ILLINOIS EASTERN COMMUNITY COLLEGES - BOARD OF TRUSTEES POLICIES

General Statements Concerning Policy & Procedure:

Date Adopted: December 19, 1989

A. The Board of Trustees intends the following policies to be guides for discretionary actions necessary to operate Illinois Eastern Community Colleges in an efficient manner. Rules, regulations and procedure manuals may be utilized in addition to Board policies.

B. In any case of conflict with any of the policies contained herein, provisions of the Public Community College Act of the State of Illinois and policies of the Illinois Board of Higher Education and the Illinois Community College Board shall govern.

C. These policies replace all Board of Trustees policies adopted before the date of December 19, 1989. Policies adopted subsequent to this date shall be noted as to the date of adoption.

D. Statements on procedures contained in the Board Policy Manual in effect before the date of this set of policies shall remain in effect until such time as a separate Procedures Manual is adopted for implementation of these policies. A separate Procedures Manual was adopted in February of 1995.

BOARD OF TRUSTEES - 100

Policy and Procedure Development (100.1)

Date Adopted: August 13, 1996
Revised: September 15, 2015
Revised: April 25, 2023

The mission, values, and culture of Illinois Eastern Community Colleges (IECC) are represented and expressed by its policies. Policies protect the integrity of IECC's mission, reputation, and operations. They may promote compliance with laws, regulations, and accreditation standards; mandate actions or constraints; promote operational efficiencies; or mitigate institutional risk.

As set forth in Legal Basis Policy 100.2, the Board of Trustees serves as the policy-making body and the Chancellor has responsibility over the administration of the District. As such, recommendations for policy adoption, revision, or repeal may be initiated by the Board of Trustees or the Chancellor. Board Policy, upon completion of a thorough review by administration, may be adopted, revised, or repealed at any duly convened public meeting of the Board of Trustees by a majority vote of the members of the Board.

Due to the broad nature of policy, supporting procedures may be developed to provide the detail necessary to ensure the policy is implemented in a manner that will achieve the desired outcomes. Procedures are adopted, revised, or repealed via an established process requiring administrative approval, at a minimum.

Policies and procedures are updated on an as-needed basis. Additionally, to ensure continued applicability and accuracy, a monitoring system ensures all policies and procedures are reviewed and/or revised within a defined period.

BOARD OF TRUSTEES - 100

<u>Legal Basis</u> (100.2)

Date Adopted: December 19, 1989
Revised: September 15, 2015
Revised: June 16, 2020

A. The role of the Board of Trustees of Illinois Eastern Community Colleges, Community College District No. 529, is defined in ILCS 110 Articles 103-6 and 103-7 of the Illinois Public Community College Act, signed into law July 15, 1965, as amended.

B. Illinois Eastern Community Colleges, District No. 529, is a Community College District, serving all or parts of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois.

C. The Board of Trustees works in cooperation with the Illinois Community College Board and the Illinois Board of Higher Education.

D. The Board of Trustees shall serve as a policymaking body, and require that the Chancellor be responsible for the administration of the District Office and the campuses within the District.

E. The Chancellor shall serve as Executive Officer of the Board of Trustees and is authorized to sign such documents necessary to successfully operate the District. Any document signed that substantially obligates the District financially shall be presented to the Board for approval.

F. Members of the Board of Trustees shall be elected in compliance with ILCS 110 Articles 103-6 and 103-7 of the Illinois Public Community College Act.

BOARD OF TRUSTEES - 100

Board Meetings and Proceedings (100.3)

Date Adopted: December 19, 1989
Revised: September 20, 2011
Revised: February 21, 2012
Revised: September 15, 2015
Revised: August 15, 2023
Revised: October 20, 2026

In matters of Board of Trustee meetings and proceedings, the Board of Trustees shall operate in compliance with the Open Meetings Act (OMA), 5 ILCS 120 and the Public Community College Act, 110 ILCS 805.

Open Meetings Act Training
No later than the 90th day after being sworn into office, Board members must successfully complete training on compliance with the Open Meetings Act via the electronic training curriculum developed and administered by the Public Access Counselor. Each Board member who successfully completes the electronic training shall file a copy of the Certificate of Completion with the Secretary of the Board, indicating compliance of this training has been satisfied and will not be needed again. The failure of one or more members to complete the mandated training does not affect the validity of any action taken by the Board.

IECC has designated the Secretary of the Board as the "training designee". This designation requires completion of the electronic training curriculum within 30 days of assuming the position and annual OMA training thereafter.

Meetings

A. Meetings of the Board of Trustees shall be open to the public, except for those purposes listed in the Illinois Open Meetings Act, indicative of discussion more suitable for closed meetings or portions of meetings.

B. The annual schedule of all regular meetings, including date, time, and location, will be posted on the IECC website by the beginning of each calendar year.

C. The agenda for all regular meetings will be posted on the IECC website, at the District Office, and at the location of the meeting at least 48 hours in advance of the meeting time.

D. In the event the Board agrees to conduct a board meeting utilizing video conference, telephone or other electronic means of communication, a quorum of members of the board must be physically present in order for other members to participate in a board meeting electronically. Therefore, four members of the board will be required to be physically present to establish a quorum to conduct a board meeting utilizing video conference, telephone, or other electronic means of communication. Thereafter, up to three members of the Board will be permitted to connect to a board meeting using electronic means of communication. Exceptions to the physical presence of a quorum are allowed for in the Open Meetings Act during times of health-related emergencies and other disasters and are conducted in accordance with provisions found in Section 7. (e) of the Open Meetings Act.

Appearance Before the Board

A. Public Comment – Regular and Special Meetings

Each open regular and special meeting agenda shall provide an opportunity for Public Comment. Students, employees, and members of the public may address the Board during that portion of the

agenda, subject to reasonable, content-neutral rules established by the Board to ensure the orderly conduct of its business.

Individuals who wish to address the Board shall be allowed up to five (5) minutes. The Board may establish reasonable limits on the total time allotted for Public Comment. When multiple speakers wish to address substantially the same subject, the Board Chair may encourage the designation of spokespersons or otherwise administer the Public Comment period in accordance with the Board's established rules.

The Board is not obligated to receive or act upon new matters introduced during Public Comments that are not included on the agenda.

B. Public Comment – Public Hearings

Public hearings conducted by the Board shall be conducted in accordance with applicable law. When applicable law requires an opportunity for public comment or testimony, the Board shall provide that opportunity subject to any requirements established by law and reasonable rules adopted by the Board for the orderly conduct of the hearing. Unless otherwise required by law, individual comments or testimony may be limited to five (5) minutes.

Minutes of Open and Closed Meetings

Minutes shall be kept of all meetings, open or closed, to include, at a minimum:

- date, time, and place of the meeting;
- members of the Board recorded as either present or absent and whether the members were physically present or present by electronic means; and
- a summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken.

The Secretary of the Board shall be custodian of all minutes of the Board.

Minutes of Closed Meetings

Minutes of closed meetings shall be:

- recorded verbatim in the form of an audio or video recording;
- kept confidential if any two Board members state that it is necessary to protect the public interest or the privacy of an individual;
- shall not be made public unless the motion for approval so states, except as otherwise provided by law or policy;
- shall be reviewed at least semi-annually to determine the need for such minutes to remain confidential.

Approval of minutes of closed meetings shall require the affirmative vote of at least four members.

Student Board Member (100.4)

Date Adopted: December 19, 1989
Revised: September 15, 2015
Revised: November 21, 2023

A. A student member of the Board of Trustees shall be elected by students of the appropriate campus in the following rotation: Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College, in accordance with Article 103-7.24 of the Public Community College Act 110 ILCS 805. The student trustee will serve a term of one year, taking office at the April regular meeting.

B. The student trustee shall have an advisory vote, to be recorded in the Board minutes. The advisory vote may not be counted in declaring a motion to have passed or failed.

C. The student trustee has the right to attend closed meetings, to make and second motions, and to be reimbursed for actual and necessary expenses while engaged in Board business.

D. The student trustee shall subscribe to an oath of office, and the Board requires the Student Trustee to file a Statement of Economic Interest under the Illinois Governmental Ethics Act.

