an employee “in a timely fashion,” and consider “any exigent circumstances or danger facing the employee or his or her family or household member” in determining whether an accommodation is reasonable. Reasonable accommodation may include an adjustment to a job structure, workplace facility, or work requirement, including a transfer, reassignment, or modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, or implementation of a safety procedure, or assistance in documenting domestic or sexual violence that occurs at the workplace or in work-related settings”.

### **Notice and Certification Requirements**

The employee shall provide the College with at least 48 hours’ advance notice of the employee’s intention to take leave, except in such cases where it is not practicable to provide such notice. If an unscheduled absence occurs, the College may not take action against the employee if the employee provides certification within a reasonable period after the absence.

The College may require certification that VESSA leave is to be taken for one of the purposes enumerated above and that the employee or employee's family or household member is a victim. An employee may satisfy such a certification requirement by providing a sworn statement of the employee and:

- Documentation from a victim services organization, attorney, member of the clergy, or medical or other professional from whom the employee or the employee's family or household member has sought assistance;
- A police or court record; or
- Other corroborating evidence.

### **Confidentiality**

The College will maintain the confidentiality of all information pertaining to the use of VESSA leave, notice of an employee's intention to take VESSA leave, and certification provided by the employee. The College will not disclose the nature of the employee's leave other than to those specific individuals who need to know in order to ensure the employee receives their VESSA rights.

### **Employment and Benefits**

An employee who takes leave under VESSA shall be entitled, on return from such leave to be restored to the position of employment held by the employee when the leave commenced, or to be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

The taking of leave under VESSA shall not result in the loss of any employment benefit accrued prior to the date on which the leave commenced.

Health benefits will be maintained by the College during any period that an employee takes leave under VESSA. The employee is responsible for making the payment arrangements with the College for the employee's share of the health insurance premiums during this leave period. The benefits maintained for the employee and any family or household member under the group health plan for the duration of such leave will be at the level and under the conditions that coverage would have been provided if the employee had continued in employment continuously for the duration of such leave. If an employee fails to return from VESSA leave, the College may recover the premium that the College paid for maintaining coverage for the employee and the employee's family or household member under such group health plan during any period of leave under VESSA. Failure to return from leave under VESSA means the employee fails to return from leave after the period of leave to which the employee is entitled has expired; and the employee fails to return to work for a reason other than the continuation, recurrence, or onset of domestic or sexual violence that entitles the employee to leave, or other circumstances beyond the control of the employee.



### **Non-Retaliation**

The College is prohibited from interfering with, restraining, or denying an employee's attempt to exercise any rights under the Act. Specifically, the College is prohibited from discharging, harassing or otherwise discriminating against any employee with respect to compensation, terms, conditions, or privileges of employment, or retaliating against an employee in any form or manner. If an employee feels they have been denied their VESSA rights or if an employee feels they have been treated unfavorably for having exercised any VESSA rights, the employee should immediately report such action to the Vice President for Business Services and Finance. The College will investigate the employee's concerns and take corrective action if it determines that someone has violated the College's VESSA policy.

### **Requesting Leave**

An employee must direct the request to take VESSA leave to the Human Resources department by first completing the VESSA Leave Request Form. The Human Resources department will maintain the confidentiality of all information pertaining to the use of VESSA leave, notice of an employee's intention to take VESSA leave, and certification provided by the employee. The Human Resources department will notify the employee in writing of the decision and will notify the appropriate supervisor of the need for VESSA leave.

Illinois Valley Community College Procedure

|          |  |                 |                   |
|----------|--|-----------------|-------------------|
| Subject: | <b>Leave of Absence – Blood and Organ Donation</b> | Effective Date: | <b>01/01/2024</b> |
| Number:  | <b>03.16.03</b>                                    | Last Reviewed:  |                   |
|          |  | Last Revised:   |                   |

The College complies with the Illinois Employee Blood and Organ Donation Leave Act by allowing full-time employees to take time off with pay to donate blood or organs.

With supervisor's approval, a full-time employee with at least six months of service:

- May take up to one hour with pay, or more, to donate or attempt to donate blood once every 56 days in accordance with appropriate medical standards established by the American Red Cross, America's Blood Centers, the American Association of Blood Banks, or other nationally recognized standards as determined by the College. Time taken for Blood Donation Leave will not be deducted from the employee's vacation, personal, or sick leave accruals.
- May use up to 10-days of leave in any 12-month period to serve as an organ donor.

In order to use Blood and Organ Donation Leave, an employee must request and obtain supervisor's approval in advance. The request must be made at least two (2) days in advance, making every effort to avoid disrupting the operations of the department/division.

A supervisor may require an employee to provide documentation for the requested time off. Failure to timely submit a verification statement from the donation center upon request may result in an unexcused absence.

Illinois Valley Community College Board Policy

|          |  |                 |                   |
|----------|--|-----------------|-------------------|
| Subject: | <b>Grievance Policy for Employees</b>    | Effective Date: | <b>10/19/2010</b> |
|          | <b>Not Affected by a Labor Agreement</b> | Last Reviewed:  | <b>10/19/2010</b> |
| Number:  | <b>03.17</b>                             | Last Revised:   | <b>10/19/2010</b> |

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.

Illinois Valley Community College Procedure

|          |                                       |                 |                   |
|----------|---------------------------------------|-----------------|-------------------|
| Subject: | <b>Grievance Policy for Employees</b> | Effective Date: | <b>10/19/2010</b> |
|          |                                       | Last Reviewed:  | <b>10/19/2010</b> |
| Number:  | <b>03.17.00</b>                       | Last Revised:   | <b>10/19/2010</b> |

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.

Illinois Valley Community College Board Policy

Subject: **Hiring Process: Full-time Faculty**

Effective Date: **10/19/2010**

Last Reviewed: **02/25/2016**

Number: **03.18**

Last Revised: **02/25/2016**

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.

Illinois Valley Community College Procedure

|          |  |                 |                   |
|----------|--|-----------------|-------------------|
| Subject: | <b>Hiring Process: Full-time Faculty</b> | Effective Date: | <b>10/19/2010</b> |
|          |  | Last Reviewed:  | <b>03/01/2019</b> |
| Number:  | <b>03.18.00</b>                          | Last Revised:   | <b>03/01/2019</b> |

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 signatures by the President and Vice President for Business Services. The Open Faculty Position form will be accompanied by the position description in approved format along with the rationale;
2. Application Process and items to be submitted to Human Resources.
  - a. What will be the 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;
  - b. Criteria for screening applications *as outlined* by the Illinois Community College Board and the Higher Learning Commission (based upon position description);
  - c. 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
  - d. Names of the Selection Committee members.
  - e. Timeline
3. 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.
4. 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.

5. Candidate qualifications can be determined through academic credentials or a combination of academic credentials and tested experience. Tested experience may be used in combination with academic credentials to meet the requirements for a position in the event that a candidate does not meet the stated academic qualifications and/or other qualified candidates are not available.

Tested experience shall be documented at the time of application and evaluated no later than the time of hire. Evaluations of the documentation for tested experience should be included in the candidate's file.

Documentation for tested experience can include professional certifications, continuing education, letters of reference attesting to professional years of experience in a specific area, competency-based documentation, or other relevant materials.

Professional years of experience as a qualification for tested experience should be five (5) or greater.

Instructors hired on the basis of tested experience are not eligible to teach Illinois Articulation Initiative (IAI) approved credit courses and may be required to meet minimum credentials as a basis for hire.

6. The Selection Committee scores each of the applications based on the key characteristics of the position. Selection Committee members submit their evaluation form with supporting notes 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 or video conference interview may be the next step in the process after the initial scoring. Human Resource's goal is to increase the diversity in the number of candidates. To meet this objective, the pool of candidates may be enlarged and telephone or video conference interviews conducted. Board protocol requires at least three candidates be interviewed when practical; this could be through telephone, video conference interviews or on-campus interviews.
7. The Selection Committee will plan the interview activities and work with Human Resources to 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.
8. 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.

9. 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.
10. 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 final recommendation submitted to the Selection Committee Chair.
11. 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.
12. The Dean will provide a written recommendation of the candidate of choice 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 reference checks, interviews (including all activities) and the teaching demonstrations.
13. 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.
14. 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.
15. The position will be offered to the candidate by Human Resources contingent upon completed background check, receipt of official transcripts, and Board of Trustees approval. Human Resources will also contact the unsuccessful candidates who have interviewed along with the candidates not invited for an interview.

Faculty Open Position Form

Job Description Format for Faculty

Hiring Recommendation – Sample Format



Illinois Valley Community College Board Policy

Subject: **Hiring Process: Administrators  
and Support Staff**

Number: **03.19**

Effective Date: **10/19/2010**

Last Reviewed: **01/11/2018**

Last Revised: **07/11/2024**

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 part-time and full-time support staff positions will be brought to the Board of Trustees as items for information.

If a full-time position is being eliminated, the employee may be appointed to an open position, if qualified for that position.

## Illinois Valley Community College Procedure

Subject: **Hiring Process: Administration  
and Support Staff**  
Number: **03.19.00**

Effective Date: **10/19/2010**  
Last Reviewed: **01/11/2018**  
Last Revised: **09/06/2024**

### OPEN POSITION

When it is determined the recruitment process must be initiated, the hiring supervisor completes an Open Position Form and submits it to their immediate supervisor for review and approval. Prior to submitting the form, the hiring supervisor should:

1. Review the job description and revise as appropriate. Track changes should be used and the red-lined document saved with DRAFT in the file name. The red-lined job description must be submitted with the Open Position Form.
2. Determine the Key Characteristics to be used by the Search Committee to evaluate application materials submitted.
3. Establish a search committee (refer to Search Committee section below).
4. Determine what testing will be required, if any.
5. Determine interview activities in consultation with their respective Vice President and Human Resources (refer to Interview section below).
6. Ensure that the Open Position Form is completed in full. Incomplete forms may delay the process.

The Open Position Form, job description, and additional documents are brought to President's Council for final signatures and referral to Human Resources (HR) for posting. Once the position has been posted, no changes can be made to the job description, key characteristics, or search committee unless required due to a conflict of interest. These changes will require a failed search and the process must restart from the beginning.

### POSTING

Human Resources (HR) posts open positions in the applicant tracking system for a minimum of two weeks. The goal of this process is to increase diversity in the pool of candidates. Therefore, HR and the hiring supervisor may determine additional recruiting sources in order to increase the size and diversity of the applicant pool. All open positions are listed in the weekly Everyone email sent by the Marketing and Communications department and posted on the HR bulletin board across from C-316. Positions are also posted with local chambers of commerce, CCJobNet, LinkedIn, and other relevant listservs as requested. All exempt positions are posted with the Illinois Community College Trustees Association (ICCTA).

If less than three applicants are received, the posting will extend for a minimum of one additional week.

Following the initial application deadline, the search may be extended in order to increase the size and diversity of the applicant pool as deemed appropriate by the hiring supervisor and HR.

## **SEARCH COMMITTEE**

Every search committee will consist of five to nine members including a chair. The hiring supervisor will typically serve as the committee chair. All committees are recommended to have a diverse group of individuals to represent multiple areas of the College. Human Resources reserves the right to offer alternative members for the committee.

- **Administration Positions-V.P. level: Nine members recommended.** Administrative Cabinet (3-4) must include one from each division (business services, academic, and student services); Faculty (2-3); Support Staff (2-3).
- **Administration Positions-Director/Dean level: Seven members recommended.** Administrative Cabinet (3-4) must include one from each division (business services, academic, and student services); Faculty (1-2); Support Staff (1-2).
- **Support Staff Positions:** Five members recommended. Administrative Cabinet (2-3); Support Staff (2-3) committee must include representation from all divisions (business services, academic, and student services).

The Chair will meet with their committee as soon as they receive confirmation of the posting from HR. An HR representative will attend the first search committee meeting to address any questions. The following must be provided to HR within 14-business days of posting confirmation:

1. Dates and times of availability for interviews
2. Signed Confidentiality Statement from committee members
3. Interview Questions, including a minimum of one DEI question related to the search (to be approved by Human Resources)

Upon completion of the first meeting, HR will provide the Chair and each member with a Search Committee packet for scoring that includes:

1. Training (must be completed annually)
2. Interviewing Tools and Tips
3. Approved Key Characteristics
4. Recommendation template

The Chair will return signed confidentiality statements to HR following their initial meeting with the committee.

The Role and Responsibilities of the Search Committee are:

- 1) Attend training prior to serving on Search Committee as applicable.
- 2) Attend all meetings of the Search Committee.
- 3) Assist in developing interview questions and identify appropriate responses.
- 4) Assist in development of any related presentations that will be part of the interview process.
- 5) Score applicants based on established key characteristics.
- 6) Attend all interviews.
- 7) Contribute to the discussions to evaluate finalists for the position.

- 8) Understand and promote IVCC's commitment to equal opportunity and diversity throughout the process.
- 9) Maintain strict confidentiality throughout the entire process and sign IVCC Confidentiality Statement.
- 10) Submit all required paperwork to the Search Committee Chair.

The Role and Responsibilities of the Search Chair are:

- 1) Provide leadership to the search committee and all interview activities.
- 2) Review IVCC Confidentiality Statement in conjunction with HR representative with search committee, enlist signatures of all committee members and return signed statements to Human Resources.
- 3) Encourage feedback from the search committee.
- 4) Provide a recommendation to Human Resources utilizing the approved template provided.
- 5) Share this recommendation with their appropriate V.P. prior to submitting to Human Resources.
- 6) Review references.
- 7) Make final hiring recommendation, based on all areas of feedback and information.
- 8) Understand and promote IVCC's commitment to equal opportunity and diversity throughout the process.
- 9) Maintain strict confidentiality throughout the entire process and sign IVCC Confidentiality Statement.
- 10) Submit all required paperwork from the Search Committee to HR immediately following last meeting.

## **APPLICANT SCREENING AND SCORING**

HR will screen for minimum qualifications as indicated by the job description. Any individual who is not eligible for rehire will be screened out prior to scoring, as determined by HR and the appropriate Vice President. Qualified applicants will be sent to the committee for review and scoring based on the established key characteristics. HR will add qualified applicants to the Search Committee shared folder as they are received and will open the folder to search committee members immediately following the established deadline. Search Committee members should score applicants as soon as possible and submit individual scores to [humanresources@ivcc.edu](mailto:humanresources@ivcc.edu).

Scoring within each established characteristic must be validated with an explanation. Forms not properly completed will be returned to the search committee member.

HR will compile the scores and determine the finalists that will be invited for an interview, in conjunction with the Chair as needed. The top three applicants will be invited for an interview but the number may vary as appropriate to each search. To meet the objective of a diverse pool of candidates, more interviews may be conducted to expand the finalist pool as deemed necessary and appropriate by Human Resources in conjunction with the Chair.

## **INTERVIEWS**

HR will set up all interviews and be the one point of contact with the applicant.

Interview activities must be determined and communicated with HR prior to the application deadline. All applicants will meet with Human Resources to review College benefits and with the Search Committee who will ask a set of questions that have been reviewed and approved by HR. The same questions must be asked of all applicants.

It may be determined by the Chair and HR that two rounds of interviews are necessary. Interviews by Zoom may be considered but should be handled consistently throughout each recruiting process.

