

BOARD POLICY MANUAL



WAUBONSEE
COMMUNITY COLLEGE

Where futures take shape

Approved: April 29, 2021

Table of Contents

1.000.00 **Organization of the Board of Trustees**

1.050.00 **Duties and Powers of the Board**

- 1.050.01 Officers of the Board
- 1.050.02 Treasurer of the Board
- 1.050.03 Student Representative Serving as Board Member
- 1.050.04 Committee Appointments
- 1.050.05 Standards of Practice

1.100.00 **Meetings**

- 1.100.01 Regular Board Meetings
- 1.100.02 Agenda
- 1.100.03 Board Minutes
- 1.100.04 Rules of Order
- 1.100.05 Public Comment at Board Meetings
- 1.100.06 Remote Attendance

1.150.00 **Voting**

- 1.150.01 Voting
- 1.150.02 Quorum - Majority Vote

1.200.00 **Policy Formation and Dissemination**

- 1.200.01 Policy and Procedure
- 1.200.02 Policy Formation
- 1.200.03 Policy Classification
- 1.200.04 Adoption Dates
- 1.200.05 Distribution of Policy Manuals

2.000.00 **Finance**

2.050.00 **Fiscal Management**

- 2.050.01 Annual Budget
- 2.050.02 Resource Priorities
- 2.050.03 Board Support of Activities
- 2.050.04 Investment of College Funds
- 2.050.05 Distribution of Revenue Produced by Equipment Use
- 2.050.06 Purchasing
- 2.050.07 Administrative Pre-Payment of Payroll
- 2.050.08 Business Enterprise Program

- 2.100.00** **Resource Acquisition**
- 2.100.01 Grants
- 2.100.02 Fundraising By Student and Other College Organizations
- 2.100.03 Unassigned
- 2.100.04 Commemorative Opportunities

- 2.200.00** **Tuition and Fees**
- 2.200.01 Student Tuition and Fees
- 2.200.02 Senior Citizen Tuition-Free Credit Courses
- 2.200.03 Tuition Refunds
- 2.200.04 Cooperative Agreements

3.000.00 **Operations**

- 3.050.00** **Information Management**
- 3.050.01 Providing Information to Agencies
- 3.050.02 Release of Personal and Private Information
- 3.050.03 Unassigned
- 3.050.04 Information Security

- 3.100.00** **Tobacco, Alcohol and Drugs**
- 3.100.01 Drugs and Alcohol
- 3.100.02 Smoking and Tobacco

- 3.150.00** **Emergency Preparedness and Security**
- 3.150.01 Campus Security
- 3.150.02 Communicable Diseases

- 3.170.00** **Harassment, Sexual Harassment, Discrimination and Sexual Misconduct**
- 3.170.01 Harassment, Sexual Harassment, Discrimination and Sexual Misconduct

- 3.200.00** **Facility and Property Usage**
- 3.200.01 Use of College Facilities and Services
- 3.200.02 Inappropriate Use of College Property, Services and Facilities
- 3.200.03 College Equipment Use for College Related Activities
- 3.200.04 Bulletin Boards
- 3.200.05 Library

- 3.250.00** **Solicitation**
- 3.250.01 Solicitation

- 3.300.00** **Copyright**
- 3.300.01 Copyright

4.000.00 Instruction

4.050.00 Curriculum Development

- 4.050.01 College Programs
- 4.050.02 Curriculum Council
- 4.050.03 Advisory Committees
- 4.050.04 Courses Concerning Religion

4.080.00 Instructional Delivery

- 4.080.01 Textbook and Resource Materials
- 4.080.02 College-Supported Inventions

4.100.00 Course Credit

- 4.100.01 Degrees and Certificates Awarded
- 4.100.02 Course Repeats
- 4.100.03 Credit Hour

4.200.00 Communication of Programs and Services

- 4.200.01 Marketing of Programs and Services
- 4.200.02 College Catalog

5.000.00 Student

5.050.00 Admission and Placement

- 5.050.01 Admission Requirements
- 5.050.02 Placement

5.100.00 Student Programming

- 5.100.01 Student Services
- 5.100.02 Student Government
- 5.100.03 Guest Speakers

5.200.00 Student Conduct

- 5.200.01 Attendance
- 5.200.02 Student Conduct
- 5.200.03 Student Assemblies

5.300.00 Communication of Student Programs and Services

- 5.300.01 Student Handbook

5.400.00 Student Records and Information

- 5.400.01 Student Education Records
- 5.400.02 Governance of Student Data

6.000.00**Human Resources****6.050.00****Employment Practices**

- 6.050.01 College Administration
- 6.050.02 Assignment of Personnel
- 6.050.03 Recruitment and Selection
- 6.050.04 Equal Employment Opportunity and Affirmative Action
- 6.050.05 Criminal Background Investigations
- 6.050.06 Indemnification
- 6.050.07 Employee Discipline
- 6.050.08 Nepotism
- 6.050.09 Unassigned
- 6.050.10 Unassigned
- 6.050.11 Workplace Violence
- 6.050.12 Exposure Control Plan

6.100.00**Benefits**

- 6.100.01 Fringe Benefits
- 6.100.02 Participation in Professional Meetings

6.200.00**Ethics and Code of Conduct**

- 6.200.01 Ethics and Code of Conduct
- 6.200.02 Conflict of Interest
- 6.200.03 Outside Employment
- 6.200.04 Prohibited Political Activity and Gift Ban
- 6.200.05 Fraud Reporting Protection

6.300.00**Faculty**

- 6.300.01 Tenured Faculty
- 6.300.02 Non-Tenured Faculty
- 6.300.03 Reduction in Number of Full-Time Faculty Members
- 6.300.04 English Proficiency

1.000.00**Organization of the Board of Trustees****1.050.00****Duties and Powers of the Board**

- 1.050.01 Officers of the Board
- 1.050.02 Treasurer of the Board
- 1.050.03 Student Representative Serving as Board Member
- 1.050.04 Committee Appointments
- 1.050.05 Standards of Practice

1.100.00**Meetings**

- 1.100.01 Regular Board Meetings
- 1.100.02 Agenda
- 1.100.03 Board Minutes
- 1.100.04 Rules of Order
- 1.100.05 Public Comment at Board Meetings
- 1.100.06 Remote Attendance

1.150.00**Voting**

- 1.150.01 Voting
- 1.150.02 Quorum - Majority Vote

1.200.00**Policy Formation and Dissemination**

- 1.200.01 Policy and Procedure
- 1.200.02 Policy Formation
- 1.200.03 Policy Classification
- 1.200.04 Adoption Dates
- 1.200.05 Distribution of Policy Manuals

Organization of the Board of Trustees Duties and Powers of the Board

1.050.01

1.050.01 Officers of the Board

Officers of the board shall consist of the chair, vice chair and secretary. The officers shall assume the duties and responsibilities usually pertaining to such offices. All duties and responsibilities shall be executed in accordance with the Illinois Compiled Statutes.

Chair: The chair shall officiate at all meetings of the board or meetings held for board purposes within District 516; call regular or special meetings as may be deemed necessary or desirable; appoint special board committees; sign all official documents and orders as agent of the board upon authorization by the board; and serve as ex-officio member of all committees.

Vice Chair: The vice chair shall serve in the capacity of chair when the chair is absent.

Secretary: If the secretary is absent from any meeting or refuses to perform the duties, a member of the board shall be appointed secretary pro tempore.

Formerly Policy BRD 10.10 (Adopted: 11/24/1981)
Reclassified to Policy 1.050.01: 07/16/2008
Revised: 07/16/2008

Organization of the Board of Trustees Duties and Powers of the Board

1.050.02

1.050.02 Treasurer of the Board

The board has the power to designate the treasurer to serve at the pleasure of the board. The treasurer may not be a member of the board. The treasurer will receive the taxes of the district and notify collectors in writing accordingly. The board shall fix the compensation of the treasurer.

Formerly Policy BRD 10.50 (Adopted: 08/08/1971) and Policy BRD 10.60 (Adopted: 08/08/1971)
Reclassified to Policy 1.050.02: 07/16/2008
Revised: 07/16/2008

**Organization of the Board of Trustees
Duties and Powers of the Board**

1.050.03

1.050.03 Student Representative Serving as Board Member

The student representative serving as a member of the board of trustees shall have rights and responsibilities consistent with the provisions of the Illinois Public Community College Act as amended (110 ILCS 805).

Formerly Policy BRD 40.35 (Adopted: 10/18/1977)
Reclassified to Policy 1.050.03: 07/16/2008

Organization of the Board of Trustees Duties and Powers of the Board

1.050.04

1.050.04 Committee Appointments

The board of trustees shall conduct its business as a committee of the whole except that there shall be a standing committee for policy revision. Ad hoc committees or commissions shall be appointed at need. Non-board members may serve as consultants on such committees and commissions. On occasion they may compose the total membership except for a board member or administrator acting as a liaison person.

Formerly Policy BRD 40.40 (Adopted: 08/08/1971)
Reclassified to Policy 1.050.04: 07/16/2008
Revised: 07/16/2008

Organization of the Board of Trustees Standards of Practice

1.050.05 Standards of Practice

It is expected that each member of the Waubonsee Community College Board of Trustees acknowledges and accepts responsibility to uphold and support the Standards of Practice as outlined below to promote an environment of respectful, effective and accountable governance.

- A. The primary focus of the board is to create a learning environment that welcomes and promotes the success of a diverse student body.
- B. The board sets the tone of the college. Trustees will follow all college policies. Board decisions and interactions should reflect the vision, mission and values of the college.
- C. Trustees commit to developing and maintaining positive relations with fellow board members. Trustees will respect the opinions of others and work together to achieve common goals.
- D. The board derives authority from and is accountable to the community as a whole. Trustees will seek the well-being of the entire community and represent the community in their board decisions. Trustees will not use their position to benefit personally or to obtain employment at the college for themselves, family members or close associates.
- E. The board's primary function is to establish the policies by which the college shall be administered. Authority to initiate policy recommendations, administer academic programs, conduct college business and implement board actions is delegated to the college president. Trustees will respect the delegation of authority to the president to administer the college.
- F. Authority rests with the entire board. The board's voice is expressed through the policies and actions it takes in its official meetings. Once the board has decided on a policy or position, a trustee must be prepared to support it publicly. As individuals, trustees have no legal authority to determine policies, programs or procedures or to direct staff.
- G. Trustees will demonstrate a commitment to informed, ethical decision-making by reviewing board materials provided, attending scheduled meetings and requesting data and information through protocols established by the board and president.
- H. The board shall fulfill the fiduciary responsibility for sound budgetary and fiscal management by reviewing financial reports and following established procedures to allow staff to address questions accurately. Trustees will demonstrate personal accountability and transparency in incurring and submitting reimbursement requests for trustee expenses.

- I. Deliberations of the board in closed session are confidential and not for release or discussion in public without the prior approval of the board by majority vote. Trustees will establish and maintain the trust of fellow board members by maintaining confidentiality.
- J. Trustees will communicate and promote the needs of the community to the college and the needs of the college to the community. Within all communication, trustees will respect established roles and procedures for communicating with the media, demonstrate a unified voice and follow-up with community members through appropriate channels.
- K. The board is responsible for creating and maintaining a spirit of cooperation and a mutually supportive relationship with its president. Trustees will promote a healthy working relationship with the college president through respectful, supportive, open and honest communication. Trustees will refer contacts from employees, students and community residents to the president.
- L. Trustees will devote time to activities that will enhance knowledge of the college, the community college system and higher education issues. Trustees will engage in a regular and ongoing process of professional development and continuous improvement and participate in college events as appropriate.

In accordance with Robert's Rules of Order, the Board of Trustees may, after investigation and upon written findings of fact, adopt, by majority vote, a resolution of censure with respect to any Trustee who violates the provisions of Board Policies 1.050.05 – Standards of Practice, 6.200.01 – Ethics and Code of Conduct, 6.200.02 – Conflict of Interest, 6.200.04 – Prohibited Political Activity and Gift Ban, and other policies that may be deemed relevant.

Adopted: 11/18/2015
Revised: 11/20/2019

Organization of the Board of Trustees Meetings

1.100.01

1.100.01 Regular Board Meetings

The board shall fix a time and place for the regular board meetings. It shall then enter upon the discharge of its duties pursuant to the Illinois Compiled Statutes. The board has the power to designate a clerk of the board to serve at the pleasure of the board.