BOARD OF TRUSTEES - 100

The Academic Calendar (100.5)

Date Adopted: December 19, 1989
Revised: November 21, 2023

The official academic calendar, established on a two-year basis, sets forth key dates that include academic milestones, scheduled campus closures, and other notable events.

The Office of Admissions and Records shall be responsible for drafting the calendar, securing input and consent from internal stakeholders, and ensuring its completion for Board of Trustee action within the first quarter of even years. Upon approval of the Board, the calendar shall be posted on the IECC website and included or referenced in pertinent publications. Revisions to the academic calendar will follow this same review and approval process.

Campus Master Planning Statement (100.6)

Date Adopted: December 19, 1989
Revised: March 15, 2005

Illinois Eastern Community Colleges will base all major institutional decisions on a process of short-range and long-range planning. Short range is defined as the regular, annual budget cycle; and long range is defined as a two-year projection cycle.

BOARD OF TRUSTEES - 100

Prevailing Wage Law (100.7)

Date Adopted: December 19, 1989
Revised: September 15, 2015
Revised: August 20, 2024

The Illinois Eastern Community Colleges (IECC) Board of Trustees is committed to complying with all aspects of the Illinois Prevailing Wage Act (820 ILCS 130/). This commitment ensures that all contractors employed on public works projects undertaken by the District are compensated at wage rates not less than those prevailing for similar work in the locality where the work is performed.

Policy Provisions

1. **Adherence to Prevailing Wage Rates.** IECC will adhere to the prevailing wage rates as determined by the Illinois Department of Labor for all applicable public works projects.

2. **Contractual Compliance**. All contracts for public works projects will include provisions that mandate compliance with the Prevailing Wage Act.

3. **Notification and Posting**. IECC will ensure that prevailing wage rates are communicated to all relevant parties and posted at job sites as required by law.

4. **Record Keeping**. IECC will maintain necessary records to demonstrate compliance with the Prevailing Wage Act.

BOARD OF TRUSTEES - 100

<u>Nondiscrimination Policy</u> (100.8)

Date Adopted: December 19, 1989
Revised: September 15, 2015
Revised: October 16, 2018
Revised: June 15, 2021

I. Policy Statement
Illinois Eastern Community College District No. 529 is committed to the most fundamental principles of human dignity, equality of opportunity, and academic freedom. Decisions involving students and employees are based on individual merit and free from discrimination or harassment in any form. To this end, IECC operates pursuant to all applicable state and federal laws relating to equal educational opportunity and affirmative action, including but not limited to Executive Orders 11246 and 11375 as amended, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Human Rights Act of 1977, Section 503/504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Readjustment Act of 1974, the Americans with Disabilities Act of 1990, the Genetic Information Nondiscrimination Act of 2008, and the Illinois Human Rights Act.

II. Policy Scope
This policy is applicable to educational programs and offerings, activities, and services provided or operated by IECC. Additionally, this policy applies to all conditions of employment, including but not limited to hiring, placement, promotion, transfer, demotion, selection, recruitment, employment, advertising, layoff and termination, and compensation.

III. Compliance
Various measures ensure compliance with this policy and allow for continuous notification to students, employees, and others:

A. widespread dissemination of IECC's Nondiscrimination Statement on IECC's website and in the academic catalog and in all formal student and employee recruitment publications. The statement will read: Illinois Eastern Community College District No. 529 does not discriminate on the basis of race, color, sex, pregnancy, gender identity, sexual orientation, age, marital status, parental status, religious affiliation, veteran status, national origin, ancestry, order of protection status, conviction record, physical or mental disability, genetic information, or any other protected category;

B. designating capable personnel to coordinate compliance: The Program Director of Grants and Compliance will serve in this capacity as it relates to students and issues not pertaining to employees and employment. The Executive Director of Human Resources will serve in this capacity as it relates to employees and employment; and

C. implementing procedures for receiving and responding to nondiscrimination complaints.

IV. Retaliation Prohibited
Retaliation against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful discriminatory practice is prohibited.

V. Related Policies and Procedures
Consult the following policies which are specific to the form of discrimination or harassment for which they address:

100.12 Americans with Disabilities Act: Provides for an inclusive and accessible environment in compliance with ADA and defines the process for requesting a reasonable accommodation.

100.31 Preventing Sexual Misconduct: Provides for an environment free from discrimination, harassment, and other misconduct on the basis of sex and defines the process for assistance and reporting alleged sex-based misconduct.

BOARD OF TRUSTEES - 100

Alcohol-free/Drug-free Campus Policy (100.9)

Date Adopted: December 19, 1989
Revised: November 20, 2018
Revised: May 16, 2023

In accordance with the Drug-Free Schools and Communities Act of 1989 and the Drug-Free Workplace Act of 1988, the Board of Trustees of Illinois Eastern Community Colleges (IECC) is committed to providing a college environment free of substance abuse. Measures taken in support of this commitment include: 1) Drug and alcohol abuse awareness, prevention, and treatment initiatives. 2) Prohibiting the unlawful manufacture, sale, distribution, possession, or use of alcohol and use/misuse of drugs while on IECC property or while performing/participating in an IECC-sponsored/related off-site event or function. Procedures further outline expectations of employees and steps taken by IECC to ensure a workplace free of alcohol and drugs.

Scope
This policy applies to all members of the IECC community including students, employees, and the general public (i.e., visitors, contractors, volunteers).

Annual Notification
Students and employees are notified annually of IECC's alcohol and drug prevention measures, which include information on:

- Standards of conduct and sanctions for violations of this policy;
- Applicable federal, state, and local alcohol and drug penalties;
- Health risks associated with alcohol and drug abuse;
- Prevention and treatment resources available to students and employees.

AOD (Alcohol and Other Drugs) Biennial Review
IECC conducts a review of its alcohol and drug program to determine effectiveness and the consistency of sanction enforcement, in order to identify and implement any necessary changes. The review is conducted in even-numbered years and focuses on the previous 2 academic years.

Drug and Alcohol Violations
Students
Students in violation of this policy:

- may be required to seek treatment;
- are subject to disciplinary action per the Student Code of Conduct; and/or
- may be referred for criminal prosecution.

Employees
Employees in violation of this policy:

- may be required to seek treatment;
- are subject to disciplinary action, up to and including termination; and/or
- may be referred for criminal prosecution.

Drug and Alcohol Testing
Students
Student athletes are subject to drug testing per Student-athlete Drug Abuse Policy 500.27.

Employees
Employees suspected of violating this policy are subject to alcohol and drug testing as outlined in Procedure 100.9.

Inspections
IECC reserves the right to inspect IECC property for drugs, alcohol, or other contraband.

Resources
Information available on the IECC website at www.iecc.edu/drugfree will include, at a minimum: health risks associated with alcohol and drugs, state and federal drug and alcohol penalties, and prevention and treatment resources.

Definitions
"Employee", for the purpose of this policy, includes any individual (full-time or part-time) providing a service and receiving compensation from IECC. This includes, but is not limited to, faculty, staff, administrators, and student workers.

"IECC Property" means any property owned, leased, occupied, operated, or otherwise controlled by Illinois Eastern Community Colleges, including but not limited to vehicles, academic and auxiliary buildings, entrances to buildings, classrooms, laboratories, residence halls, elevators, stairwells, restrooms, roofs, meeting rooms, hallways, lobbies, conference facilities, athletic complexes, exterior open spaces, lots, driveways, loading docks, sidewalks, and walkways.

"Drugs", for the purpose of this policy, are those substances listed in Schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C. 812. It includes such illegal drugs as cocaine, crack, PCP, heroin, morphine, and LSD, as well as marijuana. (While Illinois law permits the authorized use of marijuana, it is not legal under federal law and classified as a Schedule 1 drug, meaning it is also prohibited on IECC property.) It also includes legal drugs that are regulated under federal law.

"Misuse of drugs", for the purpose of this policy, is referring to prescription drugs and means:

- taking a medication in a manner or dose other than prescribed;
- taking someone else's prescription, even if for a legitimate medical complaint such as pain; or
- taking a medication to feel euphoria (i.e., to get high).