**Other activities may include:**

- **Vice President Positions:** forums and meetings as deemed appropriate by the President; leadership evaluation; campus tour
- **Administration Positions:** meeting with the President; meeting/forum with the department/division or other key stakeholders; leadership evaluation; campus tour
- **Support Staff Positions:** testing administered by the Assessment Center as deemed appropriate for the position being considered for; campus tour

## **REFERENCES**

References will be initiated by Human Resources on those applicants that have gone through the interview process and have been determined a finalist by the search committee chair. If an applicant requests that a current employer not be contacted, HR will ask permission to complete that reference at the time an offer of employment is made. A positive reference from the current supervisor must be received and any offer would be contingent on a positive reference. Individuals should never conduct formal or informal reference checks outside of this process under any circumstances.

References will be shared only with the Search Committee Chair.

If references are not positive on the finalist(s), the Search Committee Chair and Human Resources will determine whether to extend the search or go further down the previously interviewed list of applicants.

## **RECOMMENDATION / RETURN OF ALL DOCUMENTS TO HR**

Following the interviews, the Search Committee will provide feedback on each applicant interviewed. This feedback will help the Chair in their hiring decision. The Search Committee Chair will submit their recommendation to HR utilizing the approved template format.

At this time, all documents held by the Search Committee must be returned to Human Resources.

## **OFFER**

HR will calculate an offer of employment following receipt of a recommendation from the Search Committee Chair and send it for review to the Vice President of Business Services and Finance. Final approval of the salary (including placement on the established grid) and conditions of

employment must be approved by the Vice President for Business Services and Finance. 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. Once approved, HR will extend a verbal offer of employment contingent on the background check, Board approval (if applicable), and/or occupational physical (if applicable). The Board of Trustees will act upon all recommendations to hire administrators. Recommendations for full-time and part-time support staff positions will be included in the Board materials as items for information.

#### **POSTING REMOVED AND APPLICANTS NOTIFIED**

HR will contact unsuccessful applicants individually that were interviewed. An email will be generated from the applicant tracking system to applicants not interviewed. HR will close the posting on the applicant tracking system.

#### **BOARD ACTION / ITEM FOR INFORMATION**

HR will prepare staff appointment forms and Board Action Items.

Illinois Valley Community College Procedure

|          |   |                 |                   |
|----------|---|-----------------|-------------------|
| Subject: | <b>Interim Hiring Process:</b>          | Effective Date: | <b>10/09/2014</b> |
|          | <b>Administration and Support Staff</b> | Last Reviewed:  | <b>01/11/2018</b> |
| Number:  | <b>03.19.01</b>                         | Last Revised:   | <b>01/11/2018</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.



Illinois Valley Community College Board Policy

Subject: **Immigration Reform and Control  
Act of 1986**

Number: **03.20**

Effective Date: **10/19/2010**

Last Reviewed: **10/19/2010**

Last Revised: **10/19/2010**

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.

Illinois Valley Community College Procedure

|          |                                       |                 |                   |
|----------|---------------------------------------|-----------------|-------------------|
| Subject: | <b>Immigration Reform and Control</b> | Effective Date: | <b>04/13/2017</b> |
|          |                                       | Last Reviewed:  | <b>04/13/2017</b> |
| Number:  | <b>03.20.00</b>                       | Last Revised:   | <b>04/13/2017</b> |

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.

Illinois Valley Community College Board Policy

|          |  |                 |                   |
|----------|--|-----------------|-------------------|
| Subject: | <b>Medical/Occupational Examinations</b> | Effective Date: | <b>10/19/2010</b> |
|          |  | Last Reviewed:  | <b>04/14/2016</b> |
| Number:  | <b>03.21</b>                             | Last Revised:   | <b>09/12/2024</b> |

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 department, shipping and receiving department, and any position where the job descriptions have lifting or other physical requirements. Offers of employment are contingent upon the results of the occupational examination.

Illinois Valley Community College Procedure

|          |  |                 |                   |
|----------|--|-----------------|-------------------|
| Subject: | <b>Medical/Occupational Examinations</b> | Effective Date: | <b>10/19/2010</b> |
|          |  | Last Reviewed:  | <b>04/14/2016</b> |
| Number:  | <b>03.21.00</b>                          | Last Revised:   | <b>08/27/2024</b> |

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.

Illinois Valley Community College Board Policy

Subject: **Medical Leave/Termination of  
Employment Due to Incapacity**  
Number: **03.22**

Effective Date: **10/19/2010**  
Last Reviewed: **05/14/2020**  
Last Revised: **10/21/2025**

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 (FMLA) may also avail themselves of the Act's benefits. 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. Requests in 30-day increments up to 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 may be terminated.

Illinois Valley Community College Procedure

|          |  |                 |                   |
|----------|--|-----------------|-------------------|
| Subject: | <b>Medical Leave/Termination of<br/>Employment Due to Incapacity</b> | Effective Date: | <b>10/19/2010</b> |
|          |  | Last Reviewed:  | <b>05/14/2020</b> |
| Number:  | <b>03.22.00</b>  | Last Revised:   | <b>10/21/2025</b> |

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 their 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 is entitled to leave or other benefits under applicable federal, state, or local laws, such as the Family and Medical Leave Act, the Americans with Disabilities Act, or under a collective bargaining agreement, the greater benefits available will be provided.
- F. An employee who is not able to return to work, with or without reasonable accommodation, has exhausted all paid leave and/or FMLA benefits and is not covered under an unpaid medical leave, their employment relationship may be terminated and information regarding continuation of benefits under COBRA, where applicable, will be provided during the off-boarding process.



Illinois Valley Community College Board Policy

Subject: **Moving Expense Reimbursement  
for Faculty and Administration**

Number: **03.23**

Effective Date: **10/19/2010**

Last Reviewed: **05/09/2024**

Last Revised: **01/11/2018**

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.

Illinois Valley Community College Procedure

|          |                                     |                 |                   |
|----------|-------------------------------------|-----------------|-------------------|
| Subject: | <b>Moving Expense Reimbursement</b> | Effective Date: | <b>10/19/2010</b> |
|          |                                     | Last Reviewed:  | <b>01/11/2018</b> |
| Number:  | <b>03.23.00</b>                     | Last Revised:   | <b>05/09/2024</b> |

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 within one year of the employee's start date. To qualify for moving expense reimbursement, the distance from the employee's former home to IVCC must be at least 50 miles more than from the employee's former home to their former place of employment.

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 or stipend for reimbursement as appropriate with current IRS regulations.

Illinois Valley Community College Board Policy

Subject: **Nepotism**

Effective Date: **10/19/2010**

Last Reviewed: **06/21/2011**

Number: **03.24**

Last Revised: **08/15/2024**

Illinois Valley Community College is committed to a policy of employment and advancement based on qualifications and merit and does not discriminate in favor of or in opposition to the employment of relatives. The College's Nepotism policy will be applied in accordance with applicable federal and state laws.

Due to potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment, which can be carried into the daily working relationship, Illinois Valley Community College will hire relatives of persons currently employed only if: a) candidates for employment will not be working directly for or supervising a relative, and b) candidates for employment will not occupy a position in the same line of authority in which employees can initiate or participate in decisions involving a direct benefit to the relative. Such decisions include hiring, retention, transfer, promotion, wages and leave requests.

This policy applies to all current employees, members of the Board of Trustees, and candidates for employment. Members of the Board of Trustees and relatives of the Board of Trustees shall not be hired as College employees.

"Relative" is defined as one of the following: spouse, a party to a civil union, parent/step parent, parent of a party to a civil union, child/step child, legal guardians, grandparent, grandchild, in-laws (father, mother, son, daughter), brother/brother-in-law, sister/sister-in-law or members of the same household.

Exceptions to this policy may only be made with prior written approval of the College President or their designee.

Illinois Valley Community College Board Policy

Subject: **Payment of Non-credit  
Instructional Staff**  
Number: **03.25**

Effective Date: **10/19/2010**  
Last Reviewed: **10/19/2010**  
Last Revised: **10/19/2010**

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.

Illinois Valley Community College Board Policy

Subject: **Personnel Records**

Effective Date: **10/19/2010**

Last Reviewed: **10/19/2010**

Number: **03.26**

Last Revised: **10/19/2010**

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.

Illinois Valley Community College Board Policy

Subject: **Professional Project Support**

Effective Date: **10/19/2010**

Last Reviewed: **10/19/2010**

Number: **03.27**

Last Revised: **10/19/2010**

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.

Illinois Valley Community College Board Policy

|          |   |                 |                   |
|----------|---|-----------------|-------------------|
| Subject: | <b>Travel Expense Reimbursement<br/>for Candidates for Faculty and<br/>Administrative Positions</b> | Effective Date: | <b>10/19/2010</b> |
|          |   | Last Reviewed:  | <b>10/19/2010</b> |
|          |   | Last Revised:   | <b>10/19/2010</b> |
| Number:  | <b>03.28</b>  |                 |                   |

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.

Illinois Valley Community College Procedure

|          |   |                 |                   |
|----------|---|-----------------|-------------------|
| Subject: | <b>Travel Expense Reimbursement<br/>for Candidates for Faculty and<br/>Administrative Positions</b> | Effective Date: | <b>10/19/2010</b> |
|          |   | Last Reviewed:  | <b>11/19/2012</b> |
|          |   | Last Revised:   | <b>12/01/2012</b> |
| Number:  | <b>03.28.00</b>   |                 |                   |

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.



Illinois Valley Community College Board Policy

Subject: **Tuition Policies**

Effective Date: **10/19/2010**

Last Reviewed: **10/15/2021**

Number: **03.29**

Last Revised: **10/15/2021**

**Tuition Waiver/Reimbursement**

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.

All full-time employees will be eligible for up to \$1,000.00 tuition reimbursement per fiscal year for coursework at an accredited college.

Illinois Valley Community College Procedure

Subject: **Tuition Policies**

Effective Date: **10/19/2021**

Last Reviewed: **10/06/2021**

Number: **03.29.00**

Last Revised: **10/18/2021**

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.

First Responder Classes

Tuition and fees will be waived for all full-time and part-time support staff and administrators for attending IVCC First Responder classes. This will be in addition to tuition waiver as outlined above. Employees may attend during normal work hours and will not be required to make up work hours.

Professional Development Course Enrollment

Employees may enroll free of charge in IVCC courses for professional development as approved by their supervisor.

### Tuition Reimbursement

IVCC will reimburse a full-time employee up to a maximum of \$1,000 per fiscal year for continuing education through an accredited program that either offers growth in an area related to his or her current position or that may lead to promotional opportunities. This education may include college credit courses, continuing education unit courses, seminars and certification tests that are job-related.

An employee must secure a passing grade of “B” or above to receive any reimbursement. Expenses must be validated by receipts and a copy of the final grade.

To receive reimbursement for educational expenses, employees should follow the procedures listed here:

- Prior to enrolling in an educational course, the employee must provide his or her manager with information about the course for which he or she would like to receive reimbursement and discuss the job-relatedness of the continuing education.
- A tuition reimbursement request form should be completed by the employee, and the appropriate signatures obtained.
- A copy of the tuition reimbursement request form must be submitted to HR. The employee will maintain the original until he or she has completed the educational course.
- Once the course is successfully completed, the employee should resubmit the original tuition reimbursement request form with the reimbursement section filled out, including appropriate signatures, as well as receipts and evidence of a passing grade.

The HR department will coordinate the reimbursement with the finance department.

Illinois Valley Community College Board Policy

Subject: **Paid Benefit Time**

Effective Date: **10/19/2010**

Last Reviewed: **10/19/2010**

Number: **03.30**

Last Revised: **01/01/2024**

Illinois Valley Community College believes that a balance between work and nonwork activities is essential to maintain quality performance and a positive work atmosphere that benefits both our students and employees. To support this philosophy and comply with applicable federal and state laws, it is the policy of the Board of Trustees of Illinois Valley Community College to provide paid benefit time in accordance with the College's Paid Benefit Time Administrative Procedures.

**Illinois Valley Community College Procedure**

**Subject: Paid Benefit Time**

**Effective Date: 10/19/2010**

**Last Reviewed: 05/24/2019**

**Number: 03.30.00**

**Last Revised: 01/01/2024**

Paid benefit time is earned based on employee class as indicated in the table below:

| <b>Employee Class</b>                 | <b>Sick</b>   | <b>Personal</b>  | <b>Vacation</b>   |
|---------------------------------------|---|--|---|
| Administration                        | 80 hours<br>Per fiscal year; rolls over from year to year with no max limit | 40 hours per fiscal year; rolls over from year to year with no max limit                 | Up to 160 hours per fiscal year; 6.15 hours accrued per pay                           |
| Full-time Support Staff               | 88 hours per fiscal year; rolls over from year to year with no max limit    | 40 hours per fiscal year; rolls over from year to year with no max limit                 | 80 – 160 hours per fiscal year; accrued per pay based on years of service             |
| Part-time Support Staff               | 0 hours   | 36.25 hours per fiscal year (pro-rated); rolls overs from year to year with no max limit | 58 – 116 hours per fiscal year (pro-rated); accrued per pay based on years of service |
| Full-time Faculty (covered by CBA)    | See CBA   | See CBA  | See CBA   |
| Adjunct Faculty                       | 0 hours   | 36.25 hours per fiscal year (pro-rated); rolls over from year to year with no max limit  | 0 hours   |
| Full-time Facilities (covered by CBA) | See CBA   | See CBA  | See CBA   |

Student Workers and Short-Term Employees are not eligible for paid personal time under the Paid Leave For All Workers Act.

Interim and Temporary Employees are not eligible for paid benefit time unless where applicable under state or federal law.

**Illinois Valley Community College Procedure**

**Subject: Paid Benefit Time - Vacation**

**Effective Date: 10/19/2010**

**Last Reviewed: 05/24/2019**

**Number: 03.30.01**

**Last Revised: 07/01/2024**

Employees are allowed to take paid vacation with supervisor's approval as it is earned. Per the College's time and attendance software, vacation hours are earned each payroll period as noted in the table below (based on a 26-week payroll cycle),

| <b>Employee Class:</b>  | <b>Accrual Factor</b> | <b>Hours Earned Per Pay Period (based on 80 hours)</b> | <b>Maximum Benefit Accrual per fiscal or grant year (based on 80 hours per pay period)</b> |
|---|-----------------------|--|--|
| <b>Administration</b>   | 0.0769                | 6.15   | 160  |
| <b>Support Staff (full-time): Based on completed years of service</b> |                       |  |  |
| < 5 years of service  | 0.0385                | 3.08   | 80   |
| 5 - less than 10 years of service                                     | 0.0578                | 4.62   | 120  |
| 10 - 11 years of service  | 0.0615                | 4.92   | 128  |
| 12 - 13 years of service  | 0.0654                | 5.23   | 136  |
| 14 - 15 years of service  | 0.0693                | 5.54   | 144  |
| 16 - 17 years of service  | 0.0731                | 5.85   | 152  |
| 18 years of service or more   | 0.0769                | 6.15   | 160  |

| <b>Employee Class:</b>  | <b>Accrual Factor</b> | <b>Hours Earned Per Pay Period (based on 58 hours)</b> | <b>Maximum Benefit Accrual per fiscal or grant year (based on 58 hours per pay period)</b> |
|---|-----------------------|--|--|
| <b>Support Staff (part-time): Based on completed years of service</b> |                       |  |  |
| < 5 years of service  | 0.0385                | 2.23   | 58   |
| 5 - less than 10 years of service                                     | 0.0578                | 3.35   | 87   |
| 10 - 11 years of service  | 0.0615                | 3.57   | 93   |
| 12 - 13 years of service  | 0.0654                | 3.79   | 99   |
| 14 - 15 years of service  | 0.0693                | 4.02   | 104  |

| <b>Employee Class:</b>  | <b>Accrual Factor</b>                   | <b>Hours Earned Per Pay Period (based on 58 hours)</b> | <b>Maximum Benefit Accrual per fiscal or grant year (based on 58 hours per pay period)</b> |
|---|---|--|--|
| <b>Support Staff (part-time): Based on completed years of service</b> |   |  |  |
| <b>16 - 17 years of service</b>                                       | 0.0731                                  | 4.24   | 110  |
| <b>18 years of service or more</b>                                    | 0.0769                                  | 4.46   | 116  |
| <b>Facilities (full-time; covered by CBA):</b>                        | See the Collective Bargaining Agreement |  |  |

Vacation requests must be submitted for supervisor approval in the Colleague Self-Service Portal. When an employee is on a leave for greater than one week or five consecutive days, vacation time will not accrue.

