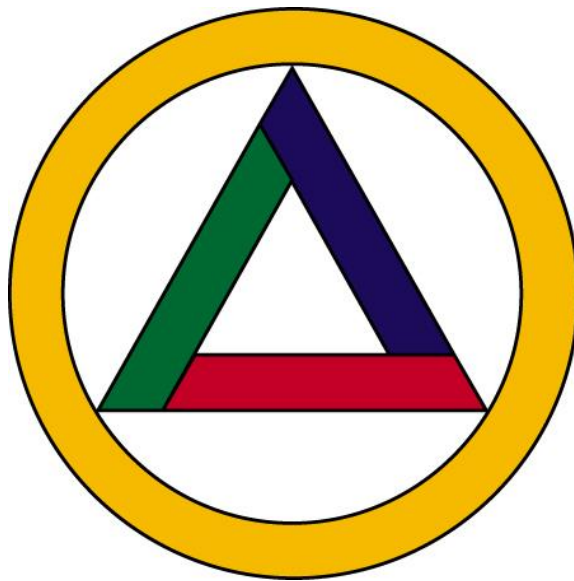


# **POLICY MANUAL**

Illinois Eastern Community Colleges  
District 529



**Date Adopted: December 19, 1989**  
**Revised: June 17, 2025**

# POLICIES OF THE BOARD OF TRUSTEES

## Illinois Eastern Community Colleges

### District 529

BOARD OF TRUSTEES – 100			
Number	Title	Date Adopted	Last Revised
N/A	General Statements Concerning Policy & Procedure	12/19/1989	N/A
100.1	Policy and Procedure Development	8/13/1996	4/25/2023
100.2	Legal Basis	12/19/1989	6/16/2020
100.3	Meetings and Minutes	12/19/1989	8/15/2023
100.4	Student Board Member	12/19/1989	11/21/2023
100.5	The Academic Calendar	12/19/1989	11/21/2023
100.6	Campus Master Planning Statement	12/19/1989	3/15/2005
100.7	Prevailing Wage Law	12/19/1989	8/20/2024
100.8	Nondiscrimination Policy	12/19/1989	6/15/2021
100.9	Alcohol-free/Drug-free Campus Policy	12/19/1989	5/16/2023
100.10	Chronic Communicable Disease Policy	12/19/1989	
100.11	Bloodborne Pathogens	9/21/1993	9/15/2015
100.12	Americans with Disabilities Act Policy	3/15/1994	12/12/2023
100.13	Appearance Before Board of Trustees	2/20/1996	
100.14	Board of Trustees Mailing List <del>DELETED</del>	12/19/1989	7/18/2023
100.15	Tobacco-free/Smoke-free Campus Policy	12/17/1996	10/19/2021
100.16	Policy to Address a Complaint	11/17/1998	3/21/2023
100.17	Policy on Sexual Harassment – <del>DELETED</del> See Policy 100.31	11/17/1998	7/18/2017
100.18	Code of Ethics for Members of the Board of Trustees	7/16/1996	
100.19	Retaining Legal Counsel	12/17/1996	
100.20	State Officials and Employees Ethics Act	6/20/1999	9/17/2024
100.21	Gramm Leach Bliley (GLB) Act	6/17/2003	6/20/2023
100.22	Health Insurance Portability and Accountability Act (HIPAA)	3/16/2004	
100.23	Identity Theft Prevention Program	3/17/2009	
100.24	Emergency Response Plans	9/21/2010	2/16/2021
100.25	Threat Assessment and Violence Prevention Plan	7/19/2011	8/17/2021
100.26	Credit Card Security Policy	1/15/2013	
100.27	Ethics Policy for Employees – <del>DELETED</del> (Moved to Policy 400.32)	6/18/2013	
100.28	Weapons and Concealed Firearms Policy	11/19/2013	12/12/2023
100.29	Campus Sexual Violence Elimination Act/Campus SaVE Act – <del>DELETED</del> See Policy 100.31	5/20/2014	7/18/2017
100.30	Emergency Succession Policy	10/20/2015	5/21/2024
100.31	Preventing Sexual Misconduct	7/19/2016	1/18/2025
100.32	Personal Service Contracts	9/20/2016	
100.33	Board Member Leadership Training	9/20/2016	7/18/2023
100.34	Employment Contract Transparency and Annual Performance Review	9/20/2016	
100.35	Fraud Reporting and Protection Policy	5/16/2017	
100.36	Sex Offender Registration	8/15/2017	10/19/2021
100.37	Freedom of Information Act	1/16/2018	
100.38	General Gift Policy	8/17/2021	
100.39	Board Treasurer	12/19/1989	10/17/2023
100.40	Mission, Vision, and Values	5/21/2024	
100.42	Prohibiting Sex Discrimination – <del>DELETED</del> 2/18/2025 Reference Policy 100.31	9/17/2024	