Chronic Communicable Disease Policy (100.10)

Date Adopted: December 19, 1989

Any case of communicable disease reported to the administration will be investigated. Appropriate action will be taken to protect students and personnel on the basis of qualified medical advice.

Contractors to District 529 will be expected to cooperate in implementation of this policy.

Bloodborne Pathogens (100.11)

Date Adopted: September 21, 1993
Revised: September 15, 2015

Illinois Eastern Community Colleges adopts the federal OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030 and any additions thereto. The District will publish procedures so as to prevent or minimize the occupational exposure of employees to bloodborne pathogens or other potentially infectious materials.

BOARD OF TRUSTEES - 100

<u>Americans with Disabilities Act Policy</u> (100.12)

Date Adopted: March 15, 1994
Revised: October 20, 2015
Revised: December 8, 2020
Revised: December 12, 2023

The Board of Trustees of Illinois Eastern Community Colleges is committed to maintaining an inclusive and accessible environment in compliance with the Americans with Disabilities Act (ADA) of 1990, its amendments, Section 504 of the Rehabilitation Act of 1973, as amended, and other applicable federal and state regulations aimed at protecting the rights of individuals with disabilities.

For the purpose of this policy, Illinois Eastern Community Colleges (IECC) adopts the ADA description of an individual with a disability as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such impairment, or a person who is perceived by others as having such an impairment.

IECC is dedicated to assuring compliance with ADA and related regulations by:

1. Providing opportunities to qualified persons with disabilities in employment and in access to education, programs, services, and activities, when doing so will not pose an undue hardship or fundamentally alter the operations of the institution.

2. Prohibiting discrimination or harassment of individuals with disabilities.

3. Appointing capable personnel with proper training to coordinate ADA compliance.

4. Raising awareness of the rights of students, staff, and faculty with disabilities, including the right to request reasonable accommodations. Information is disseminated through:
   - The iecc.edu website. (Ensuring, too, the IECC website is ADA compliant.)
   - Various publications, including but not limited to, the academic catalog and student and faculty handbooks.
   - Student orientation.

In regard to employment or potential employment, it is the policy of Illinois Eastern Community Colleges to not only comply with all federal and state laws concerning the employment of persons with disabilities, but to also act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, IECC will not discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions, and privileges of employment.

Individual students, staff, and faculty members are responsible for self-identifying as individuals with disabilities in need of accommodation or modification. They are also responsible for providing documentation that confirms their disability status and illustrates how their disability may affect their capacity to fulfill the essential requirements of their job or their access to education, services, programs, or activities of the institution. Students, staff, and faculty members with disabilities must maintain institutional standards of performance.

Procedures will, at a minimum:

- provide for a transparent and explicit method for determining eligibility for accommodations;

- describe the interactive process for receiving and responding to requests for reasonable accommodations in a timely manner;
- outline the process for addressing visitors with disabilities;
- address confidentiality;
- establish and name ADA Coordinators;
- include the process for filing a grievance.

Appearance Before Board of Trustees (100.13)

Date Adopted: February 20, 1996
Deleted by Board Action: October 20, 2026 (See Policy 100.3 for revised content.)

Board of Trustees Mailing List (100.14)

Date Adopted: December 19, 1989
Revised: September 15, 2015

Deleted by Board Action on July 18, 2023. This requirement was repealed effective 1-1-2019.

BOARD OF TRUSTEES - 100

Tobacco-free/Smoke-free Campus Policy (100.15)

Date Adopted: December 17, 1996
Revised: October 15, 2013
Revised: September 16, 2014
Revised: June 16, 2015
Revised: July 17, 2018
Revised: October 19, 2021

The Board of Trustees of Illinois Eastern Community Colleges recognizes the importance of providing a healthy environment for students, staff, and the general public in compliance with the Illinois Smoke Free Campus Act (Public Act 98-0985). In addition to smoking, the District further extends the prohibition to include tobacco products and the littering of tobacco product remains or any other related tobacco waste product on District property.

As of July 1, 2015, smoking and the use of tobacco products is prohibited on all IECC property, both indoors and outdoors, with the only exception being persons in non-District owned or leased vehicles.

This policy applies to any individual on IECC property, including but not limited to students, faculty, staff, contractors, subcontractors, volunteers, members of the public, business invitees, and visitors. This policy is applicable twenty-four (24) hours a day, seven (7) days a week and will be communicated to all through conspicuous signage. Maps depicting the locations where smoking and tobacco use are prohibited will be posted on the IECC website. Students in violation of this policy shall be subject to the sanctions described in the Student Code of Conduct; all others shall be subject to appropriate disciplinary action.

Definitions

“Smoking” means (1) lighting or burning any type of matter or substance that contains tobacco, including but not limited to cigarettes, cigars, cigarillos, pipes, beedies, kreteks, water pipes, bongs, and hookahs; (2) lighting or burning of non-tobacco plants or marijuana (including medical marijuana); and (3) using electronic cigarettes, electronic vaporizing devices, personal vaporizers, or electronic nicotine delivery systems, or any electronic inhaler that is meant to simulate and substitute for tobacco smoking.

“Tobacco Products” means all forms of tobacco, including but not limited to cigarettes, cigars, cigarillos, smokeless tobacco, snuff, chewing tobacco, or any other similar tobacco product.

“IECC Property” means any property owned, leased, occupied, operated or otherwise controlled by Illinois Eastern Community Colleges, including but not limited to vehicles, academic and auxiliary buildings, entrances to buildings, classrooms, laboratories, residence halls, elevators, stairwells, restrooms, roofs, meeting rooms, hallways, lobbies, conference facilities, athletic complexes, exterior open spaces, lots, driveways, loading docks, sidewalks, and walkways, and as further set forth on the Tobacco-Free Campus Map for each campus.

BOARD OF TRUSTEES - 100

Policy to Address a Complaint (100.16)

Date Adopted: November 17, 1998
Revised and combined with Policy 500.12: October 20, 2009
Revised: September 15, 2015
Revised: February 16, 2021
Revised: March 21, 2023

Illinois Eastern Community College District 529 is committed to providing the IECC community with an avenue to voice concerns or grievances. The purpose of this policy is to provide for the prompt and equitable resolution of complaints and applies to all IECC employees, faculty, and students, as well as the general public. It is not applicable to, nor does it supplant, complaints that are directly governed by other policies, procedures, or the faculty collective bargaining contract.

All are encouraged to seek resolution, as soon as possible, through informal communication with the appropriate individual(s). When a resolution is not resolved informally, a formal written complaint may be filed in the manner described per the applicable procedure.

BOARD OF TRUSTEES -100

Policy on Sexual Harassment (100.17)

Date Adopted: November 17, 1998
Revised: March 15, 2005
Revised: February 17, 2009
Revised: October 20, 2015
Revised: October 18, 2016
Revised: January 17, 2017
Deleted by Board Action: July 18, 2017 (See Policy 100.31 Preventing Sexual Misconduct)

Code of Ethics for Members of the Board of Trustees (100.18)

Date Adopted: July 16, 1996

As a member of the Board of Trustees of Illinois Eastern Community Colleges, District No. 529, I recognize:

A. That I was elected by citizens of the IECC District to represent them on this governing board.

B. That the Board of Trustees is primarily a policymaking board, entrusted with the educational development of the community college programs of IECC District No. 529.

C. That the number one concern of the Board of Trustees is the education and welfare of our students, without regard to who they are, what their background may be, or which campus they are attending.

D. That the Board of Trustees must take the initiative in informing our constituents about our district and what we have to offer. To that end, it is the responsibility of the Board to employ the finest possible staff and provide the finest possible programs and facilities.

E. That the Board of Trustees derives its legal authority from the State of Illinois, which determines the degree of discretionary power left to the Board and the people of the district for the exercise of local autonomy.

F. That, as a member of the Board of Trustees, I must never neglect my personal obligation to the citizens of District No. 529, to our staff, to our students, nor my legal obligation to the State of Illinois.

IN VIEW OF THE FOREGOING CONSIDERATIONS, I shall endeavor to:

1. Inform myself to the extent necessary to be an effective member of the Board of Trustees and to vote on issues before the Board based on correct information.

