

## 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 Board Policy, upon completion of a thorough review by administration, may be adopted, revised, or repealed at any duly convened public meeting of the Board of Trustees by a majority vote of the members of the Board.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 Procedures are adopted, revised, or repealed via an established process requiring administrative approval, at a minimum.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

**Legal Basis (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 policy-making body, and require that the Chancellor be responsible for the administration of the District Office and the colleges 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.

**Meetings and Minutes (100.3)**

Date Adopted: December 19, 1989

Revised: September 20, 2011

Revised: February 21, 2012

Revised: September 15, 2015

Revised: August 15, 2023

In matters of Board of Trustee meetings and the resulting minutes, 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 90<sup>th</sup> 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. Each open (regular and special) meeting agenda shall contain an agenda item for “Public Comment”. Students, employees, staff, and members of the public may address the Board at that point in the agenda in regard to any item on the agenda, subject to such reasonable restrictions as shall be imposed by the Board at that meeting to ensure the orderly conduct of business.

If a large group wishes to address the Board regarding the same issue, comments shall be restricted to a limited number of spokespersons representing the group. The Board reserves the right to limit individual participation to 5 minutes to permit the presentation of all pertinent points of view and information bearing upon a matter before the Board. By allowing “Public Comment”, the Board does not obligate itself to receive or act upon new items introduced or discussed at a Board meeting which are not on the agenda.

- E. 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.

### **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.

BOARD OF TRUSTEES - 100

**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 college 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.

**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 college 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.

BOARD OF TRUSTEES - 100

**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

In accordance with the Prevailing Wage Law, ILCS Section 39s-9, the Board of Trustees shall annually investigate and ascertain the prevailing rate of wages as defined in the law and publicly post or keep available for public inspection said determination. After passing an ordinance or resolution establishing said prevailing wage rates, the Secretary shall promptly file a certified copy with the Secretary of State and the Illinois Department of Labor. Within 30 days after filing with the Secretary of State, notice of its determination must be published in a newspaper of general circulation within the District.

**Nondiscrimination Policy (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.

**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](http://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).

BOARD OF TRUSTEES - 100

**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 college personnel on the basis of qualified medical advice.

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

BOARD OF TRUSTEES - 100

**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.

**Americans with Disabilities Act Policy (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.

BOARD OF TRUSTEES - 100

**Appearance Before Board of Trustees (100.13)**

Date Adopted: February 20, 1996

The Board of Trustees will provide opportunity for students, district employees, staff, and the public to speak to the Board during regular and special meetings.

Individuals who wish to address the Board shall be allowed a five minute presentation at the section of the Agenda denoted "Public Comment." In the event of a large group wishing to address the Board of the same issue, comments shall be restricted to a limited number of spokespersons representing the group.

BOARD OF TRUSTEES - 100

**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.**

**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 to the college. 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 college.

**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 policy-making 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 college they are attending.
- D. That the Board of Trustees must take the initiative in informing our constituents about our colleges and what they 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 college 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 and its colleges are to be administered, but that the administration of the educational programs and the conduct of college business is the primary function of the CEO 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 and its colleges, while remembering that final decisions are the responsibility of the Board of Trustees, based on input from the professional staff and recommendations from the CEO.

BOARD OF TRUSTEES - 100

**Retaining Legal Counsel (100.19)**

Date Adopted: December 17, 1996

The college Presidents shall retain legal counsel from the District's local communities. If local legal counsel is not available to handle the issue involved, Presidents shall retain counsel in consultation with the Chief Executive Officer.

The Chief Executive Officer, in consultation with the Board of Trustees, shall retain local and outside legal counsel to represent the District. The Chief Executive Officer shall periodically review with the Board of Trustees the cost and quality of the legal services provided to the colleges and the District.

**State Gift Ban Act (100.20)**

Date Adopted: June 20, 1999

Revised: October 15, 2002

The Board of Trustees and Employees of the Illinois Eastern Community Colleges shall operate in compliance with the Illinois State Gift Ban Act, (Public Act 90-0737).