Annual vacation accrual for employees not covered by a collective bargaining agreement will cease when 200 hours have accumulated in the employee's vacation bank. When an employee's balance falls below 200 hours, the employee shall begin to accrue at the applicable rate.

Employees that are reclassified will be subject to the appropriate annual accruals as of the effective date of the reclassification. In the event accruals decrease due to reclassification and the employee is at the maximum of 200 hours accumulated, annual accruals will cease until the balance drops below the maximum of 200 hours.

#### **Carry-Over and Payout:**

Full-time Administration, and full-time and part-time Support Staff not covered by a collective bargaining agreement may carry over up to 200 hours to the next fiscal year. Compensation may not be paid in lieu of vacation except upon separation from employment. Upon separation of employment, the compensation by IVCC for earned but unused vacation days will be limited to the maximum vacation balance and will be paid with the employee's final pay.

Employees, 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 employee's vacation bank during the first pay period of the fiscal year for all full-time, grant-funded and contract staff; although, vacation should be earned before taken. If grant-funded or contract staff leave the institution before vacation has been earned, the hours remaining will not be paid out and pay for hours taken but not earned will be deducted from the final paycheck.

Illinois Valley Community College Procedure

Subject: **Paid Benefit Time - Personal**

Effective Date: **01/01/2024**

Number: **03.30.02**

Last Reviewed:

Last Revised:

Paid Personal Time is granted to full and part-time employees. Student Workers and Short-Term Employees are not eligible for paid personal time under the Paid Leave For All Workers Act.

Interim and Temporary Employees are not eligible for paid benefit time unless where applicable under state or federal law.

| <b>Employee Class</b>                   | <b>Paid Personal Time per Fiscal or Grant Year as Applicable</b> |
|---|--|
| Administration                          | 40 hours   |
| Support Staff (full-time)               | 40 hours   |
| Support Staff (part-time)               | 36.25 hours (pro-rated)  |
| Faculty (full-time; covered by CBA)     | See CBA  |
| Faculty (part-time; not covered by CBA) | 36.25 hours (pro-rated)  |
| Facilities (full-time; covered by CBA)  | See CBA  |

Personal time will be front-loaded at the beginning of each fiscal or grant year as applicable. Personal time will rollover from year-to-year and is not converted to compensation upon separation from employment. Personal time may not be used for service credit with the State Universities Retirement System.

In accordance with the Paid Leave for All Workers Act (PLFAWA) [Public Act 102-1143], 40 hours of personal time, pro-rated for part-time employees, may be used each year (fiscal or grant, as applicable) for any purpose or reason, and must be used in a minimum of 2-hour increments for exempt employees and 1-hour increments for non-exempt employees.

Employees are not required to provide a reason or documentation/certification to support the leave. However, when the need for personal leave is foreseeable, the College requires the employee to provide seven (7) calendar days' notice for use of available personal time. When the need is not foreseeable, the employee must provide the College with notice as soon as practicable. Requests for personal time may be made verbally with the employee's immediate supervisor, or through the employee's Self-Service portal. An employee has the right to use their available personal time before using any other paid benefit time provided by the College.

Paid personal time may be credited against any paid leave entitlement under the Paid Leave for All Workers Act.



The College may deny the use of leave in limited circumstances in order to meet the College's core operational needs for the requested time period. In such circumstances, the College will advise the employee in writing for the basis of the denial.

Illinois Valley Community College Procedure

Subject: **Paid Benefit Time - Sick**

Effective Date: **01/01/2024**

Number: **03.30.03**

Last Reviewed:

Last Revised:

The College's paid sick time benefit provides continued compensation for a period of time in the event of extended illness or injury. Available sick time may be used for illness, injury, or medical appointments. Earned but unused hours may not be converted to compensation upon separation from employment but may be used for service credit in accordance with the rules of the State Universities Retirement System.

Paid sick time is granted to full-time administration and support staff. Employees covered by a collective bargaining agreement are also eligible for paid sick time benefits as stated in the respective agreement. Part-time support staff, part-time faculty, coaches, student workers, interim, and temporary employees are not eligible for paid sick time benefits.

| <b>Employee Class</b>                  | <b>Hours Per Fiscal Year<br/>(No Max Limit)</b>             |
|--|---|
| Administration                         | 80  |
| Support Staff (full-time)              | 88  |
| Support Staff (part-time)              | Not eligible  |
| Faculty (full-time covered by CBA)     | As stated in the current<br>Collective Bargaining Agreement |
| Faculty (part-time not covered by CBA) | Not eligible  |
| Facilities (full-time covered by CBA)  | As stated in the current<br>Collective Bargaining Agreement |

In accordance with the Illinois Employee Sick Leave Act effective January 1, 2017, the College allows use of paid sick time for absences due to an illness, injury, or medical appointment of an employee's child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or step-parent on the same terms upon which the employee is able to use paid sick leave for their own illness, injury, or medical appointment. The College reserves the right to limit use of paid sick time for a family member as described above to 12-days per fiscal year.

Frequent or lengthy absence due to illness or injury places a burden on work units and the College, which may require the College to terminate employment and hire a replacement with the exception of leave protected by federal or state laws. In the absence of job protected leave, an employee will generally be permitted to return to the same or an equivalent position after absences of no more than 12 weeks in a rolling 12-month period. If the employee is absent for longer periods, continued employment may depend on a number of factors, including but not limited to the frequency and

length of absences, anticipated return date, the burden imposed on the College by the absences, and the availability of a position for which the employee is qualified.

An employee may be required to provide evidence to substantiate the reason for the absence, including a physician's certificate or FMLA medical certification, if applicable. The use of sick leave for family and medical leave, or victim's economic security and safety leave (VESSA) purposes does not extend the FMLA or VESSA entitlement. Employee's may also be required to provide medical documentation verifying the ability to return to work with or without restrictions. In the event an employee seeks leave for reasons related to child-birth, documentation verifying the need for leave will generally not be required if the leave does not extend beyond six weeks.

When an employee has exhausted all paid benefit time and leave entitlement under state and/or federal law, the employee may request an unpaid extended leave of absence, according to Board Policy 03.22.

Medical insurance benefits will continue under all paid and/or unpaid protected absences as long as the employee makes payment of the employee's share of the premiums. When an employee is on an unpaid leave of absence, medical insurance benefits will end unless the employee makes payment of the full premium (employer and employee contribution).

Illinois Valley Community College Procedure

Subject: **Paid Benefit Time - Bereavement**

Effective Date: **01/01/2024**

Number: **03.30.04**

Last Reviewed:

Last Revised:

When death occurs in the immediate family/step family, (i.e., spouse/partner, parent, parent of current spouse/partner, child, brother, sister, brother-in-law, sister-in-law, grandparents, grandparents of current spouse/partner, grandchildren, and legal guardians), a full-time employee, on request, may be excused for three days leave without loss of pay. Sick leave may be used, if appropriate, to supplement bereavement leave or where bereavement leave is not applicable. For part-time employees, other leave time may be used.

**Reference:**

03.16 Leave of Absence Policy and applicable Procedures

## Illinois Valley Community College Procedure

Subject: **Paid Benefit Time - Holidays**

Effective Date: **01/01/2024**

Number: **03.30.05**

Last Reviewed:

Last Revised:

### **Major Holidays**

All employees are eligible for holiday pay for the major holidays recognized by this procedure with the exception of part-time faculty, coaches, student workers, interim, and temporary status employees.

Part-time support staff will receive holiday pay if the holiday falls on a regularly scheduled work day for the employee. Holiday pay will be paid according to the number of hours the part-time support staff employee is normally scheduled to work. If one of the major holidays falls on the weekend and is observed by the College on a Monday or Friday, part-time support staff will receive that paid holiday regardless if they are normally scheduled to work on that Monday or Friday.

The College recognizes the following major holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

### **Designated College-Closed Holidays**

All employees are eligible for designated paid College-Closed Holidays recognized by this procedure with the exception of part-time support staff, part-time faculty, coaches, student workers, interim, and temporary status employees. Those employees who are not eligible for these paid holidays may utilize any benefit time accrued to cover the hours they were scheduled to work.

The College recognizes the following as College-Closed Holidays:

- Martin Luther King Day
- President's Day
- Spring Break Day as scheduled on the College Calendar
- Juneteenth
- Election Day (in a Presidential Election Year)
- Veteran's Day
- Wednesday before and Friday following Thanksgiving Day
- Winter Break as scheduled on the College Calendar
- Other days/times as communicated by the President (may apply to part-time support staff)

Illinois Valley Community College Procedure

Subject: **Paid Benefit Time – Jury Duty**

Effective Date: **01/01/2024**

Number: **03.30.06**

Last Reviewed:

Last Revised:

Absence due to Jury Duty will be considered a paid absence provided the employee submits verification of their service to the Payroll Office. Paid Jury Duty absence will be considered for regularly scheduled workdays only.

Employees who receive a jury summons must notify their supervisor as soon as possible. If an employee is required to appear, they should obtain court verification of their service for each day they are required to appear. Verification must be submitted to the Payroll Office by the due date and time posted for each pay period. Employees will be paid their regular rate of pay for the day minus amounts paid by the court/county.

Employees who submit their time in Colleague Self-Service should use the Jury Duty code in the dropdown menu.

Employees selected for jury duty should continue to keep their supervisor updated on the status of their service.

Illinois Valley Community College Board Policy

Subject: **Discipline**

Effective Date: **06/21/2011**

Last Reviewed: **05/14/2020**

Number: **03.31**

Last Revised: **08/15/2024**

This Policy and related procedures are intended to provide employees not affected by a labor agreement with general guidance about the College's disciplinary process.

Enforcement of the College's policies and procedures is to ensure the efficient operation and safe working conditions for all employees and students. While on College premises and/or engaged in College business, employees are expected to observe College rules and Board policies. Employees who fail to do so are subject to disciplinary action as set forth in the related procedures. This policy and related procedures will be applied in accordance with applicable State and Federal legal authority.

Nothing in this policy provides any contractual rights regarding employee discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between Illinois Valley Community College and its employees.

Suspension or termination of an employee with an Employment Contract for a defined term shall also be subject to the applicable terms of that person's Employment Contract, if any.

## Illinois Valley Community College Procedure

Subject: **Discipline**

Effective Date: **08/15/2024**

Number: **03.31.00**

Last Reviewed:

Last Revised:

Illinois Valley Community College (the College) will under ordinary circumstances utilize progressive discipline procedures designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable employee behavior and performance issues. Outlined below are the disciplinary steps the College will utilize for employees governed by Board Policy 03.31 Discipline. Steps should be implemented in consultation with the next level of Administration and the Human Resources (HR) Director.

The College reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling or training; the employee's work record; and the impact the conduct and performance issues have on the College community.

**Disciplinary Offenses:** The following offenses, while not exhaustive or all-inclusive, may result in progressive disciplinary steps. These offenses cannot be condoned, and discipline will be imposed in order to correct the employee's misconduct. A repetition of the violation of the same rule, or a combination of violations of different rules, may result in more serious discipline, up to and including termination:

- Unsatisfactory performance of duties, including engaging in excessive visiting during work time
- Excessive tardiness and/or absence
- Careless, negligent or improper use of the College's property
- Failure to adhere to the College's core values in interactions with others

**Step 1: Counseling and Verbal Warning** – Step 1 creates an opportunity for the immediate supervisor to bring attention to the existing performance, conduct or attendance issue. The supervisor should discuss with the employee the nature of the problem or the violation of College policies and procedures. The supervisor is expected to clearly describe expectations and steps the employee must take to improve their performance or resolve the problem.

Within five business days, the supervisor will prepare an internal document to memorialize the verbal counseling. The employee will be asked to sign this documentation in order to verify its accuracy and to verify their understanding of the issues and the corrective action.

**Step 2: Written Warning** – Step 2 written warning involves more formal documentation of the performance, conduct or attendance issues and consequences. During Step 2, the immediate



supervisor and a director or dean, when applicable, will meet with the employee to review any additional incidents or information about the performance, conduct or attendance issues as well as any prior relevant corrective action plans. The written warning will outline the consequences for the employee of their continued failure to meet performance or conduct expectations.

A formal Performance Improvement Plan (PIP) requiring the employee's immediate and sustained corrective action may be issued within five business days of a Step 2 meeting. While a PIP may be referenced in the Employee Development Program (EDP), it should not be the first time the employee is learning of the improvement plan. The written warning may also include a statement indicating that the employee may be subject to additional discipline, up to and including termination, if immediate and sustained corrective action is not taken.

**Step 3: Suspension and Final Written Warning** - Some performance, conduct or safety incidents are so problematic and harmful that the most effective action may be the temporary removal of the employee from the workplace. When immediate action is necessary to ensure the safety of the employee or others, the immediate supervisor may recommend suspension of the employee pending the results of an investigation. Suspensions that are recommended as part of the normal sequence of the progressive discipline procedures are subject to approval from the Director/Dean, Director of Human Resources, Vice President, and President.

Depending on the seriousness of the infraction, the employee may be suspended with or without pay in full-day increments consistent with federal, state and local wage and hour employment laws. Nonexempt/hourly employees may not substitute or use an accrued paid vacation or sick day in lieu of the unpaid suspension. In compliance with the Fair Labor Standards Act (FLSA), unpaid suspension of salaried/exempt employees is reserved for serious workplace safety or conduct issues. HR will provide guidance to ensure that the discipline is administered without jeopardizing the FLSA exemption status.

Pay may be restored to the employee if an investigation of the incident or infraction absolves the employee of wrongdoing.

**Step 4: Recommendation for Termination of Employment** - The last and most serious step in the progressive discipline process is a recommendation to terminate employment.

Generally, the College will try to exercise the progressive nature of this policy by first providing warnings, issuing a final written warning or suspending the employee from the workplace before proceeding to a recommendation to terminate employment. However, the College reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the offense and to expedite and simplify the termination process up to the maximum extent permissible under applicable State and Federal legal authority.