2. Recognize that I will have differences of opinion with other members of the Board from time to time, but that I should attempt to work in harmony with them despite any differences.

3. Base my personal votes on honest evaluation of the facts in each situation, to vote my honest conviction on every motion, and to support the final majority decision of the Board.

4. Remember that as an individual I have no legal authority except as one voting member of the Board of Trustees, and that the Board has no authority to take any action except at a duly convened public meeting when a quorum is present. My relationships with staff, students, citizens, and media representatives will be based on this fact.

5. Not yield to outside pressure to use my position as a Board Member to benefit either myself or any other individual or agency apart from what is in the best interest of the entire district and its mission.

6. Recognize that it is as important for the Board to understand and evaluate the educational and community service programs we offer as it is to understand and evaluate our business operations.

7. Recognize that the primary function of the Board of Trustees is to establish the policies by which the district is to be administered, but that the administration of the educational programs and the conduct of district business is the primary function of the Chancellor and the professional staff. To this end, I will join my fellow Board members in attempting to employ the best and most qualified personnel, based on recommendations from the administration.

8. Welcome and encourage citizen input into the operation of the district, while remembering that final decisions are the responsibility of the Board of Trustees, based on input from the professional staff and recommendations from the Chancellor.

BOARD OF TRUSTEES - 100

Retaining Legal Counsel (100.19)

Date Adopted: December 17, 1996

Deleted by Board Action June 16, 2026. See Defense and Indemnification Policy 100.45.

BOARD OF TRUSTEES - 100

State Officials and Employees Ethics Act (100.20)

Date Adopted: June 20, 1999
Revised: October 15, 2002
Revised: April 20, 2004
Revised: September 17, 2024

The Board of Trustees and Employees of Illinois Eastern Community Colleges (IECC) shall adhere to those provisions of the State Officials and Employees Ethics Act 5 ILCS 430 (Act) that were adopted, via the Ethics Ordinance (Ordinance), by the IECC Board of Trustees on April 20, 2004.

I. Provisions of the Act

A. Prohibited Political Activity (Article 5)
IECC trustees and employees shall not intentionally perform or intentionally require any other trustee or employee to perform any prohibited political activity during any compensated time. Details and exceptions to this prohibited activity are provided for in the Act/Ordinance and shall be outlined in procedures.

B. Gift Ban (Article 10)
IECC trustees and employees shall not intentionally solicit or accept any gift from a prohibited source or in violation of any federal or state statute, rule, or regulation. This ban applies to and includes spouses of or an immediate family member living with the trustee or employee. (No prohibited source shall offer or make a gift that violates this section.) Details and exceptions to this ban are provided for in the Act/Ordinance and shall be outlined in procedures.

C. Ethics Officer (Article 15)
The Chair of the Board of Trustees shall designate an Ethics Officer for the District. The minimum duties of the Ethics Officer shall be as provided in the Act/Ordinance:
(1) To review statements of economic interest and disclosure forms of Illinois Eastern Community Colleges Trustees and senior employees before they are filed with the Secretary of State;
(2) To provide guidance to trustees and employees in the interpretation and implementation of the Act/Ordinance and this policy.

D. Ethics Commission (Article 20)
The Chancellor, with the advice and consent of the Board of Trustees, shall appoint an Ethics Commission to investigate written complaints alleging a violation of this Ordinance. Procedures will further describe additional duties of the Commission and describe, at a minimum, the complaint, investigation, and hearing processes.

E. Penalties (Article 25)
Penalties have been established per the Ordinance and are outlined in procedures.

II. Training

The Executive Director of Human Resources is charged with ensuring employees receive appropriate ethics and conduct training. The Board of Trustees receive ethics training in compliance with The Public Community College Act.

BOARD OF TRUSTEES - 100

Gramm-Leach-Bliley (GLB) Act (100.21)

Date Adopted: June 17, 2003
Revised: June 20, 2023

The Board of Trustees and Employees of the Illinois Eastern Community Colleges shall operate in compliance with the Gramm-Leach-Bliley (GLB) Act, (16 CFR Part 314).

In order to comply with Federal Law and to protect critical information and data, the Chancellor in conjunction with the Strategic Engagement Planning Council shall develop a procedure for an Information Security Program to comply with this regulation.

The goal of this procedure will be to define IECC's Information Security Program, to provide an outline to assure ongoing compliance with federal regulations related to the Program, and to position IECC for likely future privacy and security regulations.

GLB mandates that IECC shall:

- appoint an Information Security Program Coordinator;
- conduct a risk assessment of likely security and privacy risks;
- implement and test safeguards to control risks;
- institute a training program for all employees who have access to covered data and information;
- oversee service providers and contracts;
- establish an incident response plan;
- evaluate and adjust the Information Security Program periodically; and
- report, at least annually, to District leadership on the Information Security Program.

The Coordinator must help the relevant offices of IECC identify reasonably foreseeable internal and external risks to the security, confidentiality, and integrity of customer information; evaluate the effectiveness of the current safeguards for controlling these risks; design and implement a safeguards program, and regularly monitor and test the program.

BOARD OF TRUSTEES – 100

<u>Health Insurance Portability and Accountability Act (HIPAA)</u> (100.22)

Date Adopted: March 16, 2004

The Board of Trustees and Employees of Illinois Eastern Community Colleges intends to operate in compliance with the Health Insurance Portability and Accountability Act (HIPAA), (Public Law 104-191).

It is the Policy of Illinois Eastern Community Colleges that:

- We shall not intimidate, threaten, coerce, discriminate against, or take other retaliatory action against a member for exercising any of their rights under HIPAA. These include:

  * The right to complain to the Department of Health and Human Services if they feel that their privacy rights have been violated.
  * The right to testify in an investigation, compliance review or other hearing.
  * Oppose any practice of the health plan that the individual feels is in violation of HIPAA regulations.

- We will not require individuals to waive their HIPAA rights as a condition of enrollment or eligibility for insurance benefits.

The District Executive Director of Human Resources will serve as the Privacy Officer for Illinois Eastern Community Colleges and should be contacted for report of suspected violations of this HIPAA policy.

Violation of these policies can carry serious consequences for the health plan. Disciplinary actions for anyone violating this policy may include suspension without pay or dismissal.

BOARD OF TRUSTEES – 100

Identity Theft Prevention Program (100.23)

Date Adopted: March 17, 2009
Revised: October 21, 2025

The Board of Trustees of Illinois Eastern Community College District #529 is dedicated to preventing identity theft and has implemented a comprehensive prevention program in compliance with the Federal Trade Commission's Red Flags Rule. The Board of Trustees has delegated the operational oversight of the Program to the Identify Theft Prevention Team.

The Program shall:

- include reasonable methods to identify and detect red flags associated with covered accounts;
- describe appropriate responses to detected red flags in order to prevent and mitigate identity theft;
- provide for a monitoring process to ensure the Program remains effective, updating it periodically, as necessary, to reflect change in risks or operational processes; and
- ensure adequate staff training is provided for all involved in the process.

BOARD OF TRUSTEES – 100

Emergency Management (100.24)

Date Adopted: September 21, 2010
Revised: October 20, 2015
Revised: March 21, 2017
Revised: August 15, 2017
Revised: February 16, 2021
Revised: October 21, 2025

The Illinois Eastern Community Colleges (IECC) Board of Trustees recognizes the importance of maintaining coordinated emergency preparedness and response systems that protect the health, safety, and welfare of students, employees, and the public.

Each campus shall maintain a current Crisis Management Plan and an active Campus Emergency Management Team (CEMT) to support readiness, training, and communication. Each Campus President is responsible for ensuring that the CEMT meets monthly, assesses risks, updates plans, and coordinates emergency training, emergency drills and testing, and communication in accordance with applicable federal and state standards, including the Illinois Emergency Management Agency Act and the Illinois Campus Security Enhancement Act. CEMT discussions and updates shall be shared broadly with the campus community through regular communication channels, including campus-wide emails, monthly faculty and staff meetings, and professional-development programming at both the Fall and Spring workshops, to promote awareness and preparedness among all employees.

The Presidents or their designees shall ensure that emergency notifications are sent without delay when a significant emergency or dangerous situation poses an immediate threat to the health or safety of students and employees.