Formerly Policy BRD 10.30 (Adopted: 11/24/1981)
Reclassified to Policy 1.100.01: 07/16/2008
Revised: 07/16/2008

Organization of the Board of Trustees Meetings

1.100.02

1.100.02 Agenda

The board shall create an agenda in advance of holding a regular meeting that provides for the discharge of the board of trustees duties pursuant to the Illinois Compiled Statutes.

Formerly Policy BRD 40.60 (Adopted: 08/08/1971)

Reclassified to Policy 1.100.02: 07/16/2008

Revised: 07/16/2008

Organization of the Board of Trustees Meetings

1.100.03

1.100.03 Board Minutes

Records of all transactions of the board shall be set forth in full in the official minutes of the board. The minutes shall be kept on file as the permanent official records of the college legislation of the college district. Minutes of meetings shall be maintained pursuant to the Open Meetings Act (5 ILCS 120).

Formerly Policy BRD 40.70 (Adopted: 11/24/1981)
Reclassified to Policy 1.100.03: 07/16/2008
Revised: 07/16/2008

Organization of the Board of Trustees Meetings

1.100.04

1.100.04 Rules of Order

Parliamentary procedures not provided for in these rules or by statute shall be determined by Robert's *Rules of Order*, Revised. A parliamentarian may be appointed by the board.

Formerly Policy BRD 40.95 (Adopted: 08/08/1971)
Reclassified to Policy 1.100.04: 07/16/2008

Organization of the Board of Trustees Meetings

1.100.05

1.100.05 Public Comment at Board Meetings

As required by Public Community College Act 099-0693, “at each regular or special meeting which is open to the public, members of the public and employees of the community college district shall be afforded time, subject to reasonable constraints, to comment to or ask questions of the board.” This includes all meetings covered under the Open Meetings Act including subsidiary bodies.

Individuals, or groups, who wish to address the board shall notify the Clerk of the Board through completion of the Public Comment Form available on the college website. Forms shall be submitted at least two hours prior to the official start of the meeting. In addition, Public Comment Forms will be available on the sign-in desk at the meeting location one hour prior to the official start of the meeting. Forms submitted in person will be collected 30 minutes before the official start of the meeting.

Comments shall be limited to three minutes per speaker and 20 minutes per topic if there is more than one speaker. The board chair retains sole discretion to allow additional time or terminate public comment which is irrelevant, repetitious, or disruptive.

When addressing the board, each individual will state their name and the topic they wish to address. Public comments are to be directed to the board of trustees as a whole, not individual members, college administrators, or staff. Speakers are expected to conduct themselves with respect and civility toward others. The board is not required to answer questions or engage in debate.

The public body has the authority to remove members of the public who violate these rules.

Formerly Policy BRD 40.30 (Adopted: 11/24/1981)

Reclassified to Policy 1.100.05: 07/16/2008

Revised: 07/16/2008

Revised: 01/17/2018

Organization of the Board of Trustees Meetings

1.100.06 Remote Attendance

Remote attendance for all meetings defined by the Open Meetings Act (5 ILCS 120/1.02) is allowed for members of the public body if:

- A. A member is prevented from physically attending because of 1) personal illness or disability; 2) employment purposes or the business of the public body; or 3) a family or other emergency. A quorum of the members of the public body must be physically present at the meeting location as required by 5 ILCS 120/7(a).
- B. All members of the body participating in the meeting, wherever their physical location, shall be verified and can hear one another and can hear all discussion and testimony.
- C. Participating members of the public can hear all open meeting discussion and testimony and all votes of the body.
- D. Written notification is provided to the Clerk of the Board at least 48 hours before the meeting, unless advance notice is impractical.

In addition, subject to the requirements of 5 ILCS 120/7(e), a meeting may be conducted remotely if the Governor or the Director of the Illinois Department of Public Health has issued a disaster declaration related to public health concerns because of a disaster as defined in Section 4 of the Illinois Emergency Management Agency Act, and all or part of the jurisdiction of the public body is covered by the disaster area. A quorum of the members of the public body does not need to be physically present at the meeting location.

Adopted: 09/16/2020

Organization of the Board of Trustees

Voting

1.150.01

1.150.01 Voting

All votes on motions in connection with contracts, expenditures of funds, or employment of personnel and all resolutions shall be by roll call vote. The “Ayes” and “Nays” shall be recorded.

All votes on motions to hold a meeting closed to the public or to close a portion of a meeting to the public shall be by roll call vote. A citation to the specific exception contained in the Open Meetings Act (5 ILCS 120) and the “Ayes” and “Nays” on the vote shall be recorded in the minutes.

Formerly Policy BRD 40.90 (Adopted: 11/24/1981)
Reclassified to Policy 1.150.01: 07/16/2008

Organization of the Board of Trustees Voting

1.150.02

1.150.02 Quorum - Majority Vote

A majority of a full membership of the board shall constitute a quorum. When a vote is taken upon any measure before the board, a quorum being present, a majority of the votes of the members voting on the measure shall determine the outcome thereof.

Formerly Policy BRD 10.20 (Adopted: 08/08/1971)
Reclassified to Policy 1.150.02: 07/16/2008

Organization of the Board of Trustees Policy Formation and Dissemination

1.200.01

1.200.01 Policy and Procedure

Policy: It is the responsibility of the board to interpret educational needs and desires of people and formulate them into policies.

Policies concern the way the board of Waubonsee Community College intends to operate. They are broad guidelines for discretionary action and are meant to control decisions only to the extent that they indicate a preferred course of action.

Procedure: Procedures are regulations which translate policy into appropriate action at any given time. Procedures that call forth and use the full creative capacities of all employees in the attainment of educational goals is a prime responsibility of college administration.

Formerly Policy BRD 30.20 (Adopted: 08/08/1971)
Reclassified to Policy 1.200.01: 07/16/2008

Organization of the Board of Trustees Policy Formation and Dissemination

1.200.02

1.200.02 Policy Formation

Policy formation is the responsibility of the board of trustees. Suggestions for new or revised policies may be received from faculty, administration, staff or community. Such suggestions shall be sent to the president for review. The president's recommendation shall be forwarded to the board policy committee for its review and recommendation to the board as a whole.

Formerly Policy BRD 30.30 (Adopted: 02/16/1982)
Reclassified to Policy 1.200.02: 07/16/2008
Revised: 07/16/2008

**Organization of the Board of Trustees
Policy Formation and Dissemination**

1.200.03 Policy Classification

For purposes of clarity, each policy will be classified under one of six categories: (Organization of the Board of Trustees, Finance, Operations, Instruction, Student or Human Resources) and filed under one subcategory within that category. Should a policy not fall under one of the existing categories and subcategories, a new category or subcategory will be created upon Board approval.

Categories and Subcategories

Organization of the Board of Trustees (1.000.00)

- 1.050.00 Duties and Powers of the Board
- 1.100.00 Meetings
- 1.150.00 Voting
- 1.200.00 Policy Formation and Dissemination

Finance (2.000.00)

- 2.050.00 Fiscal Management
- 2.100.00 Resource Acquisition
- 2.200.00 Tuition and Fees

Operations (3.000.00)

- 3.050.00 Information Management
- 3.100.00 Tobacco, Alcohol and Drugs
- 3.150.00 Emergency Preparedness and Security
- 3.170.00 Harassment, Sexual Harassment,
Discrimination and Sexual Misconduct
- 3.200.00 Facility and Property Usage
- 3.250.00 Solicitation
- 3.300.00 Copyright

Instruction (4.000.00)

- 4.050.00 Curriculum Development
- 4.080.00 Instructional Delivery
- 4.100.00 Course Credit
- 4.200.00 Communication of Programs and Services

Student (5.000.00)

- 5.050.00 Admission and Placement
- 5.100.00 Student Programming
- 5.200.00 Student Conduct
- 5.300.00 Communication of Student Programs
and Services
- 5.400.00 Student Records and Information

Human Resources (6.000.00)

- 6.050.00 Employment Practices
- 6.100.00 Benefits
- 6.200.00 Ethics and Code of Conduct
- 6.300.00 Faculty

Formerly Policy BRD 30.40 (Adopted: 08/08/1971)
Reclassified to Policy 1.200.03: 07/16/2008
Revised: 09/20/2017
Revised: 07/15/2020

Organization of the Board of Trustees Policy Formation and Dissemination

1.200.04

1.200.04 Adoption Dates

Dates of adoption of all policies will appear at the bottom of each page of the policy manual. Where policy is revised, an associated revision date will be placed beneath the adoption date.

Formerly Policy BRD 30.50 (Adopted: 08/08/1971)
Reclassified to Policy 1.200.04: 07/16/2008

Organization of the Board of Trustees Policy Formation and Dissemination

1.200.05

1.200.05 Distribution of Policy Manuals

The president will provide the policy manual and any amendments to each board member, the president of the full-time faculty council, the student representative serving as a member of the board of trustees, and other members of the college community as determined by the president.

Formerly Policy BRD 40.50 (Adopted: 02/16/1982)
Reclassified to Policy 1.200.05: 07/16/2008
Revised: 07/16/2008

2.000.00**Finance****2.050.00****Fiscal Management**

- 2.050.01 Annual Budget
- 2.050.02 Resource Priorities
- 2.050.03 Board Support of Activities
- 2.050.04 Investment of College Funds
- 2.050.05 Distribution of Revenue Produced by Equipment Use
- 2.050.06 Purchasing
- 2.050.07 Administrative Pre-Payment of Payroll
- 2.050.08 Business Enterprise Program

2.100.00**Resource Acquisition**

- 2.100.01 Grants
- 2.100.02 Fundraising By Student and Other College Organizations
- 2.100.03 Unassigned
- 2.100.04 Commemorative Opportunities

2.200.00**Tuition and Fees**

- 2.200.01 Student Tuition and Fees
- 2.200.02 Senior Citizen Tuition-Free Credit Courses
- 2.200.03 Tuition Refunds
- 2.200.04 Cooperative Agreement

Finance
Fiscal Management

2.050.01

2.050.01 Annual Budget

It is the policy of the board that the annual budget of the college shall be developed in compliance with all applicable laws.

Formerly Policy BUS 40.20 (Adopted: 03/20/1973)
Reclassified to Policy 2.050.01: 07/16/2008

Finance
Fiscal Management

2.050.02

2.050.02 Resource Priorities

It shall be the policy of the board to establish priorities in providing resources to meet the educational objectives of the college.

Formerly Policy BRD 40.05 (Adopted: 08/08/1971)
Reclassified to Policy 2.050.02: 07/16/2008

Finance
Fiscal Management

2.050.03

2.050.03 Board Support of Activities

It shall be the policy of the board to support (philosophically and financially) co-curricular activities which are determined to contribute to the goals of the college with the expectation that these activities may become financially self-sustaining. Co-curricular activities are those which contribute to educational growth and development, such as arranging for cultural activities, sponsoring of clubs and organizations, advising student publications and organizing vocational and other special interest groups.

Formerly Policies BUS/STU/COM 40.40 (Adopted: 03/20/1973)
Reclassified to Policy 2.050.03: 07/16/2008

2.050.04 Investment of College Funds

In accordance with the Illinois Public Funds Investment Act (30 ILCS 235/2.5), the college shall be governed by an investment policy that applies to all funds of the Waubonsee Community College District 516. These funds are accounted for in the college's annual financial report and includes all current funds, and any other funds that may be created from time to time, except for college pension funds to the extent the deposit and investment of such funds is otherwise regulated under the Illinois Pension Code. All transactions involving the college's funds and related activity of any funds shall be administered in accordance with the provisions of this procedure and the canons of the "prudent person rule."

A. Objectives

1. **Maintaining the Public's Trust** – The investment officers shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the college, the board of trustees or the Treasurer.
2. **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.
3. **Liquidity**- The college investment portfolio shall be structured in such manner as to provide sufficient liquidity to pay obligations as they come due.
4. **Return on Investments** – The investment portfolio shall be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the risk constraints, the cash flow characteristics of the portfolio and legal restrictions for return on investments.