A recommendation to terminate employment must be approved by the President and shall be implemented in accordance with applicable State and Federal legal authority.

## **Appeals Process**

Employees will have the opportunity to present information to dispute information used to issue the disciplinary action at any step in the process. The purpose of this process is to provide insight into extenuating circumstances that may have contributed to the employee's performance or conduct issues while allowing for an equitable solution.

If the employee does not present this information during any of the step meetings, they will have five business days after each of those meetings to present such information.

## **Performance and Conduct Issues Not Subject to Progressive Discipline**

Behavior that is illegal is not subject to progressive discipline and may result in immediate termination in accordance with applicable State and Federal legal authority. Such behavior may be reported to local law enforcement authorities.

Similarly, theft, substance abuse, intoxication, fighting and other acts of violence at work are also not subject to progressive discipline and may be grounds for immediate termination.

Certain acts of employees and breaches of the College's rules will be considered serious enough to warrant immediate dismissal. Although many such conditions are listed below, this list is not meant to limit the ability to apply immediate termination as a disciplinary action should a condition not listed warrant immediate termination. Employees should be aware, however, that any of the following acts may result in their immediate termination from employment to the extent permissible pursuant to applicable State and Federal legal authority:

- Failure to notify supervisor of absence or reason for absence for three (3) consecutive working days
- Falsification of time sheets, payroll records, or other college related documents
- Misrepresentation of information on employment application
- Unauthorized possession of firearms or other dangerous weapons on College premises
- Possession, use, or sale of illegal drugs, cannabis, or alcohol on College property or reporting for or returning to work while under the influence of/impaired by a controlled substance, alcohol, narcotics, or other drugs
- Willful damage of College property
- Theft or dishonesty
- Sleeping on duty
- Conviction of a felony by a court of law for a criminal violation
- Unprofessional conduct
- Insubordination
- Indecent or disorderly conduct
- Intentional or willfully unauthorized release of confidential information that has been substantiated
- Recommendation to and approval by the Board of Trustees of non-retention as documented in employee performance evaluation
- Sexual or other harassment of colleagues, students, or others

- Discriminatory action, conduct, and/or behavior toward colleagues, students, or others that has been substantiated to have a significant impact on the impacted party
- Any other act which endangers the safety, health, or well-being of another employee or third party

### **Documentation**

The employee will be provided copies of all progressive discipline documentation, including all PIPs. The employee will be asked to sign copies of this documentation attesting to their receipt and understanding of the corrective action outlined in these documents.

Copies of these documents will be placed in the employee's official HR file.

Illinois Valley Community College Board Policy

|          |   |                 |                   |
|----------|---|-----------------|-------------------|
| Subject: | <b>Return to Work of SURS Annuitant</b> | Effective Date: | <b>04/10/2015</b> |
|          |   | Last Reviewed:  | <b>04/10/2015</b> |
| Number:  | <b>03.32</b>                            | Last Revised:   | <b>04/10/2015</b> |

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.

Illinois Valley Community College Procedure

|          |   |                 |                   |
|----------|---|-----------------|-------------------|
| Subject: | <b>Return to Work of SURS Annuitant</b> | Effective Date: | <b>04/10/2015</b> |
|          |   | Last Reviewed:  | <b>04/10/2015</b> |
| Number:  | <b>03.32.00</b>                         | Last Revised:   | <b>04/10/2015</b> |

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 statute 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.

Annuity holders 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 annuity holder'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 Board Policy

Subject: **Fraud, Waste, Abuse  
and Whistleblower Protection**  
Number: **03.33**

Effective Date: **01/12/2017**  
Last Reviewed: **01/11/2018**  
Last Revised: **10/10/2024**

Illinois Valley Community College (IVCC or College) has established this fraud, waste, abuse, and whistleblower protection policy to ensure that all employees clearly understand their obligations to report any potential violations.

Honesty and integrity are important values at IVCC. The College is committed to the highest level of conduct and ethical behavior and strives to earn the trust of the public, its students, and its employees. To accomplish this, the College conducts its operations in compliance with Federal and State laws and regulations, including but not limited to the Illinois Whistleblower Act (740 ILCS 174) and the Illinois State Officials and Employees Ethics Act (5 ILCS 430/15).

To ensure that this standard of conduct and ethics is maintained, individuals are encouraged to report or disclose allegations of internal wrongdoing. The use of an external, independent party will be provided for reporting purposes, and any report may be made through a hotline or online in order to ensure confidentiality and anonymity.



## Illinois Valley Community College Procedure

Subject: **Fraud, Waste, Abuse,  
and Whistleblower Protection**  
Number: **03.33.00**

Effective Date: **01/12/2017**  
Last Reviewed: **01/11/2018**  
Last Revised: **10/10/2024**

### **DEFINITIONS**

Fraud, Waste, and Abuse will be defined as the following:

1. 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.
2. 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.
3. 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.

### **RESPONSIBILITIES**

All members of the College community are encouraged to report fraudulent or dishonest conduct.

All employees have a responsibility to be knowledgeable of the Fraud, Waste, Abuse, and Whistleblower Protection procedure. This will be accomplished by annual *ethics* training, as required by Federal and/or State regulations.

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 or other activities in violation of policy are suspected within a department, all supervisors shall cooperate fully with College authorities and any other agencies investigating the activity. If fraud or other violations are discovered, all supervisors shall take appropriate action and implement appropriate systems to prevent recurrence.

## **VIOLATIONS**

The College will investigate possible fraudulent or dishonest use or misuse of College resources or property by faculty, staff, administrators, students, or volunteers. The College will take appropriate action against anyone found to have engaged in fraudulent or dishonest conduct including disciplinary action according to procedures outlined in Board policies, collective bargaining agreements, the student handbook, and the student code of conduct, up to and including dismissal, expulsion and/or civil and criminal prosecution where warranted.

## **REPORTING AND ANONYMOUS SUBMISSIONS**

If an employee feels that the policy has been violated, they may submit an online report through an external, independent party to ensure confidentiality and anonymity. Individuals may also call the anonymous hotline. The hotline information is available on IVCC's webpage.

While the online reporting tool allows for anonymity, the College encourages those submitting concerns to put their names to allegations when possible because appropriate follow-up questions and investigation may not be possible. The reporting system, EthicsPoint, does allow for anonymous reporting which includes the ability to correspond with the reporting party while maintaining anonymity using secure communications. Anonymous whistleblowers must provide sufficient corroborating evidence to justify the commencement of an investigation. An investigation of unspecified wrongdoing or broad allegations will not be undertaken without verifiable evidentiary support. Because investigators may not be able to fully interview anonymous whistleblowers, it may be more difficult to evaluate the credibility of the allegations and, therefore, less likely to cause an investigation to be initiated. Every effort will be made by the investigating party to communicate with reporting parties, including anonymous reporters.

## **CONFIDENTIALITY**

Whistleblowing and other complaints will be handled with sensitivity, discretion and confidentiality to the extent allowed by the circumstances and the law. Generally, this means that whistleblower complaints will only be shared with those who have a need to know so that the College can conduct an effective investigation, determine what action to take based on the results of any such investigation and, in appropriate cases, with law enforcement personnel. (Should disciplinary or legal action be taken against a person or persons as a result of a whistleblower complaint, such persons may also have the right to know the identity of the whistleblower.)

The EthicsPoint system also has a safeguard that prevents a person who is named in a complaint from having access to those cases, regardless of that person's security classification in the system. In a case when all of the IVCC individuals with security are named in a complaint, the complaint will escalate to the College attorney to investigate, who is bound by confidentiality.

## **WHISTLEBLOWER PROTECTION**

In accordant with the Whistleblower Act [740 ILCS 174/1 et seq.], neither the Board nor individual employees of the College may retaliate against a whistleblower for informing a management about

an activity which that person believes to be fraudulent or dishonest in accordance with the definitions of the law. Whistleblowers who believe that they have been retaliated against may file a written complaint with the President or the Chair of the Board of Trustees. Any complaint of retaliation will be promptly investigated and appropriate corrective measures taken if allegations of retaliation are substantiated. This protection from retaliation is not intended to prohibit managers or supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.

### **MALICIOUS ALLEGATIONS**

Malicious allegations, frivolous claims and attempts to treat a personal grievance or dispute as an allegation of wrongdoing may result in disciplinary action, up to and including termination.

Illinois Valley Community College Board Policy

Subject: **Remote Work**

Effective Date: **04/13/2023**

Last Reviewed: **04/13/2023**

Number: **03.34**

Last Revised: **04/13/2023**

Illinois Valley Community College considers remote work, which involves performing job duties for the College at locations other than at a College facility, subject to the approval of the College Human Resources Department, to be a viable, flexible option for Administration, and full and part time Support Staff when both the employee and the position are suited to the arrangement. Remote work may be suitable for some employees and positions, but not for others.

Illinois Valley Community College Procedure

Subject: **Remote Work**

Effective Date: **04/13/2023**

Last Reviewed: **04/13/2023**

Number: **03.34.00**

Last Revised: **04/13/2023**

The Remote Work Procedure is not intended to alter the at-will nature of the employee's employment at the College, if the employee is considered at-will. The procedure to request Remote Work is different from the procedure to request reasonable accommodations under any applicable law, including but not limited to the Americans with Disabilities Act (ADA). An employee requesting to work from home as an ADA accommodation, must contact the Human Resources Department.

1. **APPROVAL AND ELIGIBILITY.** Full and part-time employees not affected by a collective bargaining agreement are eligible to submit for a Remote Work Arrangement. The employee and supervisor, with the assistance of Human Resources, will evaluate the suitability of a position prior to completing a Remote Work Arrangement. The Remote Work Arrangement must be submitted and approved by the Human Resources Department for a defined period of time prior to time being allotted in the employee's Self-Service. It is not necessary to submit a Remote Work Arrangement for each remote work event unless:

- the employee's position or duties have changed;
- attendance has become a concern;
- performance does not meet expectations; and/or
- the employee has received disciplinary action since the last Remote Work Arrangement was approved.

Following approval of a Remote Work Arrangement, **non-accruing hours** will be allotted as follows:

**Full-Time Employees:** 32 hours per fiscal year

**Part-Time Employees:** Prorated each fiscal year based on average hours worked per week compared to a 40-hour work schedule

| <b>Prorated Non-Accruing Hours for Part-Time Staff</b> |                              |
|--|------------------------------|
| <b>Average Weekly Hours</b>                            | <b>Remote Work Allotment</b> |
| 0 to 10 hours  | 8 hours                      |
| 11 to 20 hours   | 16 hours                     |
| 20 to 29 hours   | 24 hours                     |
| 30 hours+  | 32 hours                     |

Employees shall request Remote Work time through Self-Service in advance of taking Remote Work time. Supervisors may approve or deny requests at their discretion. *Please refer to the Self-Service Manual for instructions on submitting and/or approving Remote Work time.*

**To be eligible:**

- The nature of the job does not require the employee's physical presence (e.g. the work of other employees or requires face-to-face contact to provide effective customer service), or when efficiency is not compromised when the employee is not present on campus.
- The change in work location does not impact productivity, customer service, operational efficiency, or team collaboration.
- The employee's performance evaluations indicate performance meets expectations and/or the employee has not received disciplinary action or has a demonstrated attendance problem.
- The employee does not require, in the opinion of the employee's supervisor, close supervision.
- The employee's current assignment does not require frequent supervision, direction or input from others who are on-site.
- The employee has adequate internet and phone service.
- Some or most of the job responsibilities can be performed away from the regular work location.

2. **WORK SCHEDULE.** Employees are to follow supervisor-approved work schedules. The required number of work hours will not change, and employees are responsible for reporting time worked, leave used, and for adhering to the College attendance policies. Final decisions on work schedules are determined by the College Administration.

- Remote work is not to be used in place of sick or annual leave. The employee agrees to using available leave time as appropriate (i.e., personal, vacation, comp, sick) when unable to fulfill their remote work assignment during working hours and agrees to notify their supervisor prior to leave time usage in accordance with College policies and procedures. Employees cannot work from an alternate work location during medical leave without their physician's written authorization.

- The employee agrees to be accessible by phone, video, or other agreed upon method within a reasonable time period during their work schedule and agrees to attend meetings, events, trainings, or conferences as instructed by their supervisor, including but not limited to department/division meetings, special events and College-wide events.
3. **EQUIPMENT.** The College will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs for each Remote Work Arrangement on a case-by-case basis. Human Resources and the IT department will serve as resources in this matter.
- The College reserves the right to make determinations as to appropriate equipment, subject to change at any time.
  - Equipment supplied by the College will be used only for business-related work and all tools and resources provided by Illinois Valley Community College shall remain the property of the College at all times. The employee agrees to protect College tools and resources, to indemnify the College regarding employee negligence, and to report theft or damage immediately to their supervisor.
  - Equipment supplied by the employee will be maintained by the employee. Illinois Valley Community College accepts no responsibility for damage or repairs to employee-owned equipment.
4. **WORK ENVIRONMENT.** The employee will establish an appropriate environment for work purposes. Illinois Valley Community College will not be responsible for costs associated with initial setup of the employee's Remote Work space such as remodeling, furniture or lighting, nor for repairs or modifications to the Remote Work space or any other additional costs associated directly with the Remote Work assignment.
5. **SECURITY AND CONFIDENTIALITY.** The employee will be expected to ensure the protection and confidentiality of all college information accessible from their alternate work site. The employee agrees to follow the College's AUP policy.
6. **INJURIES.** Injuries sustained by the employee while at their Remote Work location and in conjunction with their regular work duties may be covered by the college's workers' compensation program. As such, the employee is required to report any work-related illness or injury to their supervisor immediately and to fill out an accident report as a record of the incident within 24 hours of the event or claim.
7. **LIABILITY.** Illinois Valley Community College assumes no liability for injuries occurring in the employee's alternate work location workspace outside of work hours. Employees should note that some homeowner policies do not automatically cover injuries arising out of, or relating to, the business use of the home and the employee is responsible for any liability. The College accepts no responsibility whatsoever for the safety, security

or suitability of any alternative work site. The College also accepts no responsibility for the personal property of any employee.

8. **TAX AND OTHER LEGAL IMPLICATIONS.** The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working from a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.
9. **EVALUATION.** Evaluation of Remote Work performance will be consistent with that received by employees working at the office in both content and frequency. An employee's failure to fulfill work will result in the termination of the employee's Remote Work eligibility.
10. **COMMUNICATION PLAN.** Employees working in a remote location must maintain an appropriate level of communication to ensure accessibility to students and other College personnel. Employees are expected to consult with their supervisor through mutually-agreed mode(s) of communication. This information may be transmitted in advance of a Remote Work Day via email. Completion of work, at a level of detail and thoroughness consistent with employees working at the office or in a manner and frequency that is appropriate of the job and the individuals involved is expected.
11. **OVERTIME.** An employee who is not exempt from the overtime requirement of the Fair Labor Standards Act will be required to record all hours worked in Self-Service; no different than when working on-campus. Overtime worked during remote work schedules will be treated no differently than when on campus. Supervisors must provide advance approval of any overtime. Failure to do so may result in termination of the Remote Work Arrangement and/or disciplinary action.
12. **CHILD CARE/ELDER CARE.** Remote Work assignments are NOT designed to be a replacement for appropriate child care or elder care. Remote Work (telecommuting) is not a substitute for these situations. Prospective employees are encouraged to discuss expectation of Remote Work from home with family members. If an employee is actively caring for a child or family member, that time is not considered work time; appropriate leave should be used during those times.
13. **AUTHORIZED CLOSINGS.** Authorized closings will apply to Remote Work individual as he/she will be unable to remain in contact with supervisor and co-workers. Essential employees are the exception and will be notified of their essential assignment.
14. **ADDITIONAL COMPENSATION.** Salary and benefits will not be affected by Remote Work. There shall be no additional pay for Remote Work. Nor shall mileage be paid for transportation between an employee's location and Illinois Valley Community College



campuses. If an employee requests Remote Work there will be no reimbursement for internet or other Remote Work-related expenses.