At the conclusion of each academic year, each Campus President shall submit a written report to the Chancellor's Office summarizing campus emergency-management activities, training, and identified needs. The Chancellor's Office shall consolidate these reports into a single systemwide summary for presentation to the Board of Trustees, reflecting the prior year's activities and establishing goals and priorities for the year ahead.

BOARD OF TRUSTEES – 100

Threat Assessment and Violence Prevention Program (100.25)

Date Adopted: July 19, 2011
Revised: August 17, 2021

The Board of Trustees of Illinois Eastern Community Colleges District #529 is committed to using its best efforts to provide faculty, staff, and students with an environment that is safe, secure and free from threats, intimidation and violence. In order to maintain a safe campus environment, it is important to promote an atmosphere that encourages learning and productive employment. The Board will maintain a written Violence Prevention Plan that:

- encourages prevention, intervention, response, and post-incident activity;
- establishes a Threat Assessment and Behavioral Intervention Team;
- outlines the reporting process for concerning behavior;
- establishes an assessment process; and
- recommends intervention strategies.

BOARD OF TRUSTEES – 100

Credit Card Security Policy (100.26)

Date Adopted: January 15, 2013

IECC is committed to the implementation of the Payment Card Industry (PCI) security policies that protect information utilized by IECC in attaining its business goals. All IECC employees are required to adhere to the policies in the PCI standard.

The PCI requirements apply to all systems that store, process or transmit cardholder data. IECC's current card holder environment consists of imprint machines, standalone dial-out terminals and limited payment applications (typically point-of-sale systems) connected to the internet. IECC's environment does not include storage of credit holder data on any computer system. Should IECC implement additional acceptance channels, begin storing, processing, or transmitting cardholder data in an electronic format, it will be the responsibility of IECC to determine the appropriate compliance criteria and implement additional PCI policies and controls as needed. In addition, IECC shall establish and maintain a formal security awareness program to make all IECC staff aware of the importance of cardholder data security.

BOARD OF TRUSTEES – 100

Ethics Policy for Employees (100.27)

Date Adopted: June 18, 2013
Per Board Action on August 20, 2024, relocated to a Human Resources Policy (reference 400.32)

BOARD OF TRUSTEES – 100

Weapons and Concealed Firearms Policy (100.28)

Date Adopted: November 19, 2013
Revised: October 20, 2015
Revised: December 12, 2023
Revised: October 21, 2025

The Board of Trustees of Illinois Eastern Community Colleges (IECC) is committed to providing a safe and secure environment for the IECC community and its guests. In support of this commitment, IECC prohibits the possession, use, and/or storage of weapons on IECC property, with limited exceptions outlined within this policy.

DEFINITIONS

"Concealed firearm" means a loaded or unloaded handgun carried on or about a person completely or mostly concealed from view of the public or on or about a person within a vehicle.

"Handgun" means any device which is designed to expel a projectile or projectiles by the action of an explosion, expansion of gas, or escape of gas that is designed to be held and fired by the use of a single hand.

"IECC property" means any property owned, leased, occupied, operated, or otherwise controlled by Illinois Eastern Community Colleges, including but not limited to vehicles, academic and auxiliary buildings, entrances to buildings, classrooms, laboratories, residence halls, elevators, stairwells, restrooms, roofs, meeting rooms, hallways, lobbies, conference facilities, athletic complexes, exterior open spaces, lots, driveways, loading docks, sidewalks, and walkways.

"Licensee" means a person issued a valid license to carry a concealed handgun.

"Weapon" includes, but is not limited to:

1. Firearm, handgun, firearm ammunition, BB gun, pellet gun, paintball gun, tear gas gun, stun, taser, or other similar type devices;
2. Dagger, dirk, knife with a blade of at least 3 inches in length, stiletto, ax, hatchet, or other deadly or other similar type devices;
3. Bludgeon, blackjack, slingshot, sandbag, sand club, metal knuckles, billy club, throwing star, nunchaku, or other similar type devices;
4. Bomb, bombshell, grenade, firework, bottle, or other container containing an explosive, toxic, or noxious substance (other than an object containing a nonlethal noxious liquid, gas, or substance designed solely for personal defense possessed by a person 18 years of age or older);
5. Dangerous chemicals or fuels; and
6. Any other weapons outlined in Article 33 of the Illinois Criminal Code of 2012 (720 ILCS 5/33A-1).

PROHIBITED ACTIVITIES

IECC prohibits all employees (faculty and staff), students, and individuals visiting or conducting business on IECC property from possessing, carrying, displaying, brandishing, storing, or using/discharging any weapon (including firearms) on IECC property, even if that person has a valid federal or state license to possess or carry the weapon.

WEAPON PROHIBITION EXCEPTIONS

1. **Possession for instructional/research purposes.**
   Weapons used in connection with safety or education courses are permitted for the limited purpose of instruction, research, and/or curriculum in officially recognized District-approved educational programs. Further, firearms are permissible in approved courses and at approved sites for purposes of instruction and attainment of concealed carry permits.

2. **Possession by law enforcement.**
   Weapons are permitted in prohibited areas for use by on duty law enforcement personnel conducting official business.

3. **Concealed firearms in a parking lot.**
   Under the Illinois Firearm Concealed Carry Act (430 ILCS 66/1), a licensee shall be permitted to carry a concealed firearm on or about his or her person within a vehicle when entering into or exiting from an IECC parking area and may store a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area. For purposes of this exception, "case" includes a glove compartment or console that completely encloses the concealed firearm or ammunition, the trunk of the vehicle, or a firearm carrying box, shipping box, or other container.

   Additionally, a licensee may carry a concealed firearm in the immediate area surrounding his or her vehicle within an IECC parking lot area only for the limited purpose of storing within or retrieving a firearm from the vehicle's trunk. However, the firearm must be unloaded at the time the individual exits the vehicle or retrieves the firearm from the trunk.

POSTING OF SIGNS

IECC shall clearly and conspicuously post signs at the entrance to buildings, premises, or real property to signify weapons are prohibited. Signs shall be of a uniform design and shall comply with established state regulations as to size and content. Unless otherwise provided herein or by applicable law, the failure of IECC to post a sign in accordance with this paragraph shall not comprise a defense to a charge of violation of this policy and any applicable sanctions.

VIOLATION OF POLICY

Students in violation of this policy are subject to disciplinary action per the Student Code of Conduct. Employees in violation of this policy are subject to disciplinary action which may include dismissal. Visitors in violation of this policy are subject to removal/restriction from IECC property. Violations of this policy may result in law enforcement involvement and violators may be subject to criminal prosecution.

Violations of this policy should be reported to the Chancellor or any one of the Presidents/Vice Chancellors.

BOARD OF TRUSTEES – 100

Campus Sexual Violence Elimination Act/Campus SaVE Act Policy (100.29)

Date Adopted: May 20, 2014
Deleted by Board Action: July 18, 2017 (See Policy 100.31 Preventing Sexual Misconduct Policy)

Emergency Succession Policy (100.30)

Date Adopted: October 20, 2015
Revised: December 11, 2018
Revised: May 21, 2024

Succession planning is a priority for Illinois Eastern Community Colleges. It is an ongoing process that addresses three (3) major areas of succession. This policy and the corresponding procedure provide guidance for the Board of Trustees and administration during times of sudden, rather than planned, losses in key leadership and critical roles. Reasonable exceptions may be implemented given special context. Succession plans do not entitle positions, promotions, or transfers to employees.

I. Chancellor

In the event of a temporary, sudden absence of the Chancellor's services, the Board shall appoint an acting Chancellor or authorize the Interim Management Team to manage immediate responsibilities. For an extended term appointment, the Board may appoint an interim Chancellor until a new Chancellor is named. The acting or interim Chancellor or Interim Management Team will perform all duties and functions of the Chancellor as required by Board policy and law. All decisions made by these appointees will be mindful of the budget and the District's interests. Additionally, at least two members of the Interim Management Team will be familiar with both the Board and Chancellor's duties and responsibilities.