B. Authorized Investments

Waubonsee Community College District 516 shall limit its investments to those allowed by law as set in the Illinois Compiled Statutes 30 ILCS 235/2. A summary of certain allowable securities defined in the Act follows:

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. Collateralized repurchase agreements which conform to the requirements stated in paragraph 2(g), 2(h) or 2(i) of the Act.
4. Commercial paper meeting the following requirements:
 - a) The corporation must be organized in the United States.
 - b) The corporation's assets must exceed \$500,000,000.
 - c) The obligations at the time of purchase must be rated within the three highest classifications established by at least two standard rating services.
 - d) The obligations cannot have a maturity longer than 270 days.
 - e) Not more than 33% of the total investment fund can be invested in commercial paper at any time.
 - f) The total investment in any one corporation cannot exceed 10% of the corporation's outstanding obligations.
 - g) The total investment in any one corporation cannot be more than \$20 million.
5. A Public Treasurers' Investment Pool created under Section 17 of the State Treasurer Act.
6. Money market mutual funds which conform to the requirements as stated in paragraph 2(a)(5) of the Act.
7. Investments may be made only in those savings banks which are insured by the Federal Deposit Insurance Corporation.
8. Investment products that are considered derivatives are specifically excluded from approved investments.
9. Interest bearing bonds of any county, township, city, village, incorporated town, municipal corporation, or school district, of the State of Illinois, of any other state, or of any political subdivision or agency of the State of Illinois or of any other state which conform to the requirements as stated in paragraph 2(a-1). The bonds shall be rated at the time of purchase within the four highest general classifications established by a rating service of nationally recognized expertise in rating bonds of states and their political subdivisions.
10. Any investments as authorized by the Public Funds Investment Act, and Acts amendatory thereto. Paragraph 10 supersedes paragraphs 1-9 and controls in the event of conflict.

C. Diversification

It is the policy of the college to diversify its investment portfolio. Investments shall be diversified to eliminate the risk of loss resulting in over concentration in a specific maturity, issuer, or class of securities. Diversification strategies shall be determined and revised periodically by the college treasurer. The diversification shall be consistent with the objectives stated in Section A. Objectives and at the time of investment.

1. A single investment instrument, as defined in Section B. Authorized Investments, shall not exceed 30% of total investments, except for deposits which are fully insured by the FDIC or fully collateralized in accordance with this Investment Policy, which can be up to 100%.
2. Total repurchase agreements as allowed in B.3. shall not exceed 30% of total investments.
3. The total exposure to a single corporate issuer as allowed in B.4. shall not exceed 5% of total investments.
4. Total commercial paper as allowed in B.4. shall not exceed 10% of total investments.
5. Total municipal securities as allowed in B.9. shall not exceed 25% of total investments.
6. A single municipal issuer as allowed in B.9. shall not exceed 5% of total investments.

If the fair value of an instrument(s) being held to maturity increases which causes the instrument to be non-compliant, this section does not require the sale of the instrument to bring the diversification of investments into compliance.

D. Collateralization

1. It is the policy of the college to require that time deposits in excess of FDIC insurable limits be secured by collateral to protect public deposits in a single financial institution if it were to default.
2. Eligible collateral instruments are any investment instruments acceptable under the Act. 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
3. Eligible collateral also includes Federal Home Loan Bank (FHLB) letters of credit. The letters of credit cannot be canceled without the prior written approval of the college.
4. Safekeeping of Collateral
 - a) Third party safekeeping is required for all collateral. To accomplish this, the securities must be held at one or more of the following locations:

- i. at a Federal Reserve Bank or its branch office;
 - ii. at another custodial facility in a trust or safekeeping department through book-entry at the Federal Reserve;
 - iii. by an escrow agent of the pledging institution; or
 - iv. by the trust department of the issuing bank.
- b) Safekeeping will be documented by an approved written agreement between the board of trustees and the governing board of the bank that complies with FDIC regulations. This may be in the form of a safekeeping agreement.
 - c) Substitution or exchange of securities held in safekeeping for the college can be approved exclusively by the Treasurer, and only if the market value of the replacement securities is equal to or greater than the market value of the securities being replaced.

E. Safekeeping of Securities

- 1. Third party safekeeping is required for all securities and commercial paper. To accomplish this, the securities must be held only at one or more of the following locations:
 - a) at a Federal Reserve Bank or its branch office;
 - b) at another custodial facility, which shall be a trust or safekeeping department through book-entry at the Federal Reserve, unless physical securities are involved; or
 - c) in an insured account at a primary reporting dealer.
- 2. Safekeeping will be documented by an approved written agreement between the board of trustees and the holder of the securities. This may be in the form of a safekeeping agreement, trust agreement, escrow agreement or custody agreement.
- 3. Original certificates of deposit will be held by the originating bank. A safekeeping receipt will be acceptable documentation.

F. Qualified Financial Institutions and Intermediaries

- 1. Depositories – Demand Deposits
 - a) Any financial institutions selected by the college shall provide normal banking services, including, but not limited to: checking accounts, wire transfers and safekeeping services.
 - b) 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 that does not first agree to post required collateral for funds or purchase private insurance in excess of FDIC insurable limits and in amounts acceptable to the college.

- c) To qualify as a depository, a financial institution must furnish the Treasurer with copies of the latest two statements of condition which it is 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 within 45 days of the end of each quarter.
- d) Fees for banking services shall be mutually agreed to by an authorized representative of the depository bank and the Treasurer on an annual basis. Fees for services shall be substantiated by a monthly account analysis.
- e) Each financial institution acting as a depository for the college must enter into a depository agreement with an authorized college official that incorporates this policy by reference.

2. Banks and Savings Banks-Certificates of Deposit

Any financial institution selected to be eligible for the college's certificate of deposit purchase program must:

- a) provide wire transfer and certificate of deposit safekeeping services;
- b) be a member of the FDIC system and be willing and capable of posting required collateral or private insurance for funds in excess of FDIC insurable limits and in amounts required by the college; and
- c) meet at all times the financial criteria as established in the investment procedures of the college.

3. Intermediaries

Any financial intermediary selected to be eligible for the college's investment program must:

- a) provide wire transfer and deposit safekeeping services;
- b) maintain appropriate federal and state registrations for the type of business in which they are engaged;
- c) provide an annual audit upon request;
- d) maintain an office within the state of Illinois and be licensed to conduct business in this state; and

- e) be familiar with the board of trustees policy and accept financial responsibility for any investment not appropriate according to the policy.

G. Management of Program

1. The wording of agreements necessary to fulfill the investment responsibilities is the responsibility of the Treasurer who shall periodically review them for their consistency with college policy and state law and who shall be assisted in this function by the Assistant Vice President of Finance, college legal counsel and auditors. These agreements include but are not limited to the following:
 - a) Wire Transfer Agreement
 - b) Depository Agreement
 - c) Safekeeping Agreement
 - d) Custody Agreement
2. All agreements, purchase or sale of investments, authorization of the release of pledged collateral and execution of any documents required under this policy shall be authorized by the Treasurer or Assistant Vice President of Finance and shall require a secondary signature by the Treasurer, Assistant Vice President of Finance or the Director of Financial and Auxiliary Services.
3. All wire transfers shall be authorized by the Treasurer or Assistant Vice President of Finance and shall require a secondary authorization by the Treasurer, Assistant Vice President of Finance, the Director of Financial and Auxiliary Services or Payroll Coordinator.
4. Management responsibility for the investment program is hereby delegated to the Treasurer and Assistant Vice President of Finance, who shall establish a system of internal controls and written operational procedures designed to prevent losses 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 the execution under the direction of the Treasurer of specific financial transactions, including: 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 under the terms of this policy. The Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinates.
5. The Treasurer may use financial intermediaries, investment managers, brokers, and/or financial institutions to solicit bids for securities and certificates of deposit. These intermediaries shall all meet the criteria set forth in Section F(3) above and shall be approved by the board of trustees.
6. The Treasurer shall be further authorized to enter into joint investment agreements as authorized under Illinois Compiled Statutes.

H. Performance

The Treasurer will seek to earn a rate of return appropriate for the type of investments being managed given the portfolio objectives defined in Section A of this document for all funds. In general, the 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 average weighted maturity of the college's investments. Maintaining the public's trust and safety of principal are the most important factors for the Treasurer to consider.

I. 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. Further, except as permitted under Section 3.2 of the Public Officer Prohibited Practices Act, no officer involved in the investment process shall have any interest in, or receive any compensation from, any investments in which the college is authorized to invest, or the sellers, sponsors or managers of those investments.

J. Indemnification

Investment officers and employees of the college acting in accordance with this investment policy and such written operational policies as may be established by the college, and who otherwise exercise due diligence and act with reasonable prudence, shall be relieved of personal liability for an individual security's credit risk or market changes.

K. Reporting

The Treasurer shall submit to the board of trustees a monthly investment report which shall include information regarding securities in the portfolio by class or type, book value, income earned, and market values as of the report date. Generally accepted accounting principles shall be used for valuation purposes. The report shall indicate any areas of policy concern and planned revision of investment strategies.

L. Amendment

This policy shall be reviewed annually by the Treasurer with regard to the policy's effectiveness in meeting the college's needs for safety, liquidity, rate of return, diversification, and general performance. The results of this review will be reported to the board of trustees annually.

Formerly Policies BRD/BUS 40.26 (Adopted: 12/15/1999)

Reclassified to Policy 2.050.04: 07/16/2008

Revised: 07/16/2008

Revised: 02/17/2016

Revised: 12/14/2016

Revised: 01/17/2018

2.050.05 Distribution of Revenue Produced by Equipment Use

It is expected that certain designated college equipment may be made available to outside users for a fee when such use is consistent with the policies and goals of the institution.

It shall be the policy of the board to distribute any revenue which results from such use back to the fund from which the equipment was originally purchased. If a particular piece of equipment is a continuing source of revenue with the result that its original purchase price eventually is completely repaid, then the excess funds should be distributed to one of the operating funds. This policy does not preclude the possibility of simultaneous distribution of revenue to the original purchase fund and one of the operating funds for maintenance or other similar charges.

Formerly Policy BUS 40.33 (Adopted: 06/24/1980)
Reclassified to Policy 2.050.05: 07/16/2008

2.050.06 Purchasing

It is the policy of the board of trustees to award all contracts for supplies, material or work involving an expenditure in excess of limits as established in Section 805/3-27.1 of the Illinois Public Community College Act to the lowest responsible party with consideration to conformity with specifications, terms of delivery, quality and serviceability after due advertisement. The board of trustees also allows for the participation in joint purchases by governmental units pursuant to Section 805/3-27.2 of the Illinois Public Community College Act. Board approval is required before awarding contracts in excess of \$25,000.

Purchases or emergency repairs which require major expenditures of monies otherwise subject to board approval, but which require prompt action, may be made as an emergency purchase.

An emergency purchase may include, but is not limited to, an immediate need for commodities and/or services, the lack of which would cause a disruption of essential operations of the college, where the protection or preservation of college property or records would not be possible through normal procurement procedures, or where there exists a threat to student, staff, or community health, welfare, or safety. The Vice President of Finance and Administration, or designee, must provide prior approval for an emergency purchase.

Formerly Policy BUS 40.50 (Adopted: 12/15/1999)
Reclassified to Policy 2.050.06: 07/16/2008
Revised: 07/16/2008
Revised: 03/18/2009
Revised: 11/16/2016
Revised: 11/14/2018
Revised: 07/15/2020

Finance
Fiscal Management

2.050.07

2.050.07 Administrative Pre-Payment of Payroll

It shall be the policy of the board to authorize the president of the college or the treasurer of the board to approve payrolls when they are due for full and part-time employees of the college with the stipulation that the payrolls will be submitted to the board for final approval at the regular monthly meeting at which bills and accounts are authorized to be paid.

Formerly Policy BUS 40.10 (Adopted: 03/20/1973)
Reclassified to Policy 2.050.07: 07/16/2008
Revised: 01/17/2018

Finance
Fiscal Management

2.050.08

2.050.08 Business Enterprise Program

It is the policy of the board of trustees to encourage the participation of businesses owned by minorities, females and persons with disabilities in contracts the college awards. This policy shall be furthered by complying with the Business Enterprise for Minorities, Females and Persons with Disabilities Act, 30 ILCS 575/0.01 *et seq.* and by cooperating with the Illinois Business Enterprise Council.