- A. As used in this policy, the terms "employee," "gift," and "prohibited source" shall be defined as in the Act.
- B. The Trustees and employees shall not accept any gifts, except they may accept any item or items from any one prohibited source during any calendar year having a cumulative value of less than \$75, or as provided otherwise in section 15, and any other applicable provision of the State Gift Ban Act, from any prohibited source or in violation of any federal or state statute, rule or regulation. This ban applies to and includes spouses of an immediate family living with the Trustee or employee. (No prohibited source shall offer or make a gift that violates this section.)
- C. Any Trustee or employee that is the recipient of a gift that is given in violation of this policy may, at his or her discretion, return the item to the donor or give an amount equal to its value to an appropriate charity.
- D. The Chair of the Board shall designate an Ethics Officer for the District. The duties of the Ethics Officer shall be as provided in the Act:
  - (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 Gift Ban Act and this policy.

**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 Cabinet 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.

**Health Insurance Portability and Accountability Act (HIPAA) (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.

**Identity Theft Prevention Program (100.23)**

Date Adopted: March 17, 2009

The Board of Trustees of Illinois Eastern Community College District #529 is committed to compliance with the Federal Trade Commission Red Flags Rules on Identity Theft Prevention. The Board will maintain a written Identity Theft Program that:

- outlines the Identity Theft Prevention Program requirements;
- detects the red flags that the program incorporates;
- responds appropriately to detected red flags to prevent and mitigate identity theft;
- ensures the program is updated periodically to reflect change in risks;
- establishes an identity theft prevention team to monitor and update the program;
- conducts annual training for staff with responsibilities in the areas of student accounts, student records, and financial aid; and
- conducts staff training for any other employees for whom it is reasonably foreseeable may come into contact with student accounts or personally identifiable information.

**Emergency Response Plans (100.24)**

Date Adopted: September 21, 2010

Revised: October 20, 2015

Revised: March 21, 2017

Revised: August 15, 2017

Revised: February 16, 2021

The Illinois Eastern Community Colleges (IECC) Board of Trustees recognizes the importance of creating and maintaining Emergency Response Plans that outline the plan for managing major emergencies and incidents that may threaten the health, safety, and welfare of the college community or disrupt its programs or activities. The Emergency Response Plans meet the requirements of the Illinois Campus Security Enhancement Act of 2008 (P.A. 095-0881; 110 ILCS 12/20) and the Illinois Administrative Code Part 305, and are compliant with the Illinois Emergency Management Agency Act (20 ILCS 3305) and the National Incident Management System (NIMS). The Emergency Response Plans also provide for Business Continuity (Annex 10) and Academic Continuity (Annex 11) which includes a general framework for planning and decision making as it pertains to the academic and business functions of IECC in case of a campus emergency.

The College President, or his/her designee, coordinates appropriate actions, on behalf of the College, in all emergencies in accordance with the respective College's Emergency Response Plan. A Continuity of Administration team is outlined in each Emergency Response Plan and consists of the President, Dean of Instruction, Director of Business, and Operations & Maintenance Team Leader at each College.

Emergency Response Plans are reviewed and revised, as necessary, on an annual basis. Procedures for specific emergency scenarios are accessible to students, faculty, staff and the public through a link from the IECC homepage.

**Initiation of Emergency Response Plan**

The President, or designee, in conjunction with the national weather service, local first responders, health service departments, College administrators, etc., will be responsible for confirming the existence of a significant emergency or dangerous situation.

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus, the President or designee will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The President, or designee, will collaborate with Public Information and Marketing to craft the message that will be distributed via some or all of the systems described below to communicate the threat to the College community, or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

IECC will use the Emergency Alerts through the ReGroup System to communicate an immediate threat to the campus community. The Emergency Alerts will be delivered in the form of a text message and/or email to alert students and employees, within minutes, whenever a significant emergency or dangerous situation has occurred which may pose a potential threat. The Emergency Alerts will include instructions for taking appropriate actions. Individuals of the larger community have the opportunity to opt-in to receive the Emergency Alerts based on the College of their choice, by registering at

[www.iecc.edu/safety](http://www.iecc.edu/safety). Email notifications can also be sent via the Student Portal to notify the entire College community of an ongoing threat.

### **Emergency Drills and/or Testing**

Emergency drills and the testing/evaluation of emergency notifications and responses are conducted on an annual basis, involving the College community at each of the Colleges. The exercise and drill may be announced or unannounced and response and effectiveness will be evaluated and documented. IECC distributes its emergency response and evacuation procedures to appropriate College officials and all relevant agencies that may serve the College community in the event of an emergency, including but not limited to local law enforcement agencies, healthcare facilities, emergency management agencies, counseling centers, fire departments, etc. Emergency evacuation information and routes are posted in all facilities.