ADMINISTRATION – 200			
Number	Title	Date Adopted	Last Revised
200.1	Administrative Organization	12/19/1989	2/21/2023

200.2	Appropriate Use of Information Technology Resources Policy	6/11/1996	4/22/2025
200.3	Information Technology (IT) Change Management Policy	6/20/2012	9/19/2023
200.4	Information Technology (IT) Remote Access Policy	6/18/2013	
200.5	Trustee Adoption, Amendment, or Repeal of Policies – DELETED See Procedure 100.1	12/10/2013	4/25/2023
200.6	Allied Health Technology Requirements Policy - DELETED	12/12/2017	11/15/2022
200.7	Human Subjects Research Policy	7/20/2021	
200.8	Campus Closures and Interruptions	3/19/2024	

BUSINESS – 300			
Number	Title	Date Adopted	Last Revised
300.1	Accounting	12/12/1989	
300.2	Audits	12/19/1989	11/17/2020
300.3	Auxiliary Enterprises Fund	12/19/1989	4/16/2024
300.4	Budget and Tax Levy	12/19/1989	
300.5	College Treasurer – DELETED (Moved to 100.39 Board Treasurer)	12/19/1989	4/19/2016
300.6	Contracts	7/19/1994	4/19/2016
300.7	Depository for Funds	12/19/1989	
300.8	Emergency Building Repair Fund	12/19/1989	
300.9	Imprest and Petty Cash Funds	12/19/1989	
300.10	Insurance	1/17/1995	
300.11	Inventories of Moveable Equipment	12/19/1989	
300.12	Investment Policy	12/19/1989	12/13/2022
300.13	Publish Financial Statement	12/19/1989	4/19/2016
300.14	Purchasing Policy	6/11/1996	12/10/2024
300.15	Revolving Fund and Utility Fund	12/19/1989	2/27/2024
300.16	Travel Policy	10/15/1996	8/16/2016
300.17	Use of Facilities	12/19/1989	12/13/2022
300.18	Assignment of Vehicles	4/20/1993	
300.19	Loss Control	12/14/1999	
300.20	Operating Cash Reserve	8/17/2004	3/19/2024
300.21	Procurement Standards for Federal Grant Awards	11/17/2015	3/19/2024
300.22	Purchasing Diversity	7/19/2016	
300.23	IECC-issued Credit Cards	12/10/2024	

HUMAN RESOURCES – 400			
Number	Title	Date Adopted	Last Revised
400.1	Selection and Employment	2/18/1997	12/10/2024
400.2	Evaluation Policy	9/15/1998	4/15/2014
400.3	Health Examination for Employees	12/19/1989	11/19/2013
400.4	Holiday, Leave, and Benefit Policy-Non-Bargaining Unit Employees	5/20/1997	1/21/2025
400.5	Leave Policy - Full-Time Faculty	12/19/1989	
400.6	Outside Employment	12/19/1989	
400.7	Ownership and Royalties of Inventions and/or Materials	12/19/1989	
400.8	Minimum Faculty Requirements/Qualifications	12/19/1989	5/17/2022
400.9	Review of Personnel Records	12/19/1989	
400.10	Suspension	2/18/1997	4/19/2011
400.11	Tenure	12/19/1989	
400.12	Vacation Leave Policy-Non-Bargaining Unit Employees	1/16/1990	9/20/2022
400.13	Wages	12/19/1989	2/15/2022
400.14	Definition of Full-Time Employment	6/15/1993	
400.15	Full-Time Faculty Seniority List	2/20/1990	
400.16	OPEN		
400.17	OPEN		
400.18	Oral English Language Proficiency	5/19/1992	

400.19	Drug-Free Workplace Policy – DELETED See Policy/Procedure 100.9	11/20/1990	5/16/2023
400.20	Family and Medical Leave Policy	12/14/1993	10/15/2024
400.21	Military Leave	5/20/1997	12/11/2018
400.22	Salary Basis Policy	10/19/2004	6/18/2024
400.23	Dual Credit Faculty Assignment and Qualifications – <b>DELETED</b> See Policy 400.8	12/11/2007	11/15/2011
400.24	Part-Time Faculty Assignment and Qualifications – <b>DELETED</b> See Policy 400.8	12/11/2007	11/15/2011
400.25	Electronic Device/Cell Phone Allowance Policy	7/15/2008	1/18/2022
400.26	Victims Economic Security and Safety Act (VESSA) Policy	1/20/2009	4/18/2017
400.27	Family Bereavement Leave Policy	9/20/2016	1/17/2023
400.28	Employment of Relatives	3/16/2021	
400.29	Paid Administrative Leave for COVID-19 – EXPIRED 5/16/2022	4/19/2022	
400.30	Prohibited Consensual Relationships	8/16/2022	
400.31	Personal and Workspace Appearance – Non-Bargaining Unit	3/19/2024	
400.32	Code of Ethics for Employees	8/20/2024	
400.33	IECC-owned and Personal Vehicle Use	12/10/2024	