Adopted: 11/16/2016

Finance
Resource Acquisition

2.100.01

2.100.01 Grants

It is the policy of the board to encourage applications for state, federal and private grants that are in harmony with the mission, fiscal capabilities, and the policies of the college.

Formerly Policy ADM 40.40 (Adopted: 02/16/1982)

Reclassified to Policy 2.100.01: 07/16/2008

Revised: 07/16/2008

Finance
Resource Acquisition

2.100.02

2.100.02 Fundraising By Student and Other College Organizations

It shall be the policy of the board to allow self-help through fundraising opportunities to various student and other college organizations recognized and approved by the college administration. The policy of the college permits self-help efforts within certain guidelines and in harmony with the mission and objectives of the college. Each project must have some identifiable benefit to the instructional, student or community service objective of the college. The results of fundraising for an individual's personal gain are not permitted.

Formerly Policies BUS/COM/STU 40.42 (Adopted: 02/17/1981)
Reclassified to Policy 2.100.02: 07/16/2008
Revised: 07/16/2008

Finance
Resource Acquisition

2.100.03

2.100.03 Unassigned

2.100.04 Commemorative Opportunities

A. Responsibilities

1. The board of trustees has final approval authority for any commemorative opportunity with the exception of student scholarships funded through the Waubonsee Community College Foundation and will indicate such approval by a roll call vote at a regularly scheduled meeting of the board. The board of trustees has the authority to discontinue the use of a commemoration.
2. The college will ensure that adequate procedures are created in order to: document requests for commemorative opportunities; maintain confidentiality of such requests; review requests and perform background research on the potential individual and/or organization; and recommend requests for approval or disapproval to the board of trustees.
3. The college will establish and maintain guidelines for financial levels of gifts that will be considered for various commemorative opportunities. Financial gifts or gifts in-kind should support a substantial portion of the construction or renovation cost of facilities or a substantial portion of the support of intangibles such as chairmanships, professorships or programs.

B. Policy

1. Only the board of trustees may approve commemorative opportunities to recognize those who have rendered exceptional service; or who, by their personal or professional achievements, have significantly enhanced the reputation of the college; or who have made significant gifts, to Waubonsee Community College. In establishing this policy, the board of trustees recognizes that commemorative opportunities forge a visible link of mutual respect and understanding between the college and those who recognize its benefits to the community.
2. It is the policy of the board of trustees that entire facilities will be commemorated for individuals who have rendered exceptional service to the college and will not usually be commemorated for individuals or organizations on any other basis. However, the board of trustees may choose to offer a commemorative opportunity for an entire facility based on a donation that covers a significant portion of the cost of the building or renovation of the facility, in accordance with defined guidelines.
3. Exceptional Service Guidelines: A commemorative opportunity recognizing someone who has rendered exceptional service to the college will be based on the following guidelines:
 - a. Commemorative opportunities for exceptional service are not authorized for persons who are currently employed by Waubonsee Community College or the State of Illinois or who are currently serving as elected officials, including board

members. Proposals to recognize such individuals should not be submitted earlier than one year following the departure, death or retirement of the person from the college, or the state, or the end of an elected official's term.

- b. Provision of commemorative opportunities should not be solely based on length of service or position held. The nature of the service to be recognized should meet all of the following criteria:
 - i. Covers a significant period of time.
 - ii. Results in significant improvement to the college, its programs, or its processes.
 - iii. Brings honor and recognition to the college.
 - iv. Significantly contributes to learning.
 - c. No current or past member of the board of trustees may self-nominate or solicit their own nomination for recognition based on exceptional service to the college.
4. Financial Contribution Guidelines: Commemorative opportunities recognizing an individual who, or organization which has made significant gifts to the college will be based on the following criteria:
- a. There is no inherent right to a commemorative opportunity based on the contribution of a gift.
 - b. The wish to have a commemorative opportunity associated with a gift must be expressed by the donor prior to the giving of the gift. The college will initiate an agreement which clearly identifies the gift and the commemorative opportunity associated with it with the donor prior to board of trustee approval and acceptance of the gift.
 - c. Current employees of the college and current members of the board of trustees will not be eligible for commemorative opportunities based on significant gifts.
 - d. The commemorative opportunity offered will commensurate with the amount of the gift as defined in the guidelines that are established by the college.
 - e. The duration a commemoration is used may be limited. Duration will be determined prior to board of trustee approval and will be included in the agreement between the donor and the college. Upon expiration of the life of the commemoration, the commemorative opportunity will again exist to recognize a new individual or organization. The board of trustees may approve an extension of the commemoration, but cannot make it permanent.

- f. Significant gifts or donations that result in a commemorative opportunity will be recognized as such so as to differentiate that type of contribution from a commemorative opportunity based on exceptional service.
5. Commemorations should lend prestige to the college and to staff, students and community. The credentials, character, and reputation of each individual or organization for which a commemoration is being considered will be carefully scrutinized and evaluated.
6. When a building or significant area has been commemorated, the college will continue to use the commemoration so long as the building or area remains in use and serves its original function or until expiration of the commemoration's life. When the use has changed such that it must be demolished, substantially renovated or rebuilt, the college may retain the use of the commemoration, commemorate another comparable room or facility, or discontinue the use of the commemoration.
7. Commemoration neither implies nor constitutes legal ownership by the individual or group being recognized. Commemoration also does not imply any obligation to the named individual or group beyond the maintenance of the commemorative identification.

Formerly Policy BRD 40.09 (Adopted: 03/15/2006)

Reclassified to Policy 2.100.04: 07/16/2008

Revised: 11/19/2008

Finance
Tuition and Fees

2.200.01

2.200.01 Student Tuition and Fees

The board shall establish a tuition and fee schedule including, but not limited to, in-district tuition, out-of-district tuition, online course tuition, laboratory and materials fees and student fees pursuant to the Illinois Compiled Statutes.

Formerly Policies BUS/STU 40.90 (Adopted: 03/20/1973)

Reclassified to Policy 2.200.01: 03/18/2009

Revised: 03/18/2009

Finance
Tuition and Fees

2.200.02

2.200.02 Senior Citizen Tuition-Free Credit Courses

The board will provide tuition-free credit courses for senior citizens pursuant to the Illinois Compiled Statutes.

Formerly Policies BUS/STU 40.93 (Adopted: 04/23/1997)
Reclassified to Policy 2.200.02: 03/18/2009
Revised: 03/18/2009

Finance
Tuition and Fees

2.200.03

2.200.03 Tuition Refunds

It shall be the policy of the board of trustees to refund the tuition payments of those students who withdraw from all or a portion of the program for which they have registered, providing such withdrawal takes place in accordance with the established procedures and refund schedule.

Formerly Policies BUS/STU 40.95 (Adopted: 3/20/1973)
Reclassified to Policy 2.200.03: 03/18/2009
Revised: 03/18/2009

2.200.04 Cooperative Agreement

Residents of Community College District 516 desiring an occupational degree and/or certificate program which is not available at Waubonsee Community College may apply through the cooperative/CAREER (Comprehensive Agreement Regarding the Expansion of Educational Resources) agreement, if they enroll in such a program at another public community college in Illinois. Through the cooperative/CAREER agreement, a resident of District 516 may attend another community college at the other college's in-district tuition rate. Evaluation of such applications shall be made by the college staff in accordance with college requirements and the Administrative Rules of the Illinois Community College Board.

Formerly Policies BUS/STU 40.99 (Adopted: 03/20/1973)
Reclassified to Policy 2.200.04: 03/18/2009
Revised: 03/18/2009
Revised: 11/14/2018

3.000.00**Operations****3.050.00 Information Management**

- 3.050.01 Providing Information to Agencies
- 3.050.02 Release of Personal and Private Information
- 3.050.03 Unassigned
- 3.050.04 Information Security

3.100.00 Tobacco, Alcohol and Drugs

- 3.100.01 Drugs and Alcohol
- 3.100.02 Smoking and Tobacco

3.150.00 Emergency Preparedness and Security

- 3.150.01 Campus Security
- 3.150.02 Communicable Diseases

3.170.00 Harassment, Sexual Harassment, Discrimination and Sexual Misconduct

- 3.170.01 Harassment, Sexual Harassment, Discrimination and Sexual Misconduct

3.200.00 Facility and Property Usage

- 3.200.01 Use of College Facilities and Services
- 3.200.02 Inappropriate Use of College Property, Services and Facilities
- 3.200.03 College Equipment Use for College Related Activities
- 3.200.04 Bulletin Boards
- 3.200.05 Library

3.250.00 Solicitation

- 3.250.01 Solicitation

3.300.00 Copyright

- 3.300.01 Copyright

Operations Information Management

3.050.01

3.050.01 Providing Information to Agencies

It is the policy of the board that the administrative staff is authorized to provide nonconfidential information that bears on the public duties of public employees and officials, if duly requested by recognized local, state, or federal governmental bodies and other external agencies, in accordance with all applicable and governing laws, statutes, and/or ordinances.

Formerly Policy ADM 40.30 (Adopted: 02/16/1982)
Reclassified to Policy 3.050.01: 02/18/2009
Revised: July 15, 2020

3.050.02 Release of Personal and Private Information

It is the policy of the board not to release personal or private information concerning board members and/or employees to any requesting party, except in accordance with all applicable governing local, state, or federal laws, statutes, and/or ordinances.

Formerly Policies ADM 40.80, PER 40.80, STU 40.80 (Adopted 03/20/1973)
Reclassified to Policy 3.050.02: 02/18/2009
Revised: 01/20/2010
Revised: July 15, 2020

**Operations
Information Management**

3.050.03

3.050.03 Unassigned

Operations Information Management

3.050.04

3.050.04 Information Security

It shall be the policy of the board to maintain the security of all confidential and sensitive information as required by law and relevant industry standards in the best interests of the students, faculty, staff and other constituents of the college. Procedures shall be developed and implemented by the college to prevent, detect and mitigate any loss of confidential and sensitive information.

Adopted 01/20/2010

Operations
Tobacco, Alcohol and Drugs

3.100.01

3.100.01 Drugs and Alcohol

It is the policy of Waubonsee Community College to remain free from illegal drugs and/or alcohol abuse. This policy is being adopted with education, awareness and prevention uppermost in mind.

The use, sale, distribution, manufacture, and/or possession of illegal drugs and/or alcohol, is prohibited on campus grounds, in campus buildings, in college vehicles or any other college owned or leased facility. Neither students nor employees of the college are permitted to be under the influence of illegal drugs or be intoxicated while on the college premises or while engaging in college duties.

The procedures for implementation of this policy shall be in accordance with federal and state statutes. The administration is authorized to establish such procedures and regulations as are necessary to accomplish the objectives of this policy.

Formerly Policy ADM 40.65 (Adopted: 2/18/1987) and Policy PER 40.90 (Adopted: 10/17/1990)
Reclassified to Policy 3.100.01: 02/18/2009
Revised: 02/18/2009

Operations
Tobacco, Alcohol and Drugs

3.100.02

3.100.02 Smoking and Tobacco

The policy of the board of trustees is to have a smoke free college environment. Smoking, including electronic cigarettes (e-cigarettes), vaping, and medical marijuana, on college grounds and inside college facilities and college vehicles is prohibited. Use of smokeless tobacco is also prohibited. Smoking and use of smokeless tobacco are only permitted inside private vehicles.

Formerly Policies ADM/PER 40.62 (Adopted: 06/17/1992)
Reclassified to Policy 3.100.02: 02/18/2009
Revised: 12/12/2007
Revised: 01/17/2018
Revised: 11/20/2019

Operations
Emergency Preparedness and Security

3.150.01

3.150.01 Campus Security

It shall be the policy of the board to employ security provisions to protect people, and college facilities and equipment. The college will disseminate information concerning established emergency procedures to protect those on campus.

Formerly Policy ADM 40.60 (Adopted: 02/16/1982) and Policy ADM 40.70 (Adopted: 02/16/1982)
Reclassified to Policy 3.150.01: 02/18/2009
Revised: 02/18/2009

Operations
Emergency Preparedness and Security

3.150.02

3.150.02 Communicable Diseases

It is the policy of Waubonsee Community College to not discriminate in enrollment or employment against any individual infected with a communicable disease. Instances of communicable diseases will be reviewed on a case-by-case basis and reasonable accommodations will be made in compliance with applicable state and federal laws, regulations, and rules. The Illinois Department of Public Health and the National Centers for Disease Control and Prevention have specified diseases that are contagious, infectious, communicable, and dangerous to the public health. The college is committed to protecting the health and general welfare of the students, faculty and staff.