II. Other Key Administrative Positions

In the event of a temporary, sudden absence of a key administrator's services, the Chancellor, with Board approval, shall appoint an acting or interim administrator or authorize the applicable Interim Management Team to manage immediate responsibilities. For an extended term appointment, the Chancellor, with Board approval, may appoint an interim until a new administrator is named. The acting or interim administrator or Interim Management Team will perform all duties and functions of the key administrator. Positions identified as key administrative are outlined in the procedure.

III. Critical Positions

As appropriate, other critical positions will be identified by the respective administrative divisions and succession plans developed. These plans will be reviewed annually or as needed and retained by the Human Resources Department.

BOARD OF TRUSTEES - 100

Preventing Sexual Misconduct Policy (100.31)

Date Adopted: July 19, 2016
Revised: October 18, 2016
Revised: January 17, 2017
Revised and combined with Policies 100.17 & 100.29: July 18, 2017
Revised: December 12, 2017
Revised: August 18, 2020
Revised: February 16, 2021
Deleted by Board action September 17, 2024 - Replaced by Prohibiting Sex Discrimination (Policy 100.42)
Reinstated: February 18, 2025 **By Order of the U.S. Dept of Education Office for Civil Rights, the 2024 Title IX Rule has been invalidated and the 2020 Title IX Rule is in effect, retroactively August 1, 2024** (This action invalidates Prohibiting Sex Discrimination Policy and Procedure 100.42)

I. Policy Statement

Illinois Eastern Community College District #529 (IECC) is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment, and other misconduct on the basis of sex, which includes sexual orientation and gender-related identity. IECC prohibits all forms of sex-based misconduct, including but not limited to sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. IECC also prohibits discrimination and harassment on the basis of sex, sexual orientation, gender-related identity and expression, pregnancy, and parental status under its Nondiscrimination Policy (100.8).

It is the policy of IECC to comply with Title IX of the *Education Amendments of 1972* ("Title IX"), the *Violence Against Women Reauthorization Act* ("VAWA"), Title VII of the *Civil Rights Act of 1964* ("Title VII"), the *Illinois Human Rights Act*, the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* ("Clery Act"), the *Preventing Sexual Violence in Higher Education Act*, and all other applicable laws and local ordinances regarding unlawful sex-based discrimination, harassment or other misconduct.

Individuals found to have engaged in prohibited sex-based misconduct will be subject to disciplinary action, up to and including termination and/or expulsion.

II. Title IX Compliance

As required under Title IX, IECC does not discriminate on the basis of sex in the education program or activity that it operates. This requirement not to discriminate extends to admission and employment.

IECC has designated the Program Director of Grants and Compliance as the Title IX Coordinator, who is responsible for coordinating IECC's efforts to comply with its responsibilities under Title IX. Inquiries about the application of Title IX and 34 C.F.R. Part 106 may be directed to IECC's Title IX Coordinator, the Assistant Secretary for Civil Rights at the United States Department of Education, or both.

III. Retaliation Prohibited

Any form of retaliation, including intimidation, threats, harassment, and other adverse action taken or threatened against any complainant or person reporting sex discrimination, sexual harassment or other sex-based misconduct, or against any person cooperating in the investigation of allegations of sex-based misconduct (including testifying, assisting, or participating in any manner in an investigation), is strictly prohibited.

IV. Implementing Procedures

IECC will establish, maintain, and publish procedures implementing this Policy, which set forth:

- The scope and jurisdiction of the IECC's prohibition on sex-based misconduct;
- Definitions of prohibited conduct;
- Responsibilities of and contact information for the IECC's Title IX Coordinator(s) and the Department of Human Resources;
- Options for assistance following an incident of sex-based discrimination, harassment, or other misconduct;
- Procedures for reporting and confidentially disclosing alleged sex-based misconduct, including a mechanism for reporting and independent review of allegations against one elected official by another elected official;
- IECC's response to reports of alleged sex-based misconduct;
- IECC's grievance process for complaints alleging Title IX sexual harassment and/or alleging sexual violence, domestic violence, dating violence, or stalking;
- Prevention and education programming provided to students; and
- Training and education provided to the Title IX Coordinator, Title IX investigators, and anyone else involved in the receipt of reports of, responding to, investigating, or adjudicating alleged incidents of sexual discrimination, harassment or other misconduct, or involved in the referral or provision of services to survivors.

BOARD OF TRUSTEES – 100

Personal Service Contracts (100.32)

Date Adopted: September 20, 2016

It shall be the policy of the Board that beginning 45 days prior to the Tuesday following the first Monday of April in odd-numbered years until the first organizational meeting of the new Board, that the Board shall make no addendum to modify or amend an employee agreement between the Board and any of the district's Presidents/Vice Chancellors or Chancellor. During this 45-day period, such employee agreements may not be agreed to or executed, nor may an employment contract be made and entered into between the Board and any of the four Presidents/Vice Chancellors or Chancellor. If the Board must take such action at any time during the 45 days prior to the Tuesday following the first Monday of April in odd-numbered years until the first organizational meeting of the new Board due to a reasonable emergency, then such action taken involving an employee agreement, shall be terminated on the 60th day after the first organizational meeting, unless the new board, by resolution, reaffirms the addendum or new employment contract. A reasonable emergency means any imminent need to maintain the operations or facilities of the District and that such need is due to circumstances beyond the control of the Board.

BOARD OF TRUSTEES – 100

Board Member Leadership Training (100.33)

Date Adopted: September 20, 2016
Revised: July 18, 2023

In accordance with The Public Community College Act (110 ILCS 805/3-8.5), during the first, third, and fifth year of his/her term, every voting member of the Board shall complete a minimum of 4 hours of professional development leadership training covering topics that shall include, but are not limited to:

- open meetings law;
- community college and labor law;
- freedom of information law;
- contract law;
- ethics;
- sexual violence on campus;
- financial oversight and accountability;
- audits;
- fiduciary responsibilities of a community college trustee.

The training required may be provided by an association established by Statute for the purpose of training community college district board trustees or by other qualified providers approved by the State Board, in consultation with an association so established.

The Secretary of the Board will coordinate the training to ensure it is completed within the time constraints mandated. The Board member shall certify completion of the training required to the Secretary of the Board. If a Board member does not satisfy all requirements or the certification indicates that a Board member has not completed the training, the Secretary of the Board shall send a notice to all elected or appointed members serving on the Board and the Chancellor of that fact.

The Secretary of the Board will ensure the IECC website contains the names of all elected or appointed voting trustees of the Board who have successfully completed the training, as well as the names of all elected or appointed voting trustees of the Board who have not successfully completed the training as required.

BOARD OF TRUSTEES – 100

Employment Contract Transparency and Annual Performance Review (100.34)

Date Adopted: September 20, 2016

Employment
Effective January 1, 2017, the following policy shall apply to the employment contracts of each of the Presidents/Vice Chancellors or the Chancellor entered into, amended, renewed, or extended after the effective date. This policy does not apply to collective bargaining agreements.

With respect to employment contracts entered into with any of the four Presidents/Vice Chancellors or the Chancellor:

- Severance payments or contract buyouts may be placed in an escrow account if there are pending criminal charges against a President/Vice Chancellor or the Chancellor related to their employment.

- Final action on the formation, renewal, extension, or termination of the employment contracts of a President/Vice Chancellor or the Chancellor must be made during an Open Meeting of the Board.

- Public notice, compliant with the Open Meetings Act, must be given prior to final action on the formation, renewal, extension, or termination of the employment contracts of a President/Vice Chancellor or the Chancellor. In addition, any appointment of a President/Vice Chancellor or the Chancellor must include a copy of the Board item or other documentation providing, at a minimum, a description of the proposed principal financial components of the appointment.

- Any performance-based bonus or incentive-based compensation to a President/Vice Chancellor or the Chancellor must be approved by the Board in an Open Meeting. The performance criteria and goals upon which the bonus or incentive-based compensation is based must be made available to the public no less than 48 hours before Board approval of the performance-based bonus or incentive-based compensation.

- Board minutes, Board packets, and annual performance criteria and goals concerning a President/Vice Chancellor or the Chancellor must be made available to the public on the community college district's Internet website.

Annual Performance Review
The Board will complete an annual performance review of each President/Vice Chancellor and the Chancellor. An annual performance review will be considered when the Board contemplates a bonus, raise, or severance agreement for a President/Vice Chancellor or Chancellor.