**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.

**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.

**Ethics Policy for Employees (100.27)**

Date Adopted: June 18, 2013

It is the policy of the Illinois Eastern Community Colleges, District #529 to apply the highest ethical standards to all members of the District including the Board of Trustees, administration, staff, and faculty in achieving its mission and in managing its resources efficiently and effectively to reach its goals and objectives.

All District employees serve the public interest and hold a special public trust to strive to achieve the highest ethical standards, demonstrating honesty and integrity in all aspects of their work, with the goal of avoiding even the appearance of impropriety.

Illinois Eastern Community College employees are obligated to use their official powers and duties, and the resources of the District, only to advance the public interest. This obligation requires that all employees protect the integrity of the District by being independent and impartial in the exercise of their duties; not use their positions for personal gain or private benefit; treat members of the college communities and of the community at large with respect, concern, courtesy, and responsiveness; protect confidential information to which employees have access in the course of their duties; and create a work environment that is free from all forms of harassment and discrimination.

**Weapons and Concealed Firearms Policy (100.28)**

Date Adopted: November 19, 2013

Revised: October 20, 2015

Revised: December 12, 2023

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 in prohibited for the limited purpose of instruction, research, and/or curriculum in officially recognized district approved educational programs, including but not limited to gunsmithing. 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

Succession planning is a priority for Illinois Eastern Community Colleges. It is an ongoing process that provides guidance for the Board and administration during times of sudden, rather than planned, losses in key leadership roles. Reasonable exceptions may be implemented given special context.

I. Administrative Succession

Illinois Eastern Community Colleges' succession plan includes succession planning for the key administrative and critical function area positions that require highly specialized skills. Positions identified as critical and key administrative include, but are not limited to, Chancellor, Chief Financial Officer, Chief Academic Officer, Executive Director of Human Resources, Chief Information Officer, College Presidents, and the Dean of Workforce Education. Critical positions outside of named key administrative and professional function areas, that require specialized skills may need succession plans. The administrative cabinet will identify these positions and develop succession plans in respective areas. Succession plans do not entitle positions, promotions, or transfers to employees. These plans will be reviewed annually or as needed and retained by the Human Resources Department.

II. Chancellor Succession

In the event of a sudden loss of the services of the Chancellor, the Board shall, in most cases, appoint an acting Chancellor or an Interim Management Team for the College District to address immediate services. For an extended term appointment, the Board may appoint an interim Chancellor until a new Chancellor is named from a standard process. 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 actions and transactions conducted by the Interim Chancellor or Interim Management Team will be made with consideration of the scope of the budget and interests of the College. At least two other executives in the Chancellor's administrative Cabinet will be familiar with Board and Chancellor issues and processes.

III. Interim Management Team

The Interim Management Team shall have the duties and obligations as set forth in the Chancellor Succession plan. Members of the Interim Team for the following positions would include:

Chancellor

Chief Financial Officer  
Chief Academic Officer  
Executive Director of Human Resources  
Secretary to Board of Trustees

Chief Financial Officer

Chancellor  
District Office Director of Financial Operations  
Director of Business from Two Colleges

Chief Academic Officer

Chancellor  
District Office Director of Financial Aid  
Dean of Instruction from Two Colleges  
Coordinator of Curricular Reporting and Articulation

Executive Director of Human Resources

Chancellor  
Chief Financial Officer  
District Office Coordinator of Employment and Benefits

Chief Information Officer

District Office Coordinator of Web and Online Learning Services  
District Office Systems Administrators  
Information Technology Trainer/Support

College President

Chancellor  
College Dean of Instruction  
College Director of Business

Dean of Workforce Education

Chancellor  
Associate Dean of Workforce Education  
Workforce Education Director of Registration & Records  
Workforce Education Director of Business & Finance

## **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

### I. Policy Statement

Illinois Eastern Community Colleges District #529 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. The College prohibits all forms of sex-based misconduct, including but not limited to sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. The College also prohibits discrimination and harassment 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 Illinois Eastern Community Colleges 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 from the College.

### II. Title IX Compliance

As required under Title IX, the College 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.