Formerly Policies PER/STU 40.41 (Adopted: 04/19/2000)
Reclassified to Policy 3.150.02: 02/18/2009
Revised: 02/18/2009

3.170.01 Harassment, Sexual Harassment, Discrimination and Sexual Misconduct

College Learning and Working Environment

Waubonsee Community College is committed to a learning and working environment in which all individuals are treated with respect and dignity. Therefore, discrimination, harassment, sexual harassment, and sexual misconduct in any form will not be tolerated and the college requires that all relationships, communications and interactions by and among board members, employees, students, visitors and/or college contractors/consultants be free of discrimination and harassment.

It is the policy of the board that no student, employee, board member, visitor or college contractor/consultant be subjected to, or cause any other individual to be subjected to, harassment, sexual harassment, discrimination or sexual misconduct based on an individual's actual or perceived race, color, creed, religion, gender, gender identity, sex, sexual orientation, age, national origin, ancestry, veteran's status, military status, unfavorable discharge from military service, marital status, order of protection status, pregnancy, disability, citizenship status, or any other characteristic protected by law while on college premises or in connection with an individual's education or employment at the college. Violations of this policy will result in appropriate discipline, including dismissal or expulsion, in accordance with the college's governing remediation procedures.

Pursuant to governing law, the scope of the college's responsibility to remedy harassment, sexual harassment, discrimination and/or sexual misconduct against and by both employees and non-employees is expressly limited. The college is responsible for harassment, sexual harassment, discrimination and/or sexual misconduct of employees and/or non-employees by the college's nonmanagerial and nonsupervisory employees only if the college becomes aware of the conduct and fails to take reasonable corrective measures.

Harassment, sexual harassment, discrimination and sexual misconduct include, but are not limited to, conduct that has the effect of substantially interfering with an individual's educational or job performance, creates an intimidating, hostile or offensive educational or employment environment, or that otherwise adversely affects an individual's educational or employment opportunities.

Creation of Hostile Environment Prohibited

Hostile environment harassment, sexual harassment or discrimination consists of any unwelcome verbal or physical conduct on the basis of an individual's actual or perceived race, color, creed, religion, gender, gender identity, sex, sexual orientation, age, national origin, ancestry, veteran's status, military status, unfavorable discharge from military service, marital status, order of protection status, pregnancy, disability, citizenship status, or any other characteristic protected by law that has the purpose or effect of substantially interfering with the individual's work or educational performance or creating an intimidating, hostile or offensive working or educational environment. For purposes of this definition, the terms

“working or educational environment” is not limited to a physical location in which an

employee is assigned to perform their duties or at which a student is scheduled to meet for classes. The offensive conduct must be connected to the individual’s education or employment at the college and be sufficiently severe, persistent, pervasive and objectively offensive so that it alters the conditions of education or employment. A hostile environment may be determined to have been created based on the frequency of the conduct and/or its severity.

Quid Pro Quo Sexual Harassment Prohibited

Sexual harassment includes unwelcome conduct of a sexual nature and includes sexual advances, requests for sexual favors or other verbal, non-verbal or physical conduct of a sexual nature. The behavior becomes harassing and actionable when submission to such conduct is made either explicitly or implicitly a term or condition of a person’s educational progress or employment, or when submission to or rejection of such conduct by an individual is used as the basis for an educational or employment decision affecting that person.

Violent Sexual Misconduct Actionable Under this Policy

Sexual misconduct encompasses intentional acts that rise to the level of violent sexual misconduct including, but not limited to, rape, sexual assault, sexual abuse, dating violence, domestic violence, and stalking. In addition to the foregoing, examples may include non-consensual sexual assault and battery, actions that are sexually exploitative or degrading, retaliatory and/or abusive acts directed toward former relationship partners, or retaliatory/abusive actions directed toward someone who has rejected the efforts of another to establish a relationship.

Consent is defined as a freely given agreement to the act of sexual penetration or sexual conduct in question. Lack of verbal or physical resistance or submission resulting from the use of force or threat of force shall not constitute consent. Consent to past sexual activity does not constitute consent to future sexual activity and consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person. A person’s manner of dress does not constitute consent. Consent can be revoked or withdrawn at any time. Consent to sexual activity cannot be made or assumed if the person is unable to understand the nature of the activity or give knowing consent due to circumstances including, but not limited to, the following:

- The person is incapacitated due to the use or influence of alcohol or drugs;
- The person is asleep or unconscious;
- The person is under age; or
- The person is incapacitated due to a mental disability.

Abuse of Supervisory Authority Prohibited

Consensual sexual relationships in situations where one individual has power or authority over another raise questions of propriety and ethics. Such relationships can negatively impact the college environment and may give rise to complaints by others of favoritism while the relationship continues, and/or may result in claims of sexual harassment, sexual misconduct and retaliation when the relationship ends. Examples of such relationships may include: a

faculty member and his/her student, a supervisor and a subordinate, or a coach and team player. To the extent such a sexual consensual relationship develops, the individual with the direct supervisory or evaluative responsibilities must immediately bring the relationship to the

attention of his or her supervisor. It is anticipated this will result in the necessity to remove the employee from the supervisory or evaluative responsibilities, or transfer the student from under the supervision or evaluation of the individual with whom they have established the consensual relationship. Failure to self-report such relationships to a supervisor as required can result in disciplinary action for a supervisory employee.

Harassment of Any Protected Category Prohibited

Harassing and discriminatory conduct, independent of the sexual harassment and sexual misconduct as described above, are similarly unlawful and similarly prohibited under this Policy. Such prohibited behavior includes, but is not limited to, verbal or physical conduct that subjects an individual to ridicule, hatred, shame or injury, when considered from both objective and subjective viewpoints, and is directed toward the individual based on the person's actual or perceived race, color, creed, religion, gender, gender identity, sex, sexual orientation, age, national origin, ancestry, veteran's status, military status, unfavorable discharge from military service, marital status, order of protection status, pregnancy, disability, citizenship status, or any other characteristic protected by federal or state of Illinois law and has the effect of substantially interfering with an individual's educational or job performance, creating an intimidating, hostile or offensive educational or employment environment, or otherwise creates limits or denies an individual's educational or employment opportunities.

Scope of Individuals Protected Under Policy

Prohibitions against harassment, sexual harassment, discrimination and sexual misconduct include, but are not limited to, the conduct of a board member towards an employee, student or other board member; an employee towards a student or a board member; a student towards an employee; a student towards another student; a supervisor towards a subordinate; an employee towards another employee; a volunteer, independent contractor/consultant, or authorized campus visitor towards an employee or student; a board member, employee or student toward a volunteer or a contractor/consultant; or an employee towards an applicant for employment. Harassment, sexual harassment, discrimination and sexual misconduct are prohibited regardless of the fact that the complainant and alleged offender are members of the same employee group and/or position level. If directly related to college activities, this policy may be applied to conduct outside the college as well as on college premises.

Retaliation Prohibited

Retaliation against a reporting party for filing a complaint of harassment, sexual harassment, discrimination or sexual misconduct or against anyone participating in or thought to have reported or participated in a report or investigation of harassment, sexual harassment, discrimination or sexual misconduct is considered a form of discrimination and is strictly prohibited by this policy and by federal and state law.

Claims of retaliation will be treated in the same manner as other claims of harassment, sexual harassment, discrimination or sexual misconduct.

This Policy Provides for Incorporation of Changes in Law and College Complaint Procedures

This policy may be revised by action of the Board of Trustees or by the enactment of a new or amended federal or state of Illinois law. If the policy is revised due to a new or amended federal or state law, the board will be informed of this type of change at the next regularly scheduled

board meeting. Appropriate procedures to implement this policy will be established in accordance with federal and state of Illinois law and will be distributed to the board on an annual basis or as revisions are made. Policy in effect at the time of the offense will apply even if the Policy is changed subsequently, unless the parties consent to be bound by the current Policy. Any revisions will be noted in the online version of the Policy and procedures will include the date of revision and will highlight the specific revisions for three months following the date of the revision.

The Complaint Procedures to implement this Policy are directly applicable to this Policy and are incorporated by reference herein, as if set forth in their entirety.

Formerly Policy STU 40.43 (Adopted: 04/19/2000) and Policy PER 40.40 (Adopted: 04/19/2000)

Reclassified to Policy 3.170.01: 02/18/2009

Revised: 10/21/2015

Revised: 09/21/2016

Revised: 01/17/2018

Revised: 07/15/2020

Operations Facility and Property Usage

3.200.01

3.200.01 Use of College Facilities and Services

College facilities and services may be made available to college and non-college sponsored groups, provided the use does not interfere or conflict with the normal operations or educational programs of the college; the use is consistent with the philosophy, goals and mission of the college; and the use conforms to federal, state, local laws and ordinances. The college will establish procedures governing the use of facilities, including those relating to room rental fees, and recovery of custodial, technical, insurance and other operational costs. Additional procedures will apply to special facilities.

Formerly Policies BUS/COM 40.39 (Adopted: 03/20/1973); Policy BRD 40.10 (Adopted: 08/13/1997);
Policy BRD 40.20 (Adopted: 08/13/1997) and Policies BUS/COM 40.30 (Adopted: 08/13/1997)
Reclassified to Policy 3.200.01: 02/18/2009
Revised: 02/18/2009

Operations
Facility and Property Usage

3.200.02

3.200.02 Inappropriate Use of College Property, Services and Facilities

It is the policy of Waubonsee Community College that college property, services and facilities including, but not limited to, computers, phones, e-mail, Internet access, vehicles and grounds shall not be used improperly or for an inappropriate purpose. A violation of this policy may result in sanctions, and may subject an employee to discipline, including termination.

Formerly Policies BRD/PER 40.28 (Adopted: 12/15/1999)
Reclassified to Policy 3.200.02: 02/18/2009
Revised: 02/18/2009

Operations
Facility and Property Usage

3.200.03

3.200.03 College Equipment Use for College Related Activities

College equipment (fixed and movable) may be made available to non-profit organizations and other groups whose purposes are consistent with the goals of the college. Such use shall not interfere with the instructional program. Such organizations and groups shall be sponsored by a specific department, class or recognized association with a specific administrator responsible for authorizing said request.

Formerly Policy BRD 40.25 (Adopted: 05/02/1978)
Reclassified to Policy 3.200.03: 02/18/2009
Revised: 02/18/2009

Operations
Facility and Property Usage

3.200.04

3.200.04 Bulletin Boards

Bulletin boards are provided for the posting of information of general interest to the college community. Material that is clearly indecent, unlawful, or that contains personal vilification will not be permitted.

Formerly Policies COM/STU 40.70 (Adopted: 03/20/1973)
Reclassified to Policy 3.200.04: 02/18/2009
Revised: 02/18/2009

Operations
Facility and Property Usage

3.200.05

3.200.05 Library

It shall be the policy of the board to make available a college library that provides services to enrich and support the educational and lifelong learning goals of students, employees and residents in the college district.

Formerly Policies COM/BUS 40.35 (Adopted: 03/20/1973)
Reclassified to Policy 3.200.05: 02/18/2009
Revised 01/20/2010

3.250.01 Solicitation

It is the policy of Waubonsee Community College that any type of solicitation, including but not limited to, commercial, charitable, political, (see Policy 6.200.04 Prohibited Political Activity and Gift Ban) etc., using college buildings, equipment, services or grounds is prohibited unless there is written approval from the president or a designated representative of the president.

Commercial solicitation shall be defined as that conducted for private gain and resulting in the exchange of goods or services for remuneration.

Charitable solicitation shall cover those charities whose purpose it is to benefit society or any considerable part thereof through benevolent and humanitarian activities without the enhancement of the private wealth of any individual associated therewith. Any approved charitable solicitations shall not interfere with the educational processes of the college, and shall be conducted under whatever other reasonable time, place, and manner restrictions are established by the college.