15. **TERMINATION OF AGREEMENT.** The availability of the Remote Work Arrangement as a flexible work arrangement for employees of Illinois Valley Community College can be discontinued at any time at the discretion of the employee or employer.

**Other Policies**

Use of Campus and Network Computing Resources (Board Policy 5.4)

**Forms**

Remote Work Arrangement (attached)



# ILLINOIS VALLEY

## COMMUNITY COLLEGE

### Remote Work Arrangement

Date: \_\_/\_\_/\_\_

**Staff Name:**

**Status:**

☐ Part-Time ☐ Full-Time

**FLSA:**

☐ Non-Exempt

☐ Exempt

**Position / Title:**

**Department:**

**Staff:**

1. I have read the Remote Work Policy and Administrative Procedure, and understand my responsibilities as outlined in the Policy. I am requesting my position be considered for occasional remote work.
2. If approved, I understand that a Remote Work Bank will be established in Self-Service with non-accruing hours for use on a fiscal year basis. I further understand these hours will not carry over from year-to-year, and unused remote work hours will be forfeited at the end of each fiscal year. I understand that I will be required to submit a request in advance for each remote work situation in Self-Service where my supervisor will either approve or deny the request.
3. Duties and assignments will be discussed with my supervisor in advance of each remote work situation. I understand effective communication and satisfactory completion of these duties and assignments are key to a successful and sustainable Remote Work Arrangement.
4. I understand and agree that I will meet all expectations such as performing essential duties effectively and accurately, maintaining appropriate work hours and accessibility to students and other College personnel, reporting hours worked and leave taken, and consult with my supervisor through mutually agreed-upon mode(s) of communication.
5. I am responsible for furnishing and maintaining my remote work site. Illinois Valley Community College (IVCC) assumes no responsibility for any operating costs associated with staff using a personal residence as an alternate work site. Injuries sustained while at an alternate work location and in conjunction with regular work duties may be covered by IVCC's workers' compensation program. The college assumes no liability for injuries occurring in the alternate work location workspace outside of work hours. The college accepts no responsibility whatsoever for the safety, security or suitability of any alternative work site. The College also accepts no responsibility for personal property.

6. IVCC will determine the appropriate equipment on a case-by-case basis, subject to change at any time. Equipment supplied by IVCC will be used only for business-related work. Equipment supplied by the employee will be maintained by the employee. The college accepts no responsibility for damage or repairs to employee-owned equipment.
7. I will adhere to all established standards and protocols related to information protection and security according to IVCC policies.
8. I will notify my manager promptly when I am unable to perform work assignments due to equipment failure, illness or other circumstances.
9. Remote work is not a substitute for dependent child or adult care. I understand and agree that remote work is not a substitute for paid time off (e.g., vacation/PTO, sick, holiday pay, or other types of leave).
10. Remote work hours will be treated no differently than when on campus. I am required to record my hours in my electronic timecard in Self-Service. Supervisors must provide advance approval of any overtime. Failure to do so may result in termination of the Remote Work Arrangement and/or disciplinary action.
11. I understand it is my responsibility to determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working from a home-based office.
12. Authorized closings will apply to remote work except in the case of essential employees who will be notified of their essential assignment.
13. This Remote Work Arrangement is not a contract of employment, nor does it provide any contractual rights to continued employment. It does not alter or supersede the terms of the existing employment relationship.
14. I understand my Remote Work Arrangement can be terminated at the discretion of my supervisor.

I have read and understand the above expectations relating to this Remote Work Arrangement.

Employee Signature:

Date:

**Supervisor:**

I have evaluated the suitability of this position for a Remote Work Arrangement. I will monitor for reasonable productivity.

Remote Work Arrangement: ☐ Approved ☐ Not Approved

Supervisor Signature:

Date:

## Illinois Valley Community College Board Policy

Subject: **Budget**

Effective Date: **04/19/2011**

Last Reviewed: **04/14/2016**

Number: **04.01**

Last Revised: **04/11/2024**

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 three-year financial plan presented to the Board of Trustees. This financial plan will take into consideration both short-term and long-term financial obligations and goals of the College. 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.

Illinois Valley Community College Board Policy

Subject: **Tax Levy**

Effective Date: **04/19/2011**

Last Reviewed: **04/19/2011**

Number: **04.02a**

Last Revised: **04/11/2024**

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 (listed below) and will authorize the appropriate county and local officials to collect taxes on the College's behalf. The certified amounts will be sent to the County Clerks on or before the last Tuesday in December annually. The certificate shall be signed by the Chair and the Secretary of the Board of Trustees on the forms prescribed by law. The Certificate of Tax Levy also will be filed with the Illinois Community College Board (ICCB) by January 31 of each year.

**Tax Levy Funds:**

Education

Additional Education\*

Operations and Maintenance

Protection, Health and Safety

Audit

Tort

Social Security

**\*Additional Education Tax:**

In addition to other tax levies authorized by law, the Board of Trustees may levy an additional tax upon the taxable property of the District in any year in which the ICCB authorizes eligibility to do so. The additional tax may be used to increase the total taxing authority of the District to the most recently reported statewide average actual levy rate in cents per \$100 of equalized assessed valuation (EAV) for educational and operations and maintenance purposes, as certified by the ICCB. A letter of eligibility from the ICCB authorizing the additional tax rate shall be provided to the College President once it has been determined. The levy does not circumvent tax cap legislation.

The Board of Trustees, then, if it so wishes, may adopt a resolution annually, pursuant to the provisions of the Open Meetings Act, which expresses its intent to levy the additional tax, or a portion thereof, thereby giving voters an opportunity to request a referendum on the proposed additional levy. When resolution is accompanied by ICCB letter of eligibility, it shall provide the authority for the County Clerks to extend such a tax.

Within 10 days after adoption of such resolution, the College shall cause to be published the resolution in at least one or more newspapers published in the District. The publication of the resolution shall include a notice of (1) the specific number of voters required to sign a petition requesting that the proposition of the adoption of the resolution be submitted to the voters of the

district; (2) the time in which the petition must be filed; and (3) the date of the prospective referendum. A petition form shall be provided to any individual requesting one.

Illinois Valley Community College Board Policy

Subject: **Federal and State Funds**

Effective Date: **04/19/2011**

Last Reviewed: **04/19/2011**

Number: **04.02b**

Last Revised: **04/19/2011**

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.



Illinois Valley Community College Board Policy

Subject: **Funds from Private Sources**

Effective Date: **04/19/2011**

Last Reviewed: **04/14/2016**

Number: **04.02c**

Last Revised: **04/14/2016**

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 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.

Illinois Valley Community College Procedure

Subject: **Funds from Private Sources**

Effective Date: **04/19/2011**

Last Reviewed: **04/14/2016**

Number: **04.02c.00**

Last Revised: **04/14/2016**

All individuals or groups planning an external fund-raising effort must receive advance approval by the 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 Board Policy

Subject: **College Revenues/Institutional  
Advancement**  
Number: **04.02d**

Effective Date: **04/19/2011**  
Last Reviewed: **04/19/2011**  
Last Revised: **04/19/2011**

The 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.

Illinois Valley Community College Board Policy

Subject: **Authorization of Expenditures**

Effective Date: **04/19/2011**

Last Reviewed: **04/19/2011**

Number: **04.03a**

Last Revised: **04/19/2011**

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.

Illinois Valley Community College Board Policy

Subject: **Encumbrance and Expenditure  
of Funds**  
Number: **04.03b**

Effective Date: **04/19/2011**  
Last Reviewed: **04/19/2011**  
Last Revised: **04/19/2011**

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.

Illinois Valley Community College Board Policy

Subject: **Contract Authorization**

Effective Date: **04/19/2011**

Last Reviewed: **04/19/2011**

Number: **04.04**

Last Revised: **06/06/2024**

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 their designees for review, evaluation, and execution in the interest of efficient operations.

Contracts of less than five years duration, of less than \$25,000, 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 Vice President for Business Services and Finance or the President or their designee. Any contract signed with an unauthorized signature will not be deemed as a valid contract unless approved in advance by the Vice President for Business Services and Finance or the President. 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 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.

Illinois Valley Community College Board Policy

Subject: **College Indebtedness**

Effective Date: **04/19/2011**

Last Reviewed: **04/14/2016**

Number: **04.05**

Last Revised: **04/14/2016**

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

Illinois Valley Community College Board Policy

Subject: **Audits**

Effective Date: **04/19/2011**

Last Reviewed: **04/14/2016**

Number: **04.06**

Last Revised: **01/15/2025**

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 and/or the Vice President for Business Services and Finance will keep the Board informed of the financial condition of the College by providing monthly financial reports. The monthly reports will include:

- Financial Highlights
- Combined Balance Sheet for all funds
- Budget to Actual Statements for all funds
- Statement of Cash Flows
- Investment Status Reports for all investments
- Check register and schedule of checks greater than \$5,000.

Illinois Valley Community College Board Policy

Subject: **Inventories**

Effective Date: **04/19/2011**

Last Reviewed: **04/14/2016**

Number: **04.07**

Last Revised: **04/14/2016**

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.

Illinois Valley Community College Board Policy

|          |  |                 |                   |
|----------|--|-----------------|-------------------|
| Subject: | <b>Sale/Disposal of College Property</b> | Effective Date: | <b>04/19/2011</b> |
|          |  | Last Reviewed:  | <b>04/14/2016</b> |
| Number:  | <b>04.08</b>                             | Last Revised:   | <b>09/20/2021</b> |

Capital assets are defined as an individual item with an initial unit cost of \$5,000 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
6. Scrapped.

Illinois Valley Community College Procedure

Subject: **Sale/Disposal of College Property**

Effective Date: **04/19/2011**

Last Reviewed: **02/25/2016**

Number: **04.08.00**

Last Revised: **02/25/2016**

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.

[Links\Surplus Disposal Form\(1\).pdf](#)

Illinois Valley Community College Board Policy

Subject: **Fund Balance**

Effective Date: **04/19/2011**

Last Reviewed: **01/15/2025**

Number: **04.09**

Last Revised: **04/19/2011**

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.

Illinois Valley Community College Board Policy

Subject: **Insurance**

Effective Date: **04/19/2011**

Last Reviewed: **04/19/2011**

Number: **04.10**

Last Revised: **04/19/2011**

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.

Illinois Valley Community College Board Policy

Subject: **Purchasing**

Effective Date: **04/19/2011**

Number: **04.11**

Last Reviewed: **04/19/2011**

Last Revised: **04/19/2011**

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.



### Illinois Valley Community College Procedure

Subject: **Purchasing**

Effective Date: **04/19/2011**

Last Reviewed: **12/12/2019**

Number: **04.11.00**

Last Revised: **12/12/2019**

#### Price – Quoting Requirements

|                       |   |
|-----------------------|---|
| 0 - \$999.99          | One (1) or two (2) price inquiries  |
| \$1,000 - \$2,499.99  | Two (2) or three (3) Written or phone quotations noting quotes received in the requisition.                               |
| \$2,500 - \$24,999.99 | Two (2) or three (3) written quotes. Copy of quotes received shall be forwarded to the Director of Purchasing for review. |
| \$25,000 or more      | Authorization from the IVCC Board of Trustees   |

#### Approvals Needed on Requisitions

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

- **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 the amount of \$25,000 or more.

#### 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 in the amount of \$25,000 or more 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 in the amount of \$25,000 or more, 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 \$25,000 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 \$25,000 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 the amount of \$25,000 or more 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 the amount of \$25,000 or more 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 the amount of \$25,000 or more 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 in the amount of \$25,000 or more 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 the amount of \$25,000 or more 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.

Illinois Valley Community College Board Policy

Subject: **Bookstore**

Effective Date: **04/19/2011**

Last Reviewed: **02/25/2016**

Number: **04.12**

Last Revised: **02/25/2016**

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.

## Illinois Valley Community College Board Policy

Subject: **Investments**

Effective Date: **04/19/2011**

Last Reviewed: **03/29/2022**

Number: **04.13**

Last Revised: **08/15/2024**

### 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 following list is intended only as a summary and may not reflect all allowable investments:

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. in short-term obligations of corporations organized in the United States with assets exceeding \$500,000,000 if (i) such obligations are rated at the time of purchase at one of the 3 highest classifications established by at least 2 standard rating services and which mature not later than 270 days from the date of purchase, (ii) such purchases do not exceed 10% of the corporation's outstanding obligations, and (iii) no more than one-third of the public agency's funds may be invested in short-term obligations of corporations under this paragraph (3);
4. in obligations of corporations organized in the United States with assets exceeding \$500,000,000 if (i) such obligations are rated at the time of purchase at one of the 3 highest classifications established by at least 2 standard rating services and which mature more than 270 days but not later than 3 years from the date of purchase, (ii) such purchases do not exceed 10% of the corporation's outstanding obligations, and (iii) no more than one-third of the public agency's funds may be invested in obligations of corporations under this paragraph (4); or
5. Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraph (a) or (b) of this subsection and to agreements to repurchase such obligations;
6. Municipal bonds issued by a county, park district, sanitary district, or other municipal corporation, or bonds and other interest bearing obligations of the State of Illinois, or of any other state or of any political subdivision or agency of the State of Illinois or of any other state, whether the interest earned thereon is taxable or tax-exempt under federal law;
7. Collateralized repurchase agreements which conform to the requirements stated in 30 ILCS 235/2 (g) or (h) of the statutes.
8. The Illinois Public Treasurer's Investment Pool;
9. Illinois School District Liquid Asset Fund Plus

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 deposits in excess of FDIC insurable limits.

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 will be documented by an approved written agreement. This may be in the form of a safekeeping agreement, collateral agreement, pledge agreement, and/or other similar agreement(s).

Original certificates of deposits will be held by the originating bank.

### Safekeeping of Securities

Third party safekeeping is required for all securities. To protect against potential fraud or losses caused by collapse of individual securities dealers, all investment securities purchased by the College, including collateral on repurchase agreements, shall be held by the College or in safekeeping by the College's custodian bank or a third party bank trust department, acting as agent for the College under the terms of a custody or trustee agreement executed by the bank and by the College. The primary agent shall issue a safekeeping receipt to the College listing the specific instrument, rate, maturity, and other pertinent information.

All security transactions conducted by the custodian on behalf of the College are to be on a delivery-versus payment (DVP) only basis, to ensure that securities are deposited in an eligible custody account prior to the release of funds. Investment officials shall be bonded to protect the College against loss.