The College has designated the Program Director of Grants and Compliance as the Title IX Coordinator, who is responsible for coordinating the College's efforts to comply with its responsibilities under Title IX. Inquiries about the application of Title IX and 34 C.F.R. Part 106 may be directed to the College's Title IX Coordinator, 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

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

- The scope and jurisdiction of the College's prohibition on sex-based misconduct;
- Definitions of prohibited conduct;
- Responsibilities of and contact information for the College'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;
- The College's response to reports of alleged sex-based misconduct;
- The College's grievance process for complaints alleging Title IX sexual harassment and/or alleging sexual violence, domestic violence, dating violence, or stalking;
- Prevention and education programming provided to College 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.

**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 or Chief Executive Officer. 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 or Chief Executive Officer. 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 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.

**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 or the Chief Executive Officer of the District 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 or the Chief Executive Officer of the District:

Severance payments or contract buyouts may be placed in an escrow account if there are pending criminal charges against a President or the Chief Executive Officer of the District related to their employment.

Final action on the formation, renewal, extension, or termination of the employment contracts of a President or the Chief Executive Officer of the District 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 or the Chief Executive Officer of the District. In addition, any appointment of a President or Chief Executive Officer of the District 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 or the Chief Executive Officer of the District 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 or the Chief Executive Officer 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 and the Chief Executive Officer. An annual performance review will be considered when the Board contemplates a bonus, raise, or severance agreement for a President or Chief Executive Officer.

**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.

**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 to college. 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](http://iecc.edu) website.

**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.

**General Gift Policy (100.38)**

Date Adopted: August 17, 2021

This policy establishes general expectations of the Board of Trustees related to gifts. The Board retains full discretion to accept gifts and recognize donors on a case-by-case basis.

The Board recognizes the Foundations as the primary fundraiser and philanthropic arm of each Illinois Eastern Community Colleges campus. Gifts not directed to the Foundation, but instead provided to one of the IECC campuses, are the property of Illinois Eastern Community Colleges, subject to control and management by the Board. Unless otherwise directed by the donor, gifts and associated income and revenue from gifts, will be used on behalf of the campus to which the gift was directed or where the donor relationship was cultivated.

**Named Gift Standards.**

The Board of Trustees has established minimum standards for named gifts, but the Chancellor or their designee may authorize higher minimums as deemed appropriate by situations unique to the gift or project.

**Named Facilities.**

The Board reserves the right to consider a request to name a facility (or any part thereof) for a donor or someone a donor wishes to memorialize. In general, the value of this gift will typically represent no less than 33% of the cost of construction or replacement value of the facility. The Chancellor will make a recommendation to the Board taking into consideration factors like existing strategic or facility plans, the structure of gift payments, and the prominence or purpose of the facility.

**Named Programs.**

The decision to name departments, units, or programs of study will be made by the Board upon the recommendation of the Chancellor. In all such cases, an endowment should be created with an investment revenue stream significant enough to meaningfully support the department, unit, or program of study. The principal gift is not to be spent without prior Board approval and residual funds are to be reinvested back into the endowment. Minimum gift levels follow, but the Chancellor will recommend an amount based upon the term of the agreement, the structure or timing of gift payments, or other program or student characteristics.

- Centers, Departments or Units \$1,000,000
- Program of Study \$500,000

Each situation is different, but in general the Board is not favorable to naming buildings, spaces, or programs for profit-seeking entities. Unless otherwise approved, consideration for previous gifts will not be considered unless such gifts were specifically linked to the naming opportunity.

**Public/Private Partnerships.**

The Board recognizes the pivotal role its campuses play in the local community and welcomes the opportunity to partner, financially or otherwise, with public, profit, or not-for-profit organizations on endeavors of mutual benefit. Such projects should always connect to the IECC mission and will typically be ones already identified in the strategic plan or tied to one of the goals or objectives in the plan. After consideration at the college level, the Chancellor may bring opportunities for community partnerships, particularly those that would require financial partnership or long-term use of district resources, to the Board for consideration at its monthly meeting.

Such projects will be approved by the Board through a formal voting process, and a resolution of support indicating the breadth and scope of the partnership will be provided. In general, the local share of such projects is expected to be between 100% and 65% of the total cost of the project, but the Chancellor may recommend different amounts based on unique circumstances surrounding the project.

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.