Formerly Policy BRD 10.90 (Adopted: 05/19/2004) and Policy PER 40.70 (Adopted: 05/19/2004)
Reclassified to Policy 3.250.01: 02/18/2009
Revised 01/20/2010
Revised 09/20/2017

3.300.01 Copyright

Waubonsee Community College and its employees and students will comply with the copyright laws of the United States (Title 17, United States Code) including its amendments and limitations, such as fair use (17 U.S. Code § 107), the Technology, Education, and Copyright Harmonization (TEACH) Act, and the Digital Millennium Copyright Act (DMCA). It is the expectation of every member of the College to act as responsible users of copyrighted works, which includes being knowledgeable about the rights of copyright owners and making informed decisions based on the fair use exemptions to the copyright laws.

The procedures for implementation of this policy shall be in accordance with copyright laws. The administration is authorized to establish such procedures and regulations as are necessary to accomplish the objectives of this policy.

Adopted: 1/16/2019

4.000.00 **Instruction**

4.050.00 **Curriculum Development**

- 4.050.01 College Programs
- 4.050.02 Curriculum Council
- 4.050.03 Advisory Committees
- 4.050.04 Courses Concerning Religion

4.080.00 **Instructional Delivery**

- 4.080.01 Textbook and Resource Materials
- 4.080.02 College-Supported Inventions

4.100.00 **Course Credit**

- 4.100.01 Degrees and Certificates Awarded
- 4.100.02 Course Repeats
- 4.100.03 Credit Hour

4.200.00 **Communication of Programs and Services**

- 4.200.01 Marketing of Programs and Services
- 4.200.02 College Catalog

**Instruction
Curriculum Development**

4.050.01

4.050.01 College Programs

It shall be the policy of the board to provide a comprehensive community college program that aligns with the college's strategic initiatives and that is pursuant to the Illinois Compiled Statutes.

Formerly Policy IST 40.10 (Adopted: 03/20/1973) and Policy COM 40.10 (Adopted: 03/20/1973)

Reclassified to Policy 4.050.01: 03/18/2009

Revised: 03/18/2009

**Instruction
Curriculum Development**

4.050.02

4.050.02 Curriculum Council

The Curriculum Council is the college organization charged with the responsibility for reviewing, evaluating, and refining new courses and curricula and recommending programs that merit adoption. Members representative of the college community will be appointed by the president or president's designee to the Curriculum Council.

Formerly Policy IST 40.15 (Adopted: 02/16/1982)
Reclassified to Policy 4.050.02: 03/18/2009
Revised: 03/18/2009

Instruction
Curriculum Development

4.050.03

4.050.03 Advisory Committees

It shall be the policy of the board to utilize advisory groups to help define educational needs within the community and to advise on formulating college programs to meet these needs.

Formerly Policy COM 40.20 (Adopted: 03/20/1973)
Reclassified to Policy 4.050.03: 03/18/2009
Revised: 03/18/2009

Instruction Curriculum Development

4.050.04

4.050.04 Courses Concerning Religion

Since religion is an important part of our culture, no complete or balanced picture of the human experience can be learned if all reference to it is omitted from the curriculum. However, it is imperative that the subject be presented in an objective fashion which respects the divergent viewpoints to be expected in our pluralistic society.

The courses should be informative rather than persuasive, objective rather than subjective, secular rather than sectarian, and reflect the universal religious experience rather than a narrow parochial point of view.

It shall be the policy of the board to offer courses concerning religious beliefs in the curriculum, but the content of these courses shall be presented in an objective fashion and free of all proselytizing in keeping with the principle of separation of church and state and within the guidelines enumerated above.

Formerly Policy IST 40.13 (Adopted: 01/03/1978)
Reclassified to Policy 4.050.04: 03/18/2009
Revised: 03/18/2009

Instruction Instructional Delivery

4.080.01

4.080.01 Textbook and Resource Materials

It shall be the policy of the board to allow the adoption of textbooks only after careful review. Textbook and resource materials should be selected on the basis of their appropriateness; however, it is important that consideration be given to the cost of textbooks and other materials as they relate to the student's ability to pay.

Formerly Policy IST, No Number Assigned (Adopted: 01/31/1969)
Reclassified to Policy 4.080.01: 03/18/2009
Revised: 03/18/2009

4.080.02 College-Supported Inventions

Waubonsee Community College supports development of unique contributions and creative inventions to enhance the learning experience at the college. These unique contributions may reflect a joint creative effort involving one or more faculty members as well as other individuals and units of the college. Such collaboration can raise questions concerning the ownership, development, production and use of these contributions in which the college may have become a partner through the investment of college resources. There is a need for college procedures to govern the ownership and equity in income produced by use and distribution of these inventions.

A. Ownership and Equity

1. As a basic principle, Waubonsee Community College maintains ownership of inventions, and the royalties resulting therefrom, when college personnel originate such inventions as a result of their employment at the college.
2. The college further recognizes that in some instances, copyrightable and patentable items may be prepared by college personnel as part of a project for which he/she has been given release time, grant money, or other material or financial assistance as designated in writing, for which there has been no prior arrangement for reimbursement to the college by the college personnel and which is not part of the employee's regular work assignment or responsibilities. Therefore, in these instances, twenty percent (20%) of all royalties or other proceeds from the sale or licensing of college-supported inventions will go to the college, and eighty percent (80%) will be retained by the originating college personnel. Ownership will reside with the inventor.
3. When the college commissions the development of work, the college shall have all rights to and equity in inventions.

B. Legal Limitations

Any law as now existing or hereafter enacted, amended or supplemented, will take precedence over this policy.

Formerly Policy IST 40.20 (Adopted: 03/20/1973)
Revised: 05/19/1977
Reclassified to Policy 4.080.02: 03/18/2009
Revised: 1/16/2019

**Instruction
Course Credit**

4.100.01

4.100.01 Degrees and Certificates Awarded

Successful completion of an educational program will be recognized by the board through the conferring of an associate degree, a certificate of achievement, or a certificate of completion.

Formerly Policies IST/STU 40.30 (Adopted: 03/20/1973)
Reclassified to Policy 4.100.01: 03/18/2009

**Instruction
Course Credit**

4.100.02

4.100.02 Course Repeats

A course may be repeated pursuant to established college procedures and the Administrative Rules of the Illinois Community College Board.

Formerly Policy ADM 40.35 (Adopted: 02/18/1987)

Reclassified to Policy 4.100.02: 03/18/2009

Revised: 03/18/2009

4.100.03 Credit Hour

Waubonsee Community College credit-bearing courses, including online courses and hybrid courses requiring both in-person and online participation, and all lab and clinical experiences, are scheduled and conducted in compliance with federal regulations defining the credit hour. A credit hour is an amount of work, represented by course-specific learning outcomes and evidence of student achievement, corresponding to one hour of classroom or direct faculty instruction requiring a minimum of two hours of out-of-class student work each week for approximately sixteen weeks for one semester.

Scheduling of credit-bearing classroom courses in all formats (weekday, weekend, accelerated, etc.) and at all locations reflects the credit hour definition established by federal regulations.

Credit-bearing online courses require student participation in instructor-led asynchronous or synchronous online learning activities equivalent to a minimum of one hour per week and out-of-class student work equivalent to a minimum of two hours per week for approximately sixteen weeks for each credit hour in compliance with the Administrative Rules of the Illinois Community College Board.

Credit-bearing hybrid courses require a combination of in-person faculty instruction and online, instructor led, asynchronous or synchronous learning activities equivalent to a minimum of one hour per week and out-of-class student work equivalent to a minimum of two hours per week for approximately sixteen weeks for each credit hour in compliance with the Administrative Rules of the Illinois Community College Board.

Laboratories, clinical laboratories, studio work, internships, practica, and other academic work require at least the equivalent amount of classroom and/or direct faculty instruction and student work as defined above, and out-of-class student work equivalent to a minimum of one hour per each two hours of lab or clinical conducted in class for approximately sixteen weeks per credit hour in compliance with the Administrative Rules of the Illinois Community College Board.

Adopted: 11/14/2018

Instruction
Communication of Programs and Services

4.200.01

4.200.01 Marketing of Programs and Services

It shall be the policy of the board to conduct a professional and highly ethical marketing program that communicates the college's programs and services.

Formerly Policies BRD/COM/STU 40.08 (Adopted: 12/16/1980)
Reclassified to Policy 4.200.01: 03/18/2009
Revised: 03/18/2009

Instruction
Communication of Programs and Services

4.200.02

4.200.02 College Catalog

The catalog is an official publication of the college. It shall apprise students and the public of the college's philosophy and how it is implemented by statements describing degree and certificate requirements, program and course content, and other pertinent information.

Formerly Policy BRD 40.01 (Adopted: 08/13/1974)
Reclassified to Policy 4.200.02: 03/18/2009

5.000.00**Student****5.050.00 Admission and Placement**

5.050.01 Admission Requirements
5.050.02 Placement

5.100.00 Student Programming

5.100.01 Student Services
5.100.02 Student Government
5.100.03 Guest Speakers

5.200.00 Student Conduct

5.200.01 Attendance
5.200.02 Student Conduct
5.200.03 Student Assemblies

5.300.00 Communication of Student Programs and Services

5.300.01 Student Handbook

5.400.00 Student Records and Information

5.400.01 Student Education Records
5.400.02 Governance of Student Data

Student Admission and Placement

5.050.01

5.050.01 Admission Requirements

Students are eligible for admission to Waubonsee Community College pursuant to the provisions of the Administrative Rules of the Illinois Community College Board.

To be admitted to some programs or curricula, students may need to meet additional requirements as specified by that program, Waubonsee Community College, and/or the Administrative Rules of the Illinois Community College Board.

Formerly Policy STU 40.10 (Adopted: 03/20/1973)

Reclassified to Policy 5.050.01: 03/18/2009

Revised: 03/18/2009

Revised: 11/14/2018

Student Admission and Placement

5.050.02

5.050.02 Placement

It is the policy of the board of trustees to provide students with a variety of means to demonstrate college readiness. Using multiple measures for students' initial placement in English and mathematics courses, students shall be permitted to enroll in the highest level class where they have the prerequisite skills to be successful.

Formerly Policies STU/ADM 40.12 (Adopted: 02/18/1987)
Revised: 02/17/1993
Reclassified to Policy 5.050.02: 03/18/2009
Revised: 03/18/2009
Revised: 11/14/2018

Student Student Programming

5.100.01

5.100.01 Student Services

It shall be the policy of the board to provide comprehensive student services pursuant to the Illinois Compiled Statutes and the Administrative Rules of the Illinois Community College Board.

Formerly Policy STU 40.05 (Adopted: 03/20/1973)
Reclassified to Policy 5.100.01: 03/18/2009
Revised: 03/18/2009

Student Student Programming

5.100.02

5.100.02 Student Government

The board authorizes and encourages the formation of a constitutional student government whose members shall be the elected representatives of the student body and who shall be accountable to the student body and the board.

Formerly Policy STU 40.45 (Adopted: 03/20/1973)
Reclassified to Policy 5.100.02: 03/18/2009
Revised: 03/18/2009

Student Student Programming

5.100.03

5.100.03 Guest Speakers

Student organizations and college employees may invite guest speakers to the campus when facilities are available and when no interruption of the basic instructional program will result. This policy will be executed in accordance with established college procedures.

Formerly Policies COM/IST/STU 40.50 (Adopted: 03/20/1973)

Reclassified to Policy 5.100.03: 03/18/2009

Revised: 3/18/2009

Student Student Conduct

5.200.01

5.200.01 Attendance

All students are expected to attend every class session unless instructors in their own classes initiate other attendance procedures.

Formerly Policy STU 40.15 (Adopted: 03/20/1973)
Reclassified to Policy 5.200.01: 03/18/2009

Student Student Conduct

5.200.02

5.200.02 Student Conduct

The board requires a code of student conduct and the appropriate administrative procedures for implementing the management of said code of student conduct. The code shall be publicized and readily available to all students of the college.

Formerly Policy STU 40.60 (Adopted: 03/20/1973)
Reclassified to Policy 5.200.02: 03/18/2009

Student Student Conduct

5.200.03

5.200.03 Student Assemblies

It is the policy of the board that administrative procedures be developed and that information about them be disseminated in order to provide for the exercise of the students' right of peaceful assembly on the Waubonsee campus.