### Qualified Financial Institutions and Intermediaries

Depositories – Demand deposits

- Financial institutions for banking services must be institutions 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 reserves the right to use a competitive bidding process to select a financial institution if deemed necessary.
- 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.
- Fees for banking services and interest rates for deposits shall be mutually agreed to by an authorized representative of the depository bank and the College Treasurer on a bi-annual basis. Fees for services shall be substantiated by a monthly account analysis.
- All financial institutions acting as a depository for the College must enter into a “Depository Agreement”.

#### Banks and Savings and Loans – Certificates of Deposit and other deposits

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 or National Credit Union Association (NCUA) and willing and capable of posting required collateral or private insurance for funds in excess of the FDIC or NCUA 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, Financial Industry Regulatory Authority, 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
- Investment Advisory 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
- Investment Advisory 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.

Illinois Valley Community College Board Policy

Subject: **Ethics Resolution**

Effective Date: **04/19/2011**

Last Reviewed: **02/25/2016**

Number: **04.14**

Last Revised: **02/25/2016**

**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.

Illinois Valley Community College Procedure

Subject: **Ethics Resolution**

Effective Date: **04/19/2011**

Last Reviewed: **04/19/2011**

Number: **04.14.00**

Last Revised: **04/19/2011**

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.

Illinois Valley Community College Board Policy

Subject: **Conflict of Interest**

Effective Date: **04/19/2011**

Last Reviewed: **04/19/2011**

Number: **04.15**

Last Revised: **04/19/2011**

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.

Illinois Valley Community College Board Policy

Subject: **Copyright**

Effective Date: **04/19/2011**

Last Reviewed: **02/25/2016**

Number: **04.16**

Last Revised: **02/25/2016**

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.



## Illinois Valley Community College Procedure

Subject: **Copyright – Summary of Laws  
and Penalties**  
Number: **04.16.00**

Effective Date: **04/19/2011**  
Last Reviewed: **02/25/2016**  
Last Revised: **02/25/2016**

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.

Illinois Valley Community College Procedure

Subject: **Copyright – Classroom Use**

Effective Date: **04/19/2011**

Last Reviewed: **02/25/2016**

Number: **04.16.01**

Last Revised: **02/25/2016**

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 Xanadu; 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 Xanadu 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.

Illinois Valley Community College Procedure

|          |   |                 |                   |
|----------|---|-----------------|-------------------|
| Subject: | <b>Copyright – Outside of Classroom</b> | Effective Date: | <b>04/19/2011</b> |
|          |   | Last Reviewed:  | <b>02/25/2016</b> |
| Number:  | <b>04.16.02</b>                         | Last Revised:   | <b>02/25/2016</b> |

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:

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 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 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 Procedure

Subject: **Copyright – IVCC Servicemark**

Effective Date: **04/19/2011**

Last Reviewed: **02/25/2016**

Number: **04.16.03**

Last Revised: **02/25/2016**

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.

Illinois Valley Community College Board Policy

Subject: **Mileage Reimbursement**

Effective Date: **04/19/2011**

Last Reviewed: **04/19/2011**

Number: **04.17**

Last Revised: **04/19/2011**

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.

Illinois Valley Community College Board Policy

Subject: **Ownership of College  
Commissioned Works**  
Number: **04.18**

Effective Date: **04/19/2011**  
Last Reviewed: **04/19/2011**  
Last Revised: **04/19/2011**

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.



Illinois Valley Community College Board Policy

Subject: **Supplier Diversity**

Effective Date: **01/12/2017**

Last Reviewed: **01/12/2017**

Number: **04.19**

Last Revised: **01/12/2017**

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 contraction 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)

Illinois Valley Community College Board Policy

|          |   |                 |                   |
|----------|---|-----------------|-------------------|
| Subject: | <b>Transfers from Working Cash Fund</b> | Effective Date: | <b>01/12/2017</b> |
|          |   | Last Reviewed:  | <b>01/12/2017</b> |
| Number:  | <b>04.20</b>                            | Last Revised:   | <b>06/06/2024</b> |

As prescribed in Section 3-33.6 of the Illinois Public Community College Act (110 ILCS 805/3-33.6), monies in the Working Cash Fund may be used for any and all community college purposes and may be transferred 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.

Any community college district may also abolish its working cash fund upon the adoption of a resolution so providing and directing the transfer of any balance in such fund to the operating funds at the close of the then-current fiscal year or may abate its working cash fund upon the adoption of a resolution so providing and directing the transfer of part of the balance in such fund to the operating funds at any time. If a community college district elects to abolish or abate its working cash fund under this provision, it shall have the authority to increase or again create a working cash fund at any time in manner provided by Article III of the Illinois Public Community College Act.

Monies earned as interest from the investment of the working cash fund, or any portion thereof, may be transferred from the working cash fund to the educational fund or operations and maintenance fund of the district without any requirement of the repayment to the working cash fund, upon the authority of the board by separate resolution directing the Treasurer to make such transfer and stating the purpose therefor.

## Illinois Valley Community College Board Policy

Subject: **Institutional Planning**

Effective Date: **01/17/2012**

Last Reviewed: **05/09/2024**

Number: **05.01**

Last Revised: **11/14/2019**

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.

IVCC leaders set direction through formal, interrelated planning processes and through the formal committee structure. Formal planning processes include strategic planning, academic planning, financial planning (Budget Council), technology planning (Information Technology [IT] Strategic Plan), and Master Planning (facilities). The strategic planning process sets goals for a five-year period of time. Annually, departments will align these goals with their annual plans and operating budgets. The College's Budget Council determines funding for initiatives that meet the goals set out in the strategic and annual plans. The College updates the academic plan every three years. The facilities Master Plan is updated 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.

IVCC's committee structure, led by the Strategic Leadership and Planning Council (SLPC), 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 their charges within the context of the Mission, Vision, and Core Values and report the committees' progress. In addition to shepherding the strategic planning process, SLPC reviews department annual plans for alignment with the College's goals and objectives.

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.

Illinois Valley Community College Board Policy

Subject: **Learning Resources,  
Community Borrowers**  
Number: **05.02**

Effective Date: **01/17/2012**  
Last Reviewed: **04/14/2016**  
Last Revised: **01/17/2012**

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.

### Illinois Valley Community College Procedure

Subject: **Learning Resources,  
Community Borrowers**  
Number: **05.02.00**

Effective Date: **01/17/2016**  
Last Reviewed: **04/14/2016**  
Last Revised: **04/14/2016**

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.

Illinois Valley Community College Board Policy

Subject: **Records Retention**

Effective Date: **01/17/2012**

Last Reviewed: **04/14/2016**

Number: **05.03**

Last Revised: **01/17/2012**

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.

Illinois Valley Community College Procedure

Subject: **Records Retention**

Effective Date: **01/17/2012**

Last Reviewed: **04/14/2016**

Number: **05.03.00**

Last Revised: **01/17/2012**

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 recommended by the Illinois Secretary of State, Division of Archives and Records. An example of the Records Disposal Certificate follows.

Illinois Valley Community College Board Policy

Subject: **Use of Campus and Network  
Computing Resources**  
Number: **05.04**

Effective Date: **10/19/2010**  
Last Reviewed: **04/16/2016**  
Last Revised: **12/12/2024**

Illinois Valley Community College (IVCC) provides computing and network resources to students, faculty, and staff, and community/guest users. The resources are intended for educational purposes and 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 must use them in an effective, ethical and lawful manner, and in accordance with IVCC Administrative Procedures (05.04.00, 05.04.01, 05.04.02, and 05.04.03).

The College's technology resources, as well as the data entered, created, received, viewed, accessed, stored or transmitted via these resources, are considered College property. Exceptions to this include student-created work stored on network drives or cases covered under the Intellectual Property Rights agreement between the College and IFT Local 1810 (Article VI, A) or IVCC Board Policy 04.18 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: Understanding the limits and privileges associated with 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 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.

## Illinois Valley Community College Procedure

|          |  |                 |                   |
|----------|--|-----------------|-------------------|
| Subject: | <b>Acceptable Usage Guidelines for<br/>Computer and Internet Resources</b> | Effective Date: | <b>10/19/2010</b> |
|          |  | Last Reviewed:  | <b>04/14/2016</b> |
| Number:  | <b>05.04.00</b>  | Last Revised:   | <b>08/19/2024</b> |

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), or altering network configurations 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. Passwords should be changed frequently and must adhere to guidelines set by ITS, including complexity requirements. Users are not to leave a computer logged in and unattended in a public area or classroom.

#### **Use resources legally and ethically**

5. Users must adhere to all local, state, and federal laws governing the use of computer and telecommunications resources. Members of the College community are expected to respect these laws, as well as to observe and respect College rules and regulations. Unauthorized

copying, distribution, or usage of software, graphics, text files, music, video and other digital content is prohibited. This includes peer-to-peer and file sharing (see IVCC Board Policy 04.16 Copyright). Users are prohibited from transmitting fraudulent, harassing, or obscene messages and materials using college owned property and/or over the College's Network. 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 05.04.03].

6. Prohibited activities include, but not limited to: attempts to obscure the origin of a message or data; using College resources for personal financial gain or political activities; engaging in any activities that could damage the reputation of the College; and misrepresentation of personal opinion as the official stance of the College.
7. Incidental personal use of computing and network resources by employees is acceptable provided it does not interfere with job responsibilities, violate policies, or consume excessive network resources. (e.g. redirecting email to personal account; unsubscribing to listservs or commercial messages, etc.)

### **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 files and data College-owned or maintained computers and network equipment may be reviewed by authorized College personnel at any time for the purposes of investigating policy violations of Board Policy 05.04 or criminal activities. Users should not expect privacy regarding any material on the College's systems.
10. Employees may request ITS assistance in accessing, retrieving, or transferring their own files from their networked account. Department heads may also initiate such request for business-related purposes, excluding faculty-owned files.

### **Conserve and protect resources**

11. Non-academic use of campus computing resources that consume significant bandwidth (e.g., streaming, gaming, or social networking) may be restricted, particularly during peak hours. Employees are prohibited from accessing such sites during work hours unless job-related.
12. Users must not knowingly create, send or forward electronic chain letters, viruses, worms, or spam, or any other forms of malicious software.
13. All users are responsible for contributing to the protection of campus computing resources. Any observed security vulnerabilities should be promptly reported to ITS.

### **Observed Violations and Enforcement**

Violations of Board Policy 05.04 or its associated administrative procedure [05.04.00, 05.04.01, 05.04.02, and 05.04.03] should ultimately be reported to the Director of Human Resources. Reports may originate from students, lab employees, faculty members, or administrative staff. Alleged student violation will be referred to the Vice President for Student Services for consideration under the Student Code of Conduct. Alleged IVCC employee violation will be handled by the Vice President for Business Services and Finance, and the

Director of Human Resources, or the employee's immediate supervisor in accordance with the appropriate Administrative Procedures.

In cases where the consultation of the Director of ITS is required and determination is made that the violation is server or intentional, the user's account may be immediately disabled, bypassing the warning process. The issue will then be escalated to the Vice President for Student Services (student violation) or the Vice President for Business Services and Finance (employee violation) for further action.

ITS will fully cooperate 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>).

Illinois Valley Community College Procedure

Subject: **Bandwidth Shaping and White  
Listing Procedures**  
Number: **05.04.01**

Effective Date: **10/19/2010**  
Last Reviewed: **04/14/2016**  
Last Revised: **08/19/2024**

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](mailto:555@ivcc.edu) and a ticket will be created for tracking purposes.

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.

Illinois Valley Community College Procedure

Subject: **Email Retention and Release  
Guidelines**  
Number: **05.04.02**

Effective Date: **10/19/2010**  
Last Reviewed: **08/19/2024**  
Last Revised: **07/14/2022**

IVCC email is retained on active servers as required by applicable legal authority. 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.

Illinois Valley Community College Procedure

|          |  |                 |                   |
|----------|--|-----------------|-------------------|
| Subject: | <b>Discovery and Reporting<br/>Child Pornography and the<br/>Illinois Abused and Neglected Child<br/>Reporting Act (ANCRA)</b> | Effective Date: | <b>10/19/2010</b> |
|          |  | Last Reviewed:  | <b>04/14/2016</b> |
|          |  | Last Revised:   | <b>08/19/2024</b> |
| Number:  | <b>05.04.03</b>  |                 |                   |

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 Human Resources. The Director of Human Resources 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. 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 Human Resources 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.

Illinois Valley Community College Board Policy

Subject: **Use of Facilities and Equipment**

Effective Date: **01/17/2012**

Last Reviewed: **04/14/2016**

Number: **05.05**

Last Revised: **04/14/2016**

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.

## Illinois Valley Community College Procedure

Subject: **Use of Facilities and Equipment**

Effective Date: **01/17/2012**

Last Reviewed: **04/14/2016**

Number: **05.05.00**

Last Revised: **04/14/2016**

### **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.



Illinois Valley Community College Board Policy

Subject: **Americans with Disabilities Act**

Effective Date: **01/17/2012**

Last Reviewed: **01/17/2012**

Number: **06.01**

Last Revised: **01/17/2012**

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.

## Illinois Valley Community College Procedure

Subject: **Section 504 Grievance**

Effective Date: **09/01/2025**

Last Reviewed: **xx/xx/xxxx**

Number: **06.01.00**

Last Revised: **xx/xx/xxxx**

### SECTION 504 GRIEVANCE

It is the policy of Illinois Valley Community College (IVCC) not to discriminate on the basis of disability. IVCC has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Education's regulations implementing Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), as amended. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined in the office of Section 504 Coordinator, who has been designated to coordinate the efforts of IVCC to comply with Section 504.

Any person who believes they have been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for IVCC to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

#### Procedure

Grievances must be submitted to the Section 504 Coordinator within 30 calendar days of the date the person filing the grievance becomes aware of the alleged discriminatory action.

A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.

The Section 504 Coordinator (or designee) shall investigate the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records of IVCC relating to such grievances.

The Section 504 Coordinator will issue a written decision on the grievance no later than 30 days after its filing.

The person filing the grievance may appeal the Section 504 Coordinator's decision in writing to the Appeal Decision-Maker within 15 days of receiving the Section 504 Coordinator's decision. The Appeal Decision-Maker shall issue a written decision in response to the appeal no later than

30 days after its filing. The written decision issued by the Appeal Decision-Maker will be regarded as final.

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education, Office for Civil Rights.

IVCC will make appropriate arrangements to ensure that persons with disabilities are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing audio recorded material for the blind, or assuring a barrier-free location for the proceedings. The Section 504 Coordinator will be responsible for such arrangements.

**IVCC 504 Coordinator**

Vicki Trier, Ph.D.

Vice President for Academic Affairs

815-224-0405

[504Coordinator@ivcc.edu](mailto:504Coordinator@ivcc.edu)

**Appeal Decision-Maker**

Mark Grzybowski

Vice President for Student Services

815-224-0393

[504Coordinator@ivcc.edu](mailto:504Coordinator@ivcc.edu)

## Illinois Valley Community College Board Policy

Subject: **Animals on Campus**

Effective Date: **04/10/2015**

Last Reviewed: **04/14/2016**

Number: **06.02**

Last Revised: **10/21/2025**

It is the policy of Illinois Valley Community College to afford individuals with disabilities who require the assistance of a service animal, equal opportunity to access College property, courses, programs, and activities.

This policy complies with the Americans with Disabilities Act (ADA) of 1990 as amended; Section 504 of Rehabilitation Act of 1973; and applicable state and local law regarding service animals.