<b>STUDENT – 500</b>			
<b>Number</b>	<b>Title</b>	<b>Date Adopted</b>	<b>Last Revised</b>
500.1	OPEN		
500.2	Admission of Secondary School Age Students	6/16/1992	5/20/2008
500.3	Comprehensive Fee Policy	12/19/1989	12/8/2015
500.4	Course Repeat Policy	8/16/1994	4/19/2022
500.5	Credit for Prior Learning	12/19/1989	6/17/2025
500.6	Instructional Materials Policy	12/19/1989	
500.7	Policy for Assignment of Credits – DELETED (Moved to Credit Hour Policy 800.8)	12/19/1989	6/20/2017
500.8	Student Conduct Policy	12/19/1989	10/19/2021
500.9	Policy on Transfer Credit	12/19/1989	3/21/2023
500.10	Policy for Transfer of Credit Between Sister Colleges and Computation of Grade Point Average - <b>DELETED</b>	12/19/1989	6/20/2017
500.11	Family Educational Rights and Privacy	12/13/1994	7/19/2022
500.12	Student Mental Health Needs	10/20/2015	5/27/2025
500.13	Student Placement Policy	12/19/1989	1/17/2023
500.14	Tuition Waivers Policy	11/17/1998	1/21/2025
500.15	Residency Policy	6/18/1991	2/18/2025
500.16	Grade Forgiveness Policy – DELETED See Policy 500.35	2/17/1998	2/16/2021
500.17	Campus Safety and Security Policy: Clery Act Compliance	10/26/1992	9/19/2023
500.18	Transfer Degree Educational Guarantee – Renumbered as 800.10 (2-27-24)	4/19/1994	12/13/2016
500.19	Technical Degree/Certificate Educational Guarantee – Renumbered as 800.11 (2-27-24)	4/19/1994	6/20/2017
500.20	Academic Standing Policy	10/20/1998	10/19/2021
500.21	Student Military Policy	10/16/2001	2/18/2025
500.22	Criminal Background Checks on Students	12/14/2004	9/17/2024
500.23	Nursing Student Progression/Remediation Policy (Deleted, effective May 31, 2024)	10/16/2007	3/19/2024
500.24	Financial Aid Master Consortium Agreement Policy	10/19/2010	
500.25	Academic Integrity Policy	11/20/2012	3/21/2023
500.26	Policy for Credit Equivalency by Licensure, Certification, Military Experience, or State Seal of Biliteracy – <b>DELETED See 500.5</b>	12/11/2012	1/18/2022
500.27	Student-athlete Drug Abuse Policy	7/16/2014	4/25/2023
500.28	Hazing Policy	10/21/2014	3/18/2025
500.29	Policy to Protect Academic Standing of Dual Credit Students	10/20/2015	
500.30	Withdrawal Policy	1/19/2016	7/19/2022
500.31	Dual Credit Policy	3/21/2017	

500.32	Open Admission Policy	10/16/2018	5/17/2022
500.33	Student Consumer Information Disclosure Policy	6/18/2019	2/27/2024
500.34	Student Religious Observances Policy	6/16/2020	
500.35	Grades and Grading System	2/16/2021	
500.36	Catalog Term Policy	4/27/2021	
500.37	International Student Health Insurance Policy	5/17/2022	
500.38	Graduation Requirements Policy	9/20/2022	
500.39	Ethical Recruitment and Admission of Students Policy	7/18/2023	
500.40	First-Year Housing Policy	7/16/2024	
500.41	Student Attendance Policy	4/16/2024	

### COMMUNITY RELATIONS – 600

Number	Title	Date Adopted	Last Revised
600.1	Relationship with College Foundations	12/19/1989	8/15/2017
600.2	Communications and Public Relations	11/21/2023	

### AUXILIARY SERVICES – 700

Number	Title	Date Adopted	Last Revised
700.1	Auxiliary Services	3/21/1995	10/17/2023

### INSTRUCTION – 800

Number	Title	Date Adopted	Last Revised
800.1	Educational Curriculum and Course Development	12/19/1989	8/15/2017
800.2	Program Review and Evaluation	12/19/1989	8/15/2017
800.3	Lower-Division Baccalaureate Courses	6/15/1993	
800.4	Assessment Policy	9/19/2006	
800.5	Time to Completion for Career and Technical Education Curricula	5/22/2007	
800.6	Academic Freedom Policy	5/21/2013	8/15/2017
800.7	Policy on Evaluating Student Performance	4/18/2017	8/15/2017
800.8	Credit Hour Policy	12/19/1989	10/17/2023
800.10	Transfer Degree Educational Guarantee (formerly Policy 500.18)	4/19/1994	2/27/2024
800.11	Technical Degree/Certificate Educational Guarantee (formerly Policy 500.19)	4/19/1994	2/27/2024
800.12	Minors and Visitors in the Classroom	5/27/2025	