BOARD OF TRUSTEES – 100

Fraud Reporting and Protection Policy (100.35)

Date Adopted: May 16, 2017

Ethical Behavior
In conducting its operations in compliance with Federal and State laws and regulations, Illinois Eastern Community Colleges (IECC) is committed to the highest level of ethical behavior. To ensure that this standard of ethics is maintained, individuals are encouraged to report or disclose allegations of internal wrongdoing.

Reporting Suspected Fraud
All members of the IECC community have a responsibility for the District's resources. Internal controls are intended to protect the District's assets and interests by detecting or preventing improper activities. However, there are no absolute safeguards against willful violations of laws, regulations, policies, or procedures. IECC employees are expected to report good faith concerns about suspected fraud.

Investigate
IECC will investigate possible fraudulent activity or dishonest use of District resources by its employees. Anyone found to have engaged in fraudulent activity is subject to disciplinary action, including dismissal and civil or criminal prosecution where warranted.

Confidentiality and Discretion
Great care will be taken in dealing with suspected fraudulent activity to avoid:

- violating a person's right to due process,
- making statements that could lead to claims of false accusations or other civil rights violations, or
- alerting suspected individuals that an investigation is underway.

The investigation may be discussed only with those individuals who have a legitimate need-to-know. The suspected individual is considered innocent of all allegations unless and until the facts prove otherwise.

Acting in Good Faith
Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Allegations that prove to have been made maliciously or knowingly to be false will be viewed as a serious offense subject to discipline, up to and including dismissal from employment.

Protection from Retaliation
Retaliation against employees making good faith reports is prohibited. Employees making good faith reports of suspected misconduct should feel safe and protected from retaliation. IECC will provide appropriate support to reporting employees to protect against retaliation, and respond to concerns of retaliation or unfair treatment linked to the employee's reporting.

Training
IECC will include fraud awareness training on issues of fraud, waste, abuse, and how to report same without fear of retaliation as part of new employee orientation, and shall provide continuing training to all employees.

BOARD OF TRUSTEES – 100

Sex Offender Registration (100.36)

Date Adopted: August 15, 2017
Revised: October 19, 2021

IECC is dedicated to ensuring the safety of its students and employees in compliance with federal law, the Campus Sex Crimes Prevention Act, and state law, the Illinois Sex Offender Registration Act, 730 ILCS 150/3, which require sex offenders or sexual predators to register, within three days, at the College or University in which they attend or are employed. The purpose of this Policy and corresponding procedure is to document IECC's registration requirements for students or employees who are convicted sex offenders or sexual predators, and who are required to register as such, pursuant to these Acts. Due to the presence of minors, IECC has the right to limit access by sex offenders to courses, programs, and areas on campus.

IECC requires convicted students to register as a sex offender/predator in Student Services upon enrollment/admittance. Students who neglect to self-identify by the third day of beginning school (or within 3 days of a sexual offense conviction that requires registration) may be subject to immediate expulsion. Employees who fail to register with Human Resources within three days of employment or conviction, as required by the Acts, will be subject to dismissal from employment.

The Campus Sex Crimes Prevention Act also requires institutions of higher education to issue a statement advising the campus community where to obtain law enforcement agency information provided by a state concerning registered sex offenders. IECC complies by providing a link to this information in the academic catalog and on the iecc.edu website.

BOARD OF TRUSTEES – 100

Freedom of Information Act (100.37)

Date Adopted: January 16, 2018

The Board of Trustees and employees of Illinois Eastern Community Colleges will comply with the provisions of the Illinois Freedom of Information Act (hereinafter, "Act" or "FOIA"), 5 ILCS 140. The Act declares "that all persons are entitled to full and complete information regarding the affairs of government and the official acts and policies of those who represent them as public officials and public employees." In response, procedures shall be established and the District Executive Director of Human Resources is appointed as the FOIA Officer.

The FOIA Officer (or designee) shall coordinate all efforts pertaining to the Freedom of Information Act including, but not limited to, these responsibilities identified in 5 ILCS 140/3.5:

1. receive and process all written requests for public information in accordance with the Act;

2. develop a list of documents or categories of records that shall be released immediately upon request; and

3. successfully complete required training.

All requests for public information will be processed in a timely manner and will take into consideration privacy and confidentiality conflicts which may arise as a result of the information requested. It is the intention of Illinois Eastern Community Colleges to ensure full compliance with the Act without compromising the privacy of individuals. Per 5 ILCS 140/4, designated information will be displayed at the District Office and posted on the website.

BOARD OF TRUSTEES – 100

General Gift Policy (100.38)

Date Adopted: August 17, 2021
Revised: October 20, 2026

Policy Statement
The Board of Trustees recognizes philanthropy as an important expression of community partnership and welcomes gifts that benefit students, expand access and educational opportunities, support affordability, strengthen programs and services, enhance facilities and learning environments, and contribute to the vitality of the communities served by Illinois Eastern Community Colleges.

As stewards of a public institution, the Board values the generosity of individuals, businesses, organizations, foundations, and other community partners whose support can extend the impact of public resources and help the District pursue opportunities that might otherwise not be possible. In accepting and recognizing such generosity, the Board is committed to responsible stewardship, honoring donor intent, and preserving the integrity, independence, mission, reputation, and public character of Illinois Eastern Community Colleges.

Gift Acceptance and Stewardship
Gifts made directly to Illinois Eastern Community Colleges shall benefit the mission and interests of the District and shall be accepted, administered, and used in a manner consistent with donor intent, applicable law, Board policy, and the long-term interests of the students and communities served by Illinois Eastern Community Colleges.

Acceptance of a gift does not provide a donor with control over District operations or decision-making. Donor restrictions may identify the purpose for which a gift is to be used, but such restrictions must be consistent with the mission, authority, and responsibilities of the District.

The Chancellor is authorized to accept and administer gifts on behalf of the District consistent with this policy and established procedures. The Board retains approval authority for gifts and related arrangements identified by policy or procedure as warranting Board consideration because of their nature, conditions, complexity, risk, or potential institutional impact.

The relationship between the District and the independent foundations supporting its Colleges is governed by Policy 100.41, Board of Trustees and Foundations Collaboration.

Donor Recognition and Naming
The Board supports meaningful and appropriate recognition of individuals, businesses, organizations, and other partners whose generosity benefits Illinois Eastern Community Colleges.

Naming a District facility, academic program, organizational unit, or other significant institutional asset is a distinctive form of recognition and shall be undertaken thoughtfully, with consideration for the significance and purpose of the contribution, the prominence and nature of the asset being named, the duration and form of recognition, and the long-term interests and reputation of the District.

Donor recognition, including naming recognition, shall not constitute or create an expectation of preferential treatment or influence over District governance, academic matters, employment, procurement, programming, admissions, or other institutional decisions.

The Board retains authority to approve the naming or renaming of significant District facilities, academic programs, organizational units, and other prominent institutional assets upon recommendation of the

Chancellor. The Chancellor may approve other forms of donor recognition and naming as provided by administrative procedure.

Institutional Integrity and Public Trust
Illinois Eastern Community Colleges shall not accept a gift or enter into a recognition or naming arrangement when the associated conditions:

1. Conflict with applicable law, Board policy, or the mission, values, or public responsibilities of the District;
2. Compromise or appear to compromise institutional or academic independence;
3. Create unreasonable financial, operational, legal, or reputational risk;
4. Constitute or reasonably appear to constitute a quid pro quo or improperly influence District decision-making;
5. Provide a donor with inappropriate control over the use or administration of a gift;
6. Create an actual or apparent conflict of interest; or
7. Otherwise, materially undermine the public trust placed in Illinois Eastern Community Colleges.

BOARD OF TRUSTEES – 100

Board Treasurer (100.39)

Date Adopted: December 19, 1989
Revised: April 19, 2016
Revised: October 17, 2023 (revised and renumbered - was Policy 300.5)

The Board of Trustees shall appoint a Treasurer who shall serve at the pleasure of the Board. The Treasurer shall not be a member of the Board, as required by the Public Community College Act 110 ILCS 805/3-18, and shall be bonded as required and in accordance with 110 ILCS 805/3-19. The Board of Trustees shall pay the premium on the bond from funds of the District.