Formerly Policies ADM/COM/STU 40.55 (Adopted: 03/20/1973)
Reclassified to Policy 5.200.03: 03/18/2009

**Student
Communication of Student Programs and Services**

5.300.01

5.300.01 Student Handbook

The student handbook is an official publication of the college. The student handbook will contain college regulations and policies, student rights and responsibilities, student services information, and other pertinent information.

Adopted: 03/18/2009

**Student
Student Records and Information**

5.400.01

5.400.01 Student Education Records

It shall be the policy of the board to comply with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. Sec. 1232g.

Formerly Policies ADM/STU 40.82 (Adopted: 11/04/1975)

Reclassified to Policy 3.050.03: 02/18/2009

Revised and reclassified to Policy 5.400.01: 01/20/2010

Student Student Records and Information

5.400.02

5.400.02 Governance of Student Data

It shall be the policy of the board that all student data created and consumed be reliable, accessible, compliant with federal and state legislation, and maintained consistent with data management best practices and standards in higher education. Only authorized employees as determined by title and/or responsibilities shall be granted access to student data. It is the expectation that all college employees act as responsible users of student data which includes being knowledgeable about relevant regulations and college guidelines. The administration is authorized to establish such procedures and regulations as are necessary to accomplish the objectives of this policy.

Adopted: 01/16/2019

6.000.00**Human Resources****6.050.00****Employment Practices**

6.050.01	College Administration
6.050.02	Assignment of Personnel
6.050.03	Recruitment and Selection
6.050.04	Equal Employment Opportunity and Affirmative Action
6.050.05	Criminal Background Investigations
6.050.06	Indemnification
6.050.07	Employee Discipline
6.050.08	Nepotism
6.050.09	Unassigned
6.050.10	Unassigned
6.050.11	Workplace Violence
6.050.12	Exposure Control Plan

6.100.00**Benefits**

6.100.01	Fringe Benefits
6.100.02	Participation in Professional Meetings

6.200.00**Ethics and Code of Conduct**

6.200.01	Ethics and Code of Conduct
6.200.02	Conflict of Interest
6.200.03	Outside Employment
6.200.04	Prohibited Political Activity and Gift Ban
6.200.05	Whistleblower and Fraud Reporting Protection

6.300.00**Faculty**

6.300.01	Tenured Faculty
6.300.02	Non-Tenured Faculty
6.300.03	Reduction in Number of Full-Time Faculty Members
6.300.04	English Proficiency

Human Resources Employment Practices

6.050.01

6.050.01 College Administration

It shall be the policy of the board to appoint the president of the college who shall serve as its chief executive officer. The president shall be responsible for recommending the establishment of administrative positions necessary to effectively implement the policies of the board. It shall be the policy of the board to establish policies governing personnel employment, dismissal and compensation.

Policy BRD 10.80 (Adopted: 02/16/1982)

Formerly Policy ADM 40.10 (Adopted: 03/20/1973); Policy BRD 10.70 (Adopted: 02/16/1982) and

Reclassified to Policy 6.050.01: 12/17/2008

Revised: 12/17/2008

Human Resources Employment Practices

6.050.02

6.050.02 Assignment of Personnel

It is the policy of the board that descriptions be established for all employee positions. Current employees may apply for these positions along with other applicants. A position shall not be considered open for application when the position has been reclassified and the prior incumbent is being retained in the new position or when a position has been eliminated and the incumbent in that position is being transferred or reassigned to fill another position.

Formerly Policy ADM 40.16 (Adopted: 02/16/1982)
Reclassified to Policy 6.050.02: 12/17/2008
Revised: 12/17/2008

Human Resources Employment Practices

6.050.03

6.050.03 Recruitment and Selection

The college is committed to the recruitment and selection of competent faculty, staff and administrators who possess outstanding knowledge, skills and abilities. It shall be the policy of the board to approve appointments and to establish salaries for all personnel. The college's salary philosophy is to pay market based compensation supported by external benchmarking, salary surveys, and other externally validated sources as compared to the appropriate external labor market. The president, with assistance from designated administrative staff, will identify and recommend individuals to the board for final approval.

Formerly Policy IST 40.60 (Adopted: 03/20/1973)
Reclassified to Policy 6.050.03: 12/17/2008
Revised: 12/17/2008
Revised 01/17/2018

Human Resources Employment Practices

6.050.04

6.050.04 Equal Employment Opportunity and Affirmative Action

It shall be the policy of the board to prohibit discrimination of any type and provide equal employment opportunities to all employees and applicants for employment regardless of their race, color, religion, sex, sexual orientation, age, national origin, veteran's status, marital status, disability, or any other characteristic protected by law.

Employment opportunities include recruitment, employment, promotion, transfer, training, wages and salary administration, benefits, working conditions and termination. Employees of the college will be required to meet the standards of employment set forth by the college.

In accordance with federal law, the college shall maintain a written Affirmative Action Program to implement and maintain the policy of equal employment opportunity.

Adopted: 12/17/2008

Revised: 11/20/2019

Human Resources Employment Practices

6.050.05

6.050.05 Criminal Background Investigations

It shall be the policy of the board to conduct criminal background investigations on all prospective employees and volunteers. The college will use a third party agency to conduct the background checks and will ensure that all background checks are conducted in compliance with all federal and state laws.

Formerly Policy PER 40.91 (Adopted: 01/18/1995)
Reclassified to Policy 6.050.05: 12/17/2008
Revised: 12/17/2008

**Human Resources
Employment Practices**

6.050.06

6.050.06 Indemnification

The college will indemnify board members and employees pursuant to the Illinois Compiled Statutes.

Formerly Unclassified (Adopted: 1987)
Reclassified to Policy 6.050.06: 12/17/2008
Revised: 12/17/2008

Human Resources Employment Practices

6.050.07

6.050.07 Employee Discipline

All full and part-time employees may be disciplined for just cause by the president or a designated representative of the president. Cause shall include, but not be limited to, the following:

1. Unprofessional conduct
2. Violation of written board or administrative policies
3. Breach of policies and procedures as presented in the employee handbooks and guidebook, and the respective collective bargaining agreements with the full-time and adjunct faculty
4. Moral turpitude which adversely affects the college or the employee's performance of his/her duties and responsibilities
5. Unauthorized or unexcused absences

Disciplinary action may include, but not be limited to, oral reprimands, written reprimands, suspensions with or without pay, and dismissal.

Formerly Policy BRD 60.60 (Adopted: pre-1982)
Reclassified to Policy 6.050.07: 12/17/2008
Revised: 12/17/2008
Revised: 11/20/2019

Human Resources Employment Practices

6.050.08

6.050.08 Nepotism

The Board of Trustees is committed to ensuring the hiring and retention of the most qualified persons for all positions and preventing nepotism at the College. As a public tax-supported institution, Waubonsee Community College has an obligation to avoid a conflict of interest, or the appearance of a conflict of interest, related to nepotism and preferential treatment related to hiring and employment decisions. Therefore, members of the Board of Trustees and family members of the Board of Trustees will not be hired as college employees or independent contractors. Immediate family members of current employees may be considered for hire as college employees or independent contractors only under the conditions detailed in this Policy.

Waubonsee Community College will consider a member of an employee's immediate family for employment if the applicant possesses all of the qualifications for employment. However, an immediate family member may not be hired if the following circumstances would result:

- If the employment creates a direct supervisor/subordinate relationship with a family member.
- If the employment creates an indirect supervisor/subordinate relationship with a family member up to the administrative supervisor level.
- If the employment creates a situation in which an employee would have an audit or financial control function over a family member.
- If the employment creates an actual conflict of interest or the appearance of a conflict of interest.

The same criteria as outlined above will be considered in any decisions relating to employment including, but not limited to, evaluations, discipline, work assignments, transfers, promotions, compensation, or career development.

The same criteria as outlined above will also be applied to employees who engage in a dating relationship, marry, or become members of the same household.

The immediate family members of the College President, the Clerk of the Board, the Vice Presidents, the Executive Director of Human Resources, and all Human Resources Managers will not be hired as full-time or part-time employees or as independent contractors.

Immediate family members of other administrators will not be hired for full-time positions. If an immediate family member of an administrator is hired into a part-time position, the same criteria as outlined above will be applied.

Immediate family members will not be hired for full-time or part-time positions into the same department (with same administrative supervisor) as a current College employee. For purposes of this Policy, "immediate family" includes the employee's spouse/partner, dating partner,

children, stepchildren, parents, brother, sister, other dependents, or any other member of the employee's household.

Exceptions to this Policy may be made only with the prior written approval of the College President or his/her designee.

Waubonsee Community College reserves the right to apply this Policy to situations in which there is a conflict or the potential for conflict because of the relationship between employees, even if no direct reporting relationship or authority is involved.

Employees are responsible for notifying the Executive Director of Human Resources of relationships that would be in violation of the College's Nepotism Policy. In addition, the Manager/Administrative Supervisor is responsible for monitoring changes in employee reporting relationships after initial hire to ensure compliance with this Policy.

Adopted: 11/20/2019
Revised: 07/15/2020

**Human Resources
Employment Practices**

6.050.09

6.050.09 Unassigned

**Human Resources
Employment Practices**

6.050.10

6.050.10 Unassigned

**Human Resources
Employment Practices**

6.050.11

6.050.11 Workplace Violence

It shall be the policy of the board to provide a safe environment for all employees. A safe environment supports the mission of the college. To reduce the risk of violence, threats and/or intimidation, the college has zero tolerance for workplace violence. Appropriate procedures shall be developed to implement this policy.

Adopted: 02/18/2009

**Human Resources
Employment Practices**

6.050.12

6.050.12 Exposure Control Plan

It is the policy of the board that the college be committed to providing a safe and healthy work environment for its employees. In pursuit of this goal, the college will develop and administer an Exposure Control Plan to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with federal and state statutes.

Formerly Policy PER 40.43 (Adopted: 07/21/1993)
Reclassified to Policy 6.050.12: 12/17/2008
Revised: 02/18/2009

Human Resources Benefits

6.100.01

6.100.01 Fringe Benefits

It shall be the policy of the board to maintain a program of fringe benefits for designated college employee groups in order to attract and retain qualified personnel.

Formerly Policy PER 40.20 (Adopted: 03/20/1973); Policy PER 40.21 (Adopted: 03/20/1973, Revised: 02/21/1996);
Policy PER 40.25 (Adopted: 03/20/1973); Policy PER 40.22 (Adopted: 02/21/1996)
Reclassified to Policy 6.100.01: 12/17/2008
Revised: 12/17/2008

**Human Resources
Benefits**

6.100.02

6.100.02 Participation in Professional Meetings

It shall be the policy of the board to encourage, within the limitations of the budget, employees to participate in professional meetings and conferences which will improve their performance of assigned college duties.

Formerly Policy PER 40.30 (Adopted: 3/20/1973)

Reclassified to Policy 6.100.02: 12/17/2008

Revised: 12/17/2008

Human Resources Ethics and Code of Conduct

6.200.01

6.200.01 Ethics and Code of Conduct

It is the policy of the board to require adherence by all parties to shared standards while conducting their responsibilities and roles with and for the college. Parties are defined as all members of the board of trustees, employees, representatives speaking or acting on behalf of the college, and volunteers.

The shared standards include:

- Conduct all activities in compliance with applicable laws and regulations;
- Treat employees, students, community members, and colleagues with honesty, integrity, and respect;
- Act as responsible stewards of college resources including, but not limited to, physical property, access to information, and funds;
- Be mindful of how their actions reflect on the college to employees, students and community members;
- Report any perceived misconduct as defined in Board Policy 6.200.05 – Whistleblower and Fraud Reporting Protection through the reporting hotline, as found on the college’s public website, or directly to the college’s Ethics Advisor, as identified in Article 15 of Board Policy 6.200.04 – Prohibited Political Activity and Gift Ban;
- Seek guidance on ethical decisions from the Ethics Advisor; and
- Make no attempts to retaliate against anyone reporting, in good faith, real or perceived misconduct by others.