If you are an employee requesting a service animal as a reasonable accommodation, please contact the Human Resources Office (815)224-0462. Students or guests to the College should review the policy below and the institutional procedure.

### **Service Animal Defined**

For purposes of this policy, Illinois Valley Community College uses the [definition](#) outlined by the Americans with Disabilities Act (ADA) for service animal, which includes any dog that has been individually trained to do work or perform tasks for an individual with a disability. Service animals are working animals, not pets. The work or task a service animal has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA or this policy. In addition, the ADA's revised regulations have a separate provision regarding miniature horses that meet specific requirements and have been individually trained to do work or perform tasks for people with disabilities.

### **Where Service Animals Are Allowed**

Generally, owners of service animals are permitted to be accompanied by their service animal in all areas of the College's facilities and programs where the owner is allowed to go. Such areas include public areas, public events, classrooms, and other areas where College programs or activities are held.

A service animal may be restricted from specific areas of the College when (1) it would fundamentally alter a program or (2) the College has legitimate safety concerns and/or consistent with other College policies, state, and/or federal laws/regulations. Examples of these areas include but are not limited to:

- Food preparation areas;
- Research facilities/grounds and laboratories;

- Medically sensitive patient and clinic areas; and
- Biologically sensitive or hazardous locations.

If a service animal is restricted from certain areas, the Center for Accessibility and Neurodiversity (CAN) assists in evaluating and providing reasonable accommodations for the student.

### **Removal of Service Animals**

College personnel may only ask service animal owners to remove their service animal from College premises or from the immediate area under the following circumstances:

- If the service animal is not housebroken; or
- If the service animal is not under the owner's direct control or the service animal is disturbing or disrupting the normal administrative, academic, or programmatic routine. However, the owner must first be given an opportunity to get the animal under control. If the disruption or disturbance continues, then the owner may be asked to remove the animal; or
- If the presence, behavior, or actions of the service animal constitutes an immediate risk or danger to people or property, the owner can be asked to immediately remove the animal and 911 (emergency assistance) may be contacted.

If asked to remove the service animal, the owner must be offered the opportunity to return to the College premises or the immediate area without the service animal and be provided with reasonable assistance at that time to participate in the College's services or programs.

Additional information related to assessing service animal status, owner responsibilities, and other resources can be found in Institutional Procedure 06.02.00 Animals on Campus.

No other animals other than service animals will be allowed on campus unless approved by the Vice President for Business Services and Finance or Director of Facilities in accordance with institutional procedures. Those in violation of this policy may be subject to disciplinary action.

## Illinois Valley Community College Procedure

Subject: **Animals on Campus**

Effective Date: **11/09/2023**

Last Reviewed:

Number: **06.02.00**

Last Revised: **10/21/2025**

In alignment with Board Policy 06.02 Animals on Campus, it is the policy of Illinois Valley Community College to afford individuals with disabilities who require the assistance of a service animal, equal opportunity to access College property, courses, programs, and activities.

### **Assessing Service Animal Status**

#### Permitted Inquiries

College personnel must permit service animal access to property, events and/or activities with its owner when it is readily apparent that the animal is trained to do work or perform tasks for its owner. Examples include (1) a service animal guiding an individual who is blind or has low vision, (2) pulling an individual's wheelchair, or (3) providing assistance with stability or balance to an individual.

If the need for the service animal is not apparent, College personnel may only ask the following of service animal owners:

- Is the service animal required because of a disability; and
- What work or task has the animal been trained to perform?

If the owner states that the animal is required because of a disability and that the animal has been trained to do work or a task for the owner, then the service animal must be admitted. If there is any doubt that an animal is a service animal, College personnel should admit the animal and then consult with the Center for Accessibility and Neurodiversity and/or the College ADA Coordinator regarding future access.

College personnel may not ask about the nature of the owner's disability or request medical documentation of disability and/or medical/mental health condition. Owners are not required to possess or provide any special registration, identification card, license, or other documentation that the animal is a service animal, or to demonstrate the animal's ability to perform work or tasks.

### **College Assistance**

Service animal owners are not required to register their service animal with the College. However, the student can voluntarily register with the Center for Accessibility and Neurodiversity, if interested. Having a service animal voluntarily registered could assist the College if any problems

arise an owner needs assistance with, or an emergency situation occurs, and emergency personnel need to be notified of where the service animal might be located in the case of an evacuation.

It is also recommended, but not required, that the service animal wear a specific identification tag, vest, or specific harness identifying them as a service animal.

### **Service Animal Owner's Responsibilities**

Service animal owners are responsible for complying with the following:

- Federal, State, County and/or city ordinances relating to animal owner responsibilities, including any required registrations and/or vaccinations;
- Keeping the service animal under the owner's direct control at all times, such as by a harness, leash, or other tether; however, if the use of a harness, leash, or other tether interferes with the service animal's safe, effective performance of work or tasks, or if the owner's disability prevents the use of such devices, then the service animal must be under the owner's control through voice control, signals, or other effective means;
- Ensuring the service animal does not disturb or disrupt normal academic or administrative functions;
- Immediately cleaning up after the service animal and properly disposing of the service animal's waste or other debris (College personnel are not required to provide care or food for a service animal);
- Preventing the service animal from entering any pond, fountain, or stream located on College premises; and
- Being responsible for damage or injury caused by the service animal.

### **Addressing Issues and/or Concerns**

Illinois Valley Community College is committed to a prompt and effective resolution of any issues or concerns regarding service animals. If the Owner has a concern, the Owner should contact the Coordinator for the Center for Accessibility and Neurodiversity.

Concerned College personnel or students should contact the Center for Accessibility and Neurodiversity in the following situations:

- If any questions or concerns arise relating to service animals;
- If you have an allergy or other medical condition that makes spending time in the same room or facility with a service dog difficult or dangerous;
- If any service animal is out of control, or an owner is mistreating their service animal

### **Emotional Support Animals**

Emotional support animals, recognized under the Fair Housing Act, provide comfort to individuals within their residence but are not service animals under Title II and Title III of the ADA and are generally not permitted on campus. Such non-service animals, however, can be used in unique circumstances to ameliorate stress for people with disabilities in public settings, but are not guaranteed access to public areas under the law, and if allowed on campus may be restricted to designated areas. The College may ask the individual for documentation of the disability to evaluate the request.

### **Requests**

Students who wish to request permission to have a non-service animal on campus must meet with the Center for Accessibility and Neurodiversity prior to bringing any animal on campus. Students may contact (815) 224-0284 for additional information and to schedule an appointment.

Employees should contact Human Resources (815) 224-0462 to request a reasonable work accommodation.

Campus guests and partners who wish to request permission to have a non-service animal on campus must get approval through Facilities (as part of the room reservation process) prior to bringing any service animal on campus.

Laws and resources referenced include the Illinois Attorney General's Office, as well as state laws and local ordinances. More specific information related to the state laws referenced can be obtained by contacting the Center for Accessibility and Neurodiversity.



Illinois Valley Community College Board Policy

Subject: **Campus Crime Awareness**

Effective Date: **01/17/2012**

Last Reviewed: **02/26/2016**

Number: **06.03**

Last Revised: **02/26/2016**

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 Board Policy

Subject: **Concealed Carry and Weapons**

Effective Date: **04/10/2015**

Last Reviewed: **02/25/2016**

Number: **06.04**

Last Revised: **02/25/2016**

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.

Illinois Valley Community College Procedure

Subject: **Concealed Carry and Weapons**

Effective Date: **04/10/2015**

Last Reviewed: **02/26/2016**

Number: **06.04.00**

Last Revised: **02/16/2016**

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 Board Policy

Subject: **Drug-Free Workplace**

Effective Date: **01/17/2012**

Last Reviewed: **05/14/2020**

Number: **06.05**

Last Revised: **11/14/2024**

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. While the use of marijuana (cannabis) is allowed in Illinois under the Cannabis Regulation and Tax 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. 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, cannabis, or controlled substances 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 06.17 Alcoholic Beverage Sales). 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.

Illinois Valley Community College Board Policy

|          |                                       |                 |                   |
|----------|---------------------------------------|-----------------|-------------------|
| Subject: | <b>Employee Exposure Control Plan</b> | Effective Date: | <b>01/17/2012</b> |
|          |                                       | Last Reviewed:  | <b>04/14/2016</b> |
| Number:  | <b>06.06</b>                          | Last Revised:   | <b>04/14/2016</b> |

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.



Illinois Valley Community College Board Policy

Subject: **Cannabis**

Effective Date: **04/10/2015**

Last Reviewed: **05/14/2020**

Number: **06.07**

Last Revised: **05/14/2020**

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 marijuana (cannabis) is allowed in Illinois under the Cannabis Regulation and Tax Act, no person shall use 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.

## Illinois Valley Community College Procedure

Subject: **Cannabis**

Effective Date: **04/10/2015**

Last Reviewed: **05/14/2020**

Number: **06.07.00**

Last Revised: **05/14/2020**

### 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.

“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 prohibited under the Federal Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act of 1989 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 cannabis, federal laws prohibit marijuana use, possession, and/or cultivation at educational institutions and on the premises of all recipients of Federal Funds.

### 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 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 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 cannabis. • 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.

#### 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 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 Board Policy

Subject: **Naming Rights**

Effective Date: **07/19/2011**

Last Reviewed: **04/14/2016**

Number: **06.08**

Last Revised: **08/19/2025**

Illinois Valley Community College receives funding from a variety of sources, primarily tuition, local government, the State of Illinois and federal grant programs. IVCC may rely 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 at identified levels or who have provided extraordinary service to the College will be considered for recognition. In some cases, the College may honor a donor by placing their name on a room, area or building on IVCC's campus, in accordance with Institutional Procedure 06.08.00 Naming Rights. 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

### Illinois Valley Community College Procedure

Subject: **Naming Rights**

Effective Date: **07/19/2011**

Last Reviewed: **04/14/2016**

Number: **06.08.00**

Last Revised: **08/19/2025**

When a monetary gift is received by the Foundation, 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, when applicable.
- 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**

|                                    |                     |
|------------------------------------|---------------------|
| Naming of Building                 | \$1 million         |
| Naming of wing, large area, or gym | \$250,000           |
| Labs                               | \$100,000-\$250,000 |

|   |           |
|---|-----------|
| Conference Rooms, Fitness Center              | \$100,000 |
| Classrooms, lobby areas, meeting rooms, cafe  | \$50,000  |
| Departmental Offices, small designated spaces | \$25,000  |

Naming opportunities will be solicited by the College President, Executive Director of the Foundation, and in some instances, select IVCC and Foundation Board representatives. 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 may recognize individuals and corporations making contributions of less than the minimum level (\$25,000) in publications, in printed programs for special events, donor walls, and in some circumstances, a plaque near the area that benefited from the donor's gift. Permission may be granted for naming smaller areas, including faculty offices, classrooms accommodating fewer than 50 students, or naming spaces at other locations, with approval of the Board of Trustees at a level that is consistent based on the unique nature and location of a given space.

Illinois Valley Community College Board Policy

Subject: **Parking and Traffic Control**

Effective Date: **01/17/2012**

Last Reviewed: **04/14/2016**

Number: **06.09**

Last Revised: **04/14/2016**

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

Illinois Valley Community College Procedure

Subject: **Parking and Traffic Control**

Effective Date: **01/17/2012**

Last Reviewed: **04/10/2015**

Number: **06.09.00**

Last Revised: **04/10/2015**

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 re-leased.

#### 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>. 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.





Illinois Valley Community College Board Policy

Subject: **Prevailing Wage**

Effective Date: **01/17/2012**

Last Reviewed: **01/17/2012**

Number: **06.10**

Last Revised: **08/15/2024**

In order to be in compliance with the Prevailing Wage Act, the Board will require that prevailing wages be paid, as investigated and ascertained by the Illinois Department of Labor for any public works project at the College.

Illinois Valley Community College Board Policy

Subject: **Search and Seizure**

Effective Date: **01/17/2012**

Last Reviewed: **01/17/2012**

Number: **06.11**

Last Revised: **01/17/2012**

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: **01/17/2012**

Last Reviewed: **02/26/2016**

Number: **06.12**

Last Revised: **02/26/2016**

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 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 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 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.

Illinois Valley Community College Board Policy

Subject: **Smoking/Tobacco Use**

Effective Date: **01/17/2012**

Last Reviewed: **04/15/2015**

Number: **06.14**

Last Revised: **04/15/2015**

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.

### Illinois Valley Community College Procedure

Subject: **Smoking/Tobacco Use**

Effective Date: **01/17/2012**

Last Reviewed: **02/26/2016**

Number: **06.14.00**

Last Revised: **02/26/2016**

#### 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 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**

Effective Date: **01/17/2012**

Last Reviewed: **02/26/2016**

Number: **06.15**

Last Revised: **10/21/2025**

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.

IVCC’s affirms a commitment to a more sustainable way of living through environmental stewardship, education, and service.

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 and 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.

## Illinois Valley Community College Board Policy

Subject: **Bicycles, Skateboards, and  
Hoverboards on Campus**

Number: **06.16**

Effective Date: **10/15/2013**

Last Reviewed: **04/14/2016**

Last Revised: **10/10/2024**

Bicycles (including electric), skateboards, in-line skates, roller skates, and scooters are allowed on the IVCC campus within the following guidelines:

Walkways: Use of bicycles (including electric), 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 (including electric), 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 (including electric), 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 (including electric) 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: **01/12/2017**

Last Reviewed: **01/12/2017**

Number: **06.17**

Last Revised: **01/12/2017**

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.

### Illinois Valley Community College Board Policy

|          |   |                 |                   |
|----------|---|-----------------|-------------------|
| Subject: | <b>Use of Unmanned Aerial Vehicles (UAVs) or Drones</b> | Effective Date: | <b>01/11/2018</b> |
|          |   | Last Reviewed:  | <b>01/11/2018</b> |
| Number:  | <b>06.18</b>  | Last Revised:   | <b>10/21/2025</b> |

The Board of Trustees of Illinois Valley Community College recognizes the Unmanned Aerial Vehicles (UAVs) or including but not limited to drones are a technology with the potential for use in multiple areas that would benefit the College and its students. Those areas include, but are not limited to, educational purposes, law enforcement, and maintenance of facilities.

The use of UAVs brings various issues including State, federal, and local legal compliance issues as well as liability issues on the part of the College.

It is the policy of the College that all UAVs operated on College property shall be:

- registered as required by local, State, and federal legislation;
- registered with the College;
- appropriately insured; and
- operated safely and in compliance with all State, federal, and local legislation as well as all College policies and procedures.

#### **Internal UAV Usage**

Operations of UAVs by faculty or other employees may be used as part of an educational activity or lesson. The person operating the UAV must ensure the device is registered, insured, and operated appropriately. The person operating the UAV must request permission to use the device through the Vice President of Business Services and Finance and provide proof of applicable registration and insurance. They will also notify Campus Security a minimum of a week prior to the scheduled activity. Details on the locations, times, and purpose of the activity must be provided at the time of the request.

#### **External UAV Usage**

Operation of UAVs on College property that are not owned by the College or operated on behalf of the College is not permitted without specific advance authorization from the Vice President of Business Services or the Director of Facilities. Requests should be made a minimum of two weeks in advance of the event and proof of applicable registration must be supplied at the time of the request. Details on the locations, times, and purpose of the activity must be provided at the time of the request.