BOARD OF TRUSTEES - 100

Mission, Vision, and Values (100.40)

Date Adopted: May 21, 2024

Illinois Eastern Community Colleges' mission, vision, and values form the foundation of the institution, propel us forward to reach aspirations and goals, and unite us in a common quest for excellence in education.

I. Declarations

Mission

Our mission is to deliver exceptional education and services to improve the lives of our students and to strengthen our communities.

Vision

Illinois Eastern Community Colleges is an institution that engages, challenges, and supports faculty and students as they pursue excellence in teaching and learning. We place the needs of our students at the center of our decision-making, and will continue to be an organization committed to excellence, innovation, and continuous improvement.

Values

These values, which are the foundation of Illinois Eastern Community Colleges, have defined the District since its inception, and are affirmed by the faculty, students, staff, and administration. At IECC, we believe in and seek to embody these values:

Stewardship. Accepting our responsibility to be good stewards of the public trust, we will sensibly use our financial, human, and physical resources to achieve our mission.

Responsibility. Encouraging personal growth and learning through leadership, citizenship, and accountability.

Integrity. Providing an environment where people are encouraged and empowered to do the right thing in their work and interactions with others.

Respect. Recognizing and appreciating our similarities and our differences, we demonstrate mutual regard for others through our words and actions.

Accessibility. Providing access to a high-quality college education for everyone who seeks one, while providing the support needed to facilitate attainment of academic and professional goals.

II. Applicability

IECC's mission, vision, and values are intended to be observed by the Board of Trustees, Administration, Faculty, Staff, Student Employees, and Volunteers.

III. Review

IECC's mission, vision, and values are reviewed by the Strategic Engagement Planning Council (SEPC) every 10 years, at a minimum, to ensure continued alignment and public articulation.

IV. Revisions

If additions or changes are deemed necessary after the 10-year review, recommendations are made by SEPC and presented district-wide for focus group discussions at each campus and the district office. The feedback resulting from the focus groups are presented to SEPC for consideration. As appropriate, this policy will be updated and presented to the Board of Trustees for final approval.

BOARD OF TRUSTEES - 100

Policy on Board of Trustees and Foundations Collaboration (100.41)

Date Adopted: October 21, 2025 (This replaces Policy 600.1 Relationship with College Foundations)

The campus foundations are the primary fundraising arms of Illinois Eastern Community Colleges (IECC). Their work exists to strengthen and enhance the mission of the District by generating private support for students, programs, and facilities.

The Board of Trustees recognizes the independent nonprofit foundations established to support the campuses of IECC, including the Frontier Community College Foundation, Lincoln Trail College Foundation, Olney Central College Foundation, and Wabash Valley College Foundation.

The Board affirms the value of these foundations as independent, nonprofit partners. Foundation resources are intended to supplement, not replace, the financial responsibilities of the Board.

Principles of Collaboration

- The Board of Trustees, through its duly appointed leadership team, sets the vision and direction of each campus.
- Campus foundations serve as valued stakeholders and the primary fundraising organizations in support of IECC.
- Each campus president shall serve as the primary liaison between the Chancellor and the campus foundation to ensure clear and consistent communication.
- Foundation projects involving IECC property or operations require prior approval of the Board of Trustees and must adhere to all governing statutes.
- Open communication and cooperation between the Board, the presidents, and the foundations are essential to advance the mission of IECC.

BOARD OF TRUSTEES - 100

Prohibiting Sex Discrimination (100.42)

Date Adopted: September 17, 2024 (Effective August 1, 2024; formerly Policy 100.31)
Deleted by Board Action February 18, 2025
By Order of the U.S. Dept of Education Office for Civil Rights, the 2024 Title IX Rule has been invalidated and the 2020 Title IX Rule is in effect, retroactively August 1, 2024 (This action invalidates Prohibiting Sex Discrimination Policy and Procedure 100.42; Ref. Preventing Sexual Misconduct Policy 100.31, which has been reinstated.)

BOARD OF TRUSTEES – 100

<u>Intercollegiate Athletics</u> (100.43)

Date Adopted: October 21, 2025

Illinois Eastern Community Colleges (IECC) operates intercollegiate athletics as an extension of the classroom and in service to the District's mission. At IECC, intercollegiate athletics shall place academics at the center of the student-athlete experience, support achievement of academic and athletic goals, and prepare students for leadership on campus and beyond. Intercollegiate athletics also serves as a driver of enrollment by bringing new students to IECC who enrich the learning environment and help preserve affordable education for local families.

The Board of Trustees expects intercollegiate athletics to contribute to student success, retention, and community engagement by preparing student-athletes to excel in the classroom, persist to completion, and give back through service to their communities. The Board supports intercollegiate athletics for its role in developing students, building pride in our communities, and advancing education as the foundation for opportunity.

Governance and Compliance
Intercollegiate athletics programs at IECC operate within the framework of the District's mission and under the authority of the Board of Trustees. The Board delegates districtwide oversight of intercollegiate athletics to the Chancellor. The Chancellor, in turn, assigns responsibility for day-to-day administration and compliance to the Campus Presidents. All programs shall be administered with accountability, fairness, and transparency, and must comply with all applicable laws, regulations, and association requirements, including, but not limited to, the NJCAA and Title IX.

Fiscal Stewardship
IECC includes intercollegiate athletics in its annual financial planning and manages athletics according to the same standards of fiscal stewardship that apply to all academic and student programs. Athletic programs are expected to be sustainable, balancing enrollment impact, scholarship investment, and operating costs in a manner that supports the District's mission. The District affirms its commitment to stewardship by ensuring that resources dedicated to intercollegiate athletics are used responsibly, in ways that contribute to student development, strengthen community pride, and maintain teams that are competitive within the scope of the District's mission and resources.

Accountability
The Board directs the Chancellor to establish and maintain procedures that govern athletic scholarships, student-athlete eligibility and academic support, roster expectations, community engagement, fiscal responsibility, and compliance with all applicable regulations. These procedures shall ensure consistency, equity, and accountability across all IECC campuses. An annual report on intercollegiate athletics will be provided to the Board of Trustees at the beginning of each Fall term, covering enrollment, scholarship investment, financial condition, and other areas as may be requested by the Board.

BOARD OF TRUSTEES - 100

Board of Trustees Onboarding and Orientation (100.44)

Date Adopted: May 19, 2026

Illinois Eastern Community Colleges is committed to supporting newly elected and appointed Trustees as they assume their legal, fiduciary, and ethical responsibilities. The District will provide a structured onboarding program that familiarizes Trustees with the mission of the College, the governance framework established by Illinois law, and the role of the Board in advancing student access, academic excellence, and community service. The onboarding program is intended to strengthen Trustee preparedness, support continuity of governance, and promote a shared understanding of the District's organization, operations, and expectations for responsible stewardship.

The Chancellor is responsible for developing and maintaining administrative procedures that outline the recommended onboarding activities, schedule, and resources. These procedures will be reviewed periodically to ensure they remain aligned with institutional needs and Board expectations. Participation in onboarding activities is expected for all newly elected or appointed Trustees, and may be extended to other Trustees as appropriate.

BOARD OF TRUSTEES - 100

Defense and Indemnification (100.45)

Date Adopted: June 16, 2026

Illinois Eastern Community Colleges (IECC) may provide defense and indemnification protections to members of the Board of Trustees, officers, employees, and authorized agents of the District for claims, actions, or proceedings arising from acts or omissions occurring within the scope of their official duties on behalf of the District, consistent with applicable Illinois law and the District's insurance coverage.

The District may provide legal defense through counsel selected by the District, its insurer, or its risk management provider.

The protections of this Policy may extend beyond an individual's separation from the District for matters arising during the course of their service to IECC.

Defense or indemnification under this Policy may be denied or discontinued in matters involving conduct determined by a final adjudication or finding to constitute fraud, criminal conduct, willful misconduct, bad faith, or actions clearly outside the scope of authorized District duties.

Nothing in this Policy shall be interpreted to waive any immunities, defenses, or protections available under state or federal law.