Adopted: 09/20/2017

Human Resources Ethics and Code of Conduct

6.200.02

6.200.02 Conflict of Interest

It is the policy of the board that employees shall not enter into relationships which present a conflict of interest to the college. In general, a situation posing a conflict of interest is one that adversely affects the pursuit of the goals and mission of the college. Situations which may present a conflict of interest include, but are not limited to, relationships with students, outside employment, selling goods or services on campus for personal gain, accepting gifts, running for political office, etc.

An employee shall inform his/her administrative supervisor of any situations presenting a potential conflict of interest. The administrative supervisor will make a determination whether a conflict of interest exists.

A student who has any concerns with his/her interaction with faculty, staff or administration should inform the supervisor of the faculty member, the chief student officer, or the chief human resources officer.

Any employee involved in a situation that poses a conflict of interest without informing the college, or continues involvement after the college determines that a conflict of interest exists, will be subject to disciplinary action, including termination. This policy is subject to applicable college personnel policies and program requirements.

Formerly Policy PER 40.50 (Adopted: 08/16/2000)

Revised: 05/19/2004

Reclassified to Policy 6.200.01: 12/17/2008

Revised: 12/17/2008

Reclassified to Policy 6.200.02: 09/20/2017

Human Resources Ethics and Code of Conduct

6.200.03

6.200.03 Outside Employment

It is the policy of the board that full-time employees shall not perform consulting, teaching, research or other professional services for a person or entity other than the college, if performance of such services conflicts with an employee's assignments, commitments and responsibilities to the college, or constitutes a conflict of interest.

All full-time employees shall notify their administrative supervisor of any outside employment prior to starting the position. The administrative supervisor will make a determination whether the proposed employment relationship is inappropriate.

Any full-time employee who performs outside services in contravention of this policy will be subject to disciplinary action, including termination. This policy is subject to applicable college personnel policies and program requirements.

Formerly Policy BRD 10.85 (Adopted: 08/16/2000)
Reclassified to Policy 6.200.02: 12/17/2008
Reclassified to Policy 6.200.03: 09/20/2017

**Human Resources
Ethics and Code of Conduct**

6.200.04

6.200.04 Prohibited Political Activity and Gift Ban

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, codified at 5 ILCS 430/1-1 and following), 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 and school districts, 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 units “in a manner no less restrictive” than the provisions of the Act; and

WHEREAS, it is the clear intention of the Act to require units of local government and community college districts to implement regulations that are at least as restrictive as those contained in the Act, and to impose penalties for violations of those regulations that are equivalent to those imposed by the Act, notwithstanding that such penalties may exceed the general authority granted to units of local government, school districts, and community college districts to penalize policy violations; and

WHEREAS, this Policy 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 WAUBONSEE COMMUNITY COLLEGE DISTRICT NO. 516, KANE, KENDALL, DEKALB, LASALLE, AND WILL, COUNTIES, ILLINOIS, AS FOLLOWS:

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

ARTICLE 1: DEFINITIONS AND GENERAL PROVISIONS

Section 1-1. 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 of Education” means the Board of Trustees of Waubonsee Community College No. 516, Kane, Kendall, DeKalb, LaSalle, and Will Counties, Illinois.

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

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

“Collective bargaining” has the same meaning as contemplated by the Illinois Educational Labor Relations Act (115 ILCS 5/1 and following).

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

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

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

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

“Employer” means Waubonsee Community College.

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

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

“Officer” means a person who holds, by election or appointment, an office created by statute or law, regardless of whether the officer is compensated for service in his or her official capacity. The term “officer” includes all members of the Board of Trustees.

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

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

“Prohibited political activity” means:

1. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
2. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
3. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
4. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
5. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
6. Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.
7. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
8. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.

9. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
10. Preparing or reviewing responses to candidate questionnaires.
11. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
12. Campaigning for any elective office or for or against any referendum question.
13. Managing or working on a campaign for elective office or for or against any referendum question.
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. Construction. This Policy shall be construed in a manner consistent with the provisions of the State Officials and Employees Ethics Act (codified at 5 ILCS 430/1-1 and following). This Policy 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, as defined herein. No officer or employee shall intentionally use any property or resources of Waubonsee Community College 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 or an officer of a political committee, of a political party, or of a political organization or club.

ARTICLE 10: GIFT BAN

Section 10-1. Gift ban. Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with 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. Section 10-1 is not 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 uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
- (7) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.
- (8) Food or refreshments 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.

Each of the exceptions listed in this Section is mutually exclusive and independent of each 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. The President of the College, with the advice and consent of the Board of Trustees, shall designate an Ethics Advisor for Waubonsee Community College. The duties of the Ethics Advisor may be delegated to an officer or employee of Waubonsee Community College. **The Ethics Advisor has been designated as the Executive Director of Human Resources.**

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

ARTICLE 20: ETHICS COMMISSION

Section 20-1. There is hereby created a commission to be known as the Ethics Commission Waubonsee Community College. The Commission shall be comprised of three members appointed by the President of the College with the advice and consent of the Board of Trustees. No person shall be appointed as a member of the Commission who is related, either by blood or by marriage up to the degree of first cousin, to any elected officer of Waubonsee Community College. The Ethics Commission may be appointed to serve on an ongoing or on an ad hoc basis.

Section 20-2. Where appointed to serve on an ongoing basis, at the first meeting of the Ethics Commission, the initial appointees shall draw lots to determine their initial terms. Two commissioners shall serve 2-year terms, and the third commissioner shall serve a one-year term. Thereafter, all commissioners shall be appointed to 2-year terms. Commissioners may be reappointed to serve subsequent terms. At the first meeting of the Commission, the commissioners shall choose a chairperson from their number. Meetings shall be held at the call of the chairperson or any two commissioners. A quorum shall consist of two commissioners, and official action by the Commission shall require the affirmative vote of two members.

Section 20-3. The President of the College, with the advice and consent of the Board of Trustees, may remove a commissioner in case of incompetency, neglect of duty or malfeasance in office after service on the commissioner by certified mail, return receipt requested, of a copy of the written charges against the commissioner and after providing an opportunity to be heard in person or by counsel upon not less than ten days' notice. Vacancies shall be filled in the same manner as original appointments.

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

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

Section 20-5.

- a) **Complaints alleging a violation of this Policy shall be filed through the reporting hotline, as found on the college's public website, or directly to the Ethics Advisor, as described in Article 15 of this policy.**
- b) The Commission shall send by certified mail, return receipt requested, a notice to the respondent that a complaint has been filed against him or her and a copy of the complaint. The Commission shall also send by certified mail, return receipt requested, a confirmation of the receipt of the complaint to the complainant. The notices to the respondent and the complainant shall also advise them of the date, time, and place of the meeting to determine the sufficiency of the complaint and to establish whether probable cause exists to proceed.
- c) Upon not less than 48 hours' public notice, the Commission shall meet to review the sufficiency of the complaint and, if the complaint is deemed sufficient to allege a violation of this Policy, to determine whether there is probable cause, based on the evidence presented by the complainant, to proceed. The meeting may be closed to the public to the extent required by the Open Meetings Act. The Commission shall issue notice to the complainant and the respondent of the Commission's ruling on the sufficiency of the complaint and, if necessary, on cause to proceed within ten business days after such meeting.

If the complaint is deemed sufficient to allege a violation of Article 10 of the Policy and there is a determination of cause, then the Commission's notice to the parties shall include a hearing date scheduled within four weeks thereafter. If the complaint is deemed not sufficient to allege a violation or if there is no determination of probable cause, then the Commission shall send by certified mail, return receipt requested, a notice to the parties of the decision to dismiss the complaint, and that notice shall be made public.

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

- d) On the scheduled date and upon at least 48 hours' public notice of the meeting, the Commission shall conduct a hearing on the complaint and shall allow both parties the opportunity to present testimony and evidence. The hearing may be closed to the public only if authorized by the Open Meetings Act.
- e) Within 30 days after the date the hearing or any recessed hearing is concluded, the Commission shall either (i) dismiss the complaint or (ii) issue a recommendation for discipline or reprimand to the alleged violator and to the President of the College. The particular findings in the case, any recommendation for discipline, and any fine imposed shall be a matter of public information.
- f) A complaint alleging the violation of this Policy must be filed within one year after the alleged violation.

ARTICLE 25: BOARD ACTION ON RECOMMENDATION OF COMMISSION

Section 25-1. Officers. 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 Article 5 or Article 10 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 Article 5 or Article 10 of this Policy in accordance with the applicable procedures.

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

Formerly Policy BRD 10.95 (Adopted: 05/19/2004)
Reclassified to Policy 6.200.03: 12/17/2008
Reclassified to Policy 6.200.04: 09/20/2017
Revised: 09/20/2017

6.200.05 Whistleblower and Fraud Reporting Protection

It is the policy of the board that the college will operate with the highest ethical standards and will conduct operations in compliance with all federal and state laws and regulations. The purpose of this policy is to encourage reporting of any allegations of misconduct on the part of the board of trustees, employees, representatives speaking or acting on behalf of the college, and volunteers.

In addition, the purpose of the policy is to provide assurance that there must be no retaliation against anyone who reports misconduct of others, in good faith, as established in 740 ILCS 174, the Illinois Whistleblower Act. Finally, there shall be no retaliation against anyone who refuses to participate in an activity that would result in misconduct.

For the purposes of this policy, misconduct may include, but is not limited to, the following:

- Crimes or violations of state or federal law or regulations
- Violations of college policies or procedures
- Fraud or financial irregularity
- Inappropriate use of college funds, property, or assets
- Corruption, malfeasance, bribery, theft, coercion, or blackmail
- Prohibited political activity or gifts as described in Board Policy 6.200.04 – Prohibited Political Activity and Gift Ban
- Other unethical conduct

All individuals are encouraged to report any alleged misconduct through the college's reporting hotline, as found on the college's public website, or directly to the college's Ethics Advisor, as identified in Article 15 in Board Policy 6.200.04 – Prohibited Political Activity and Gift Ban.

This policy is not intended, and may not be used for, personal grievances, employment grievances, general compensation and benefit complaints, opinions on policy, and other issues that are not related to misconduct.

A report made under this policy can have considerable impact on the personal and professional lives of those charged, both during the investigation and longer term. No one shall intentionally misuse this policy and its reporting procedures. Anyone who knowingly makes false accusations will be subject to appropriate discipline.

Adopted: 09/20/2017

Human Resources Faculty

6.300.01

6.300.01 Tenured Faculty

It shall be the policy of the board to grant tenure to members of the faculty in conformance with the Illinois Compiled Statutes. The board has the power to establish tenure policies for the employment of faculty and the cause for their removal which are consistent with the Illinois Compiled Statutes and the collective bargaining agreement between the Faculty Council #604 and the Board of Trustees.

Formerly Policy BRD 40.00 (Adopted: 08/08/1971); Policy BRD 60.30 (Adopted: pre-1982);

Policy BRD 10.40 (Adopted: 02/16/1982); Policy BRD 60.10 (Adopted: 10/19/1982);

Policy PER 40.10 (Adopted: 02/16/1982)

Reclassified to Policy 6.300.01: 12/17/2008

Revised: 12/17/2008

Revised: 11/20/2019

Human Resources Faculty

6.300.02

6.300.02 Non-Tenured Faculty

The college will make personnel decisions with respect to non-tenured faculty members in accordance with the Illinois Compiled Statutes. A non-tenured faculty member may be discontinued during the term of his/her appointment if there is sufficient cause to justify this action.

Formerly Policy BRD 60.20 (Adopted: pre-1982); Policy BRD 60.50 (Adopted pre-1982)
Reclassified to Policy 6.300.02: 12/17/2008
Revised: 12/17/2008
Revised: 11/20/2019

Human Resources Faculty

6.300.03

6.300.03 Reduction in Number of Full-Time Faculty Members

The board of trustees maintains the right to decrease the number of faculty members employed or to discontinue a particular type of teaching service or program in accordance with the Illinois Compiled Statutes.

Formerly Policy BRD 60.40 (Adopted pre-1982)
Reclassified to Policy 6.300.03: 12/17/2008
Revised: 12/17/2008

Human Resources Faculty

6.300.04

6.300.04 English Proficiency

The college will assess oral English proficiency of all potential instructors in accordance with the Illinois Compiled Statutes.

Formerly Policy BRD 10.75 (Adopted: 02/18/1987)
Reclassified to Policy 6.300.04: 12/17/2008
Revised: 12/17/2008