In the case of usage by law enforcement, the activity should be communicated with the Vice President of Business Services and Finance as soon as reasonably possible.

The College reserves the right to ask for additional information related to the usage of the UAV and to terminate any usage that has the potential for a safety risk.



Illinois Valley Community College Board Policy

|          |                                      |                 |                   |
|----------|--------------------------------------|-----------------|-------------------|
| Subject: | <b>Chronic Communicable Diseases</b> | Effective Date: | <b>10/19/2010</b> |
|          |                                      | Last Reviewed:  | <b>01/14/2021</b> |
| Number:  | <b>06.19</b>                         | Last Revised:   | <b>11/09/2023</b> |

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 Centers for Disease Control and Prevention (CDC) 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 follow all recommendations as set forth by the CDC and/or the Illinois Department of Public Health.

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.

Illinois Valley Community College Procedure

Subject: **Chronic Communicable Diseases**

Effective Date: **11/09/2023**

Number: **6.19.00**

Last Reviewed:

Last Revised:

The College will follow the guidelines and/or recommendations of the Centers for Disease Control and Prevention and/or the Illinois Department of Public Health in carrying out procedures related to chronic communicable diseases.

Students with Chronic Communicable Diseases

Students who know they have a chronic communicable disease have the obligation to inform the 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 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 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 and or handling contaminated wastes, shall follow the appropriate guidelines established by the Center of Disease Control.

Illinois Valley Community College Board Policy

Subject: **Name Options for Students and  
Employees**

Effective Date: **12/12/2024**

Last Reviewed:

Last Revised:

Number: **06.20**

IVCC is committed to fostering an inclusive campus environment where all students and employees feel safe and respected in regards to their self-expression. Members of the IVCC community may choose to utilize a chosen name that differs from their legal name to identify themselves where technically feasible, except when an individual's legal name is required by law, policy, or business needs.

For more information regarding IVCC's chosen or preferred name procedures, please reference Illinois Valley Community College Procedure 06.20.00 Name Options for Students and Employees.

## Illinois Valley Community College Procedure

Subject: **Name Options for Students and Employees**  
Number: **06.20.00**

Effective Date: **12/12/2024**  
Last Reviewed:  
Last Revised:

Illinois Valley Community College defines each of the following name types:

- Legal Name: The name recorded on official/legal identification, such as driver's license, social security, or any other official government-issued identification card.
- Chosen Name: The name a member of the IVCC community wishes to be referred and that is different from the legal name.
- Preferred Name: The name used for correspondence from IVCC, including mail.

### Expectations for Chosen Names:

Chosen names are used in situations where the legal name is not preferred to be used in verbal or written communication. Using a person's chosen name, when provided, is essential to respecting the individual. The reason for the choice of name is individual and is not for the institution to question but there are parameters for these situations.

- Name is not used for purposes of misrepresentation, fraud, or illegal purposes.
- Names may only contain alphabetic characters.
- Name does not contain foul or inappropriate language.
- IVCC reserves the right, in limited circumstances, to deny requests for Chosen Names or Preferred Names. Individuals whose requests are denied will have their name reverted to the Legal Name on file and will receive communication with further instructions and details. Appeals will be referred to the Vice President of Student Services.

### How to Provide a Chosen and/or Preferred Name:

- New Employees:
  - Employees will receive a form during onboarding to provide HR with their Legal, Chosen, and Preferred Names
- Existing Employees:
  - Contact HR for the form
    - Employee information cannot be updated in the Records Office, please see HR or follow the Self-Service procedure laid out below
- New Students:
  - At the time of application
- Existing Students:
  - Contact Admission and Records Office

The following naming conventions are listed in order below with Legal Name taking precedence, followed by Chosen Name, and Preferred Name. In the absence of a Preferred Name, Legal Name will be utilized.

Employee and/or Student Legal Name will be displayed in the following areas:

- Admission applications, including the limited admissions program and international students
- Official and unofficial transcripts, including grade reports
- Student Account Statements/Refunds/Checks/Payment Plans
- Employment documents-including payroll records and tax documents
- Financial aid documents, records, and processes
- Scholarship documents and records
- Reporting to state and federal agencies
- Official lists of students made available to the public

Employee and/or Student Chosen Name will be displayed in the following areas:

- IVCC Self-Service
  - Advising
- IVCC's Learning Management System
  - Class Roster
  - Grading
- Email address and naming associated with the email
- Library Information System
- Academic Support Appointment and sign-in systems

Employee and/or Student Preferred Name will be displayed in the following areas:

- Mail correspondence, with the exception of items that have been listed above

Employee and/or Students can select the name (Legal, Chosen, or Preferred) that will be displayed on the following items:

- IVCC ID Card (Front)
- Diploma

Illinois Valley Community College Board Policy

|          |   |                 |                   |
|----------|---|-----------------|-------------------|
| Subject: | <b>Non-Discrimination/Anti-Harassment</b> | Effective Date: | <b>03/19/2025</b> |
| Number:  | <b>06.21</b>                              | Last Reviewed:  |                   |
|          |   | Last Revised:   |                   |

Illinois Valley Community College (the College) is committed to a work environment in which all individuals are treated with respect and dignity. Faculty, staff and students have a right to work and learn in an atmosphere that promotes equal opportunity and prohibits unlawful discriminatory practices, including harassment.

As an open-access institution, the College is committed to serving our entire community in an equitable manner and is committed to providing a safe and respectful environment. The College complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Equal Protection Clause of the United States Constitution, and other relevant state and federal laws and prohibits discrimination and harassment based on race, traits of race, color, or national origin as outlined in the Dear Colleague letter dated February 14, 2025.

In addition, the College prohibits discrimination based on sex, age, religion, ancestry, physical or mental disability, association with a person with a disability, marital status, military status, sexual orientation, gender identity, gender-related identity and expression, sex stereotypes, sex characteristics, pregnancy or related conditions, parental status, order of protection status, unfavorable discharge from military service, work authorization status, citizenship status, or any other basis of discrimination precluded by applicable federal and state statutes, or acts or threats of violence from students, employees, elected officials, volunteers, or third parties including visitors, vendors, consultants and contractors.

Any individual who feels that they have been discriminated against is encouraged to report this behavior to the Human Resources Department, Title IX Coordinator as outlined in Board Policy 06.22 Prohibiting Sex-Based Misconduct or to the College Legal Counsel.

## Illinois Valley Community College Board Policy

Subject: **Prohibiting Sex-Based Misconduct**

Effective Date: **03/19/2025**

Number: **06.22**

Last Reviewed:

Last Revised:

### I. Policy Statement

Illinois Valley Community College (IVCC) is committed to maintaining a safe and healthy educational and employment environment that is free from harassment and other forms of discrimination based on sex, sexual orientation, gender-related identity and expression, pregnancy, and other protected characteristics related to sex under federal, state, or local law. The College prohibits all forms of sex-based misconduct, including, but not limited to, sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. The College also prohibits discrimination and harassment based on protected characteristics under Board Policy 06.21 Non-Discrimination and Anti-Harassment.

It is the policy of IVCC to comply with Title IX of the Education Amendments of 1972 ("Title IX"), the Violence Against Women Reauthorization Act ("VAWA"), Title VII of the Civil Rights Act of 1964 ("Title VII"), the Illinois Human Rights Act, the Jeanne Clery Campus Safety Act ("Clery Act"), the Preventing Sexual Violence in Higher Education Act, and all other applicable laws and local ordinances regarding unlawful sex-based discrimination, harassment or other misconduct.

Employees or students found to have engaged in prohibited misconduct will be subject to disciplinary action, up to and including, termination and/or expulsion from the College. Contractors, visitors, and any other third parties found to have engaged in prohibited misconduct will be addressed in accordance with the authority of the College in the context of the relationship of the third-party to the College.

### II. Title IX Compliance

As required under Title IX and its implementing regulations, the College does not discriminate on the basis of sex and prohibits sex discrimination in the education programs and activities that it operates. This requirement not to discriminate extends to admissions and employment.

The College has designated the Vice President for Student Services as the Title IX Coordinator, who is responsible for coordinating the College's efforts to comply with its responsibilities under Title IX. Inquiries about the application of Title IX and 34 C.F.R. Part 106 may be directed to the College's Title IX Coordinator(s), the Assistant Secretary for Civil Rights at the United States Department of Education, or both.

### III. Retaliation Prohibited

Retaliation, including intimidation, threats, coercion, adverse educational or employment actions, or discrimination against any person because they have, in good faith, reported or disclosed alleged discrimination, filed a complaint, or otherwise participated or declined to participate in an investigation into allegations of discrimination, is strictly prohibited.



#### IV. Implementing Procedures

The College will establish, maintain and publish procedures implementing this Policy, which set forth:

- The application and scope of the College's prohibition on sex-based misconduct;
- Definitions of prohibited conduct and a definition of consent;
- Responsibilities of and contact information for the College's Title IX Coordinator and the Director of Human Resources;
- Rights and options for assistance by the College, law enforcement, a medical facility, or a crisis center, following an incident of sex-based misconduct;
- Procedures for reporting and confidentially disclosing alleged sex-based misconduct, including a mechanism for reporting and independent review of allegations against an elected official as required by the State Employees and Officials Ethics Act;
- Responsibilities of College employees with regard to reporting, forwarding, and/or keeping confidential allegations of discrimination, as applicable;
- The College's response to reports of alleged sex-based misconduct;
- The College's grievance process for complaints alleging Title IX sexual harassment and/or alleging sexual violence, domestic violence, dating violence, or stalking;
- Potential sanctions that may be imposed following the implementation of the College's grievance procedures and limits on those sanctions;
- Prevention and education programming provided to College students; and
- Training and education provided to the Title IX Coordinator, Deputy Title IX Coordinators, campus security, and anyone else involved in the receipt of reports of, responding to, investigating or adjudicating alleged incidents of sexual discrimination, harassment or other sex-based misconduct, or involved in the referral or provision of services to survivors.

Illinois Valley Community College Board Policy

Subject: **Children on Campus**

Effective Date: **8/19/2025**

Number: **06.23**

Last Reviewed:

Last Revised:

Illinois Valley Community College is committed to providing a positive and safe environment conducive to teaching, learning, and other college business for students and the community. All persons visiting the campus are expected to conduct themselves in accordance with standards of the College, and to comply with campus rules, city and county ordinances, appropriate educational code sections, and state laws.

Visitors are welcome at all public meetings held at College facilities. However, children under the age of 16 are not allowed on campus or extension sites unless accompanied by a parent or guardian, except when the child is enrolled in IVCC courses or participating in IVCC approved events. Children under 16 should be accompanied to and from their location by a parent or by an IVCC staff member, as designated.

Children, relatives, or friends of students or employees are not allowed to accompany students (or employees) in labs, computer labs, testing facilities, or other areas where their presence may pose a distraction or safety concern. Children are not allowed to be left unattended in hallways or other campus spaces.

Report an unattended/unauthorized minor child under the age of 16 to Campus Security. Campus Security will try to locate the parent or guardian. If unsuccessful, Campus Security will refer the child to the Department of Children and Family Services (DCFS) or refer to the local police, depending on the circumstances (e.g. child's age, address, behavior, etc.) in accordance with state law (705 ILCS 405/2-3).

Illinois Valley Community College Board Policy

Subject: **Hazing Prevention**

Effective Date: **09/16/2025**

Number: **06.24**

Last Reviewed: **xx/xx/xxxx**

Last Revised: **xx/xx/xxxx**

IVCC is committed to maintaining a safe and healthy educational and employment environment for everyone and does not tolerate hazing by any group or individual affiliated with the College. Hazing poses significant risks to individuals and communities, leading to severe physical, emotional and psychological harm. It often involves activities that humiliate, degrade or endanger participants, creating a toxic environment that undermines trust and respect. Hazing can interfere with academic performance and social relationships, fostering a culture of fear and exclusion.

**Definition**

Hazing is defined by the Student Code of Conduct as any activity that might inflict or intend to cause physical or mental harm or anxieties; that may demean, degrade or disgrace any person, regardless of location, intent or consent of participants. The intent of the act or the consent or the cooperation of the hazing recipient shall not constitute a defense of hazing. The College or the hazing recipient may charge an individual and/or the recognized student organization with responsibility for the hazing act(s) committed either online or on or off campus.

Hazing includes but is not limited to:

- Whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body or similar activity;
- Causing, coercing or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics or other similar activity;
- Causing, coercing or otherwise inducing another person to consume food, liquid, alcohol, drugs or other substances;
- Causing, coercing or otherwise inducing another person to perform sexual acts;
- Any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
- Any activity against another person that includes a criminal violation of local, state, tribal or federal law; and
- Any activity that induces, causes or requires another person to perform a duty or task that involves a criminal violation of local, state, tribal or federal law.

Hazing is a form of harassment and/or humiliation that can have a lasting emotional impact on individual members of a group and can even escalate into violent behaviors. Hazing is illegal in Illinois (720 ILCS 5/12C-50) and is contrary to our core values. Because of the socially coercive nature of hazing, implied or expressed consent by anyone to hazing is not a defense under this policy.

## Illinois Valley Community College Procedure

Subject: **Hazing Prevention**

Effective Date: **09/16/2025**

Last Reviewed: **xx/xx/xxxx**

Number: **06.24.00**

Last Revised: **xx/xx/xxxx**

### **Reporting and Disciplinary Action**

A student who believes they have experienced hazing or believes that another student has experienced hazing should immediately report the alleged acts to Vice President for Student Services or to the Campus Security Department using the contact information below.

An IVCC employee who suspects or receives notice that a student or group of students has or may have experienced hazing, regardless of when or where the incident occurred, shall immediately notify the Vice President for Student Services or to the Campus Security Department using the contact information below.

Students found responsible for hazing can be sanctioned for their actions through the Student Code of Conduct. Student conduct sanctions include a range of penalties, including, but not limited to, college suspension or expulsion. Employees found responsible for participating in or failing to report hazing activities will be subject to disciplinary action as outlined by the employee handbook, Board Policy, and/or applicable collective bargaining agreements.

A student group or team will be responsible for the actions and conduct of its members when one or more of its members, acting in the capacity of their membership, engage in hazing. Student organizations, groups or teams found in violation will be subject to student conduct procedures and sanctions in the same manner as individual students. Additionally, hazing can violate criminal and/or civil law. In the state of Illinois, hazing is classified as a Class A misdemeanor, except in the situation where hazing results in death or great bodily harm; it is then considered a Class 4 felony.

Incidents of hazing shall be included in the College's annual security report and published in a Campus Hazing Transparency Report in accordance with the Stop Campus Hazing Act federal law. If any incidents of hazing have been reported, this report will be located on this page.

### **Resources and Training**

Initial hazing prevention and awareness training will be provided to all students each semester through campus communications. Campus-wide hazing prevention and awareness training will also be provided to employees, student organizations, groups, and athletic teams on an ongoing basis.

Note: resources

[StopHazing](#)

[Hazing Prevention Network](#)

[University of Virginia's Gordie Center](#)

[Timothy J. Piazza Center for Fraternity and Sorority Research](#)

[Clery Center](#)