

# **BOARD POLICY MANUAL**

**June 2017**

# **POLICY MANUAL/TABLE OF CONTENTS**

## **1.0 BOARD OF TRUSTEES**

<b>1.1</b>	<b>Legal Basis</b> .....	<b>1-1</b>
<b>1.2</b>	<b>Entity - Procedural Capacity</b> .....	<b>1-1</b>
<b>1.3</b>	<b>Authority of Board Members</b> .....	<b>1-1</b>
<b>1.4</b>	<b>Student Trustee</b> .....	<b>1.2</b>
<b>1.5</b>	<b>Election</b> .....	<b>1-2</b>
<b>1.6</b>	<b>Organization</b> .....	<b>1-2</b>
1.6.1	Duties of Chairman .....	1-2
1.6.2	Duties of Vice-Chairman .....	1-3
1.6.3	Duties of Secretary .....	1-3
1.6.4	Committees .....	1-3
<b>1.7</b>	<b>Vacancies on the Board of Trustees</b> .....	<b>1-3</b>
<b>1.8</b>	<b>Role and Relationship Between the Board of Trustees and the Chief Executive Officer</b> ...	<b>1-3</b>
<b>1.9</b>	<b>Open Meetings Act Training</b> .....	<b>1-4</b>
<b>1.10</b>	<b>Employment Contract Transparency</b> .....	<b>1-5</b>
<b>1.11</b>	<b>Trustee Training</b> .....	<b>1-5</b>
<b>1.12</b>	<b>Meetings</b> .....	<b>1-5</b>
1.12.1	Quorum .....	1-5
1.12.2	Recording the Proceedings .....	1-5
1.12.3	Order of Business for Board Meetings .....	1-5
1.12.4	Parliamentary Procedure .....	1-5
1.12.5	Preparation for Meeting .....	1-6

# POLICY MANUAL/TABLE OF CONTENTS

1.13	Minutes of Meetings .....	1-6
1.14	Appearance of Citizens Before the Board....	1-6
1.15	Resource Specialists to the Board.....	1-7
1.16	Amendment or Repeal.....	1-7
1.17	Board Study Retreat.....	1-8
1.18	Policy Dissemination.....	1-8
1.19	College Mission and Purpose.....	1-8
1.20	Leadership, Values, Tenets of Community College Trusteeship.....	1-9
1.21	Values and Tenets for Richland Community College Employees.....	1-12
1.22	Ends Statements .....	1-14
1.23	College Participative Committee Structure.	1-15
1.24	Strategic Plan.....	1-15
1.25	Board Travel .....	1-15
1.25	Trustee Emeritus Program.....	1-16
1.26	President Emeritus Program.....	1-16

## 2.0 BUSINESS SERVICES

2.1	Financial Policies.....	2-1
2.1.1	Fiscal Year .....	2-1
2.1.2	Regulation and Professional Standards .....	2-1
2.1.3	Financial Reports .....	2-1
2.1.4	Annual Budget .....	2-1

# POLICY MANUAL/TABLE OF CONTENTS

2.1.5	Annual Audit .....	2-1
2.1.6	Tax Levies .....	2-1
2.1.7	Accounting Method .....	2-2
2.1.8	Payment of Bills .....	2-2
2.1.9	Collection of Tuition and Fees ....	2-2
2.1.10	Proper Execution of Transactions and Events .....	2-2
<b>2.2</b>	<b>Funds</b> .....	<b>2-3</b>
2.2.1	Education Fund .....	2-3
2.2.2	Operations and Maintenance Fund .....	2-3
2.2.3	Operations, Building and Maintenance Fund (Restricted) .....	2-3
2.2.4	Bond and Interest Fund .....	2-4
2.2.5	Auxiliary Enterprises Fund .....	2-4
2.2.6	Restricted Purposes Fund .....	2-4
2.2.7	Working Cash Fund .....	2-5
2.2.8	General Fixed Asset Account Group .....	2-5
2.2.9	General Long-Term Debt Account Group .....	2-5
2.2.10	Trust and Agency Fund .....	2-5
2.2.11	Audit Fund .....	2-6
2.2.12	Liability, Protection and Settlement Fund .....	<b>2-6</b>
<b>2.3</b>	<b>Banking and Investments</b> .....	<b>2-6</b>
2.3.1	Scope .....	2-6

# POLICY MANUAL/TABLE OF CONTENTS

2.3.2	Objectives .....	2-6
2.3.3	Investment Instruments - 11/15/11 .....	2-7
2.3.4	Diversification .....	2-9
2.3.5	Collateralization .....	2-9
2.3.6	Safekeeping of Securities .....	2-10
2.3.7	Qualified Financial Institutions and Intermediaries .....	2-10
2.3.8	Management of Program .....	2-12
2.3.9	Performance of Investments .....	2-14
2.3.10	Ethics and Conflicts of Interest .....	2-14
2.3.11	Indemnification .....	2-14
2.3.12	Reporting .....	2-14
<b>2.4</b>	<b>Risk Management .....</b>	<b>2-15</b>
2.4.1	Insurance .....	2-15
2.4.2	Safety and Security .....	2-15
2.4.3	Contracts for Safety and Security .....	2-16
2.4.4	Confidentiality of Plans .....	2-16

# POLICY MANUAL/TABLE OF CONTENTS

<b>2.5</b>	<b>Travel and Associates Expenses</b>	<b>.....2-16</b>
2.5.1	Moving Expenses	.....2-16
2.5.2	Meetings and Official Functions	.....2-17
2.5.3	Student Assumption of Risks during College Travel	.....2-19
<b>2.6</b>	<b>Purchasing</b>	<b>.....2-20</b>
2.6.1	Purchase of Supplies Materials, and Equipment	.....2-20
2.6.2	Use of College Credit Cards	.....2-20
2.6.3	Contract Approval	.....2-21
2.6.4	Public Works Project	.....2-21
<b>2.7</b>	<b>Physical Plant and Facilities</b>	<b>.....2-22</b>
2.7.1	Use of College Facilities	.....2-22
2.7.2	Property Control	.....2-22
2.7.3	College Furniture and Equipment	..2-23
2.7.4	Communications Systems	.....2-24
<b>2.8</b>	<b>Rental/Use of Non-College-Owned Facilities</b>	<b>2-24</b>
<b>2.9</b>	<b>Administrative Support for Non-College Entities</b>	<b>.....2-24</b>

## **3.0 PERSONNEL**

<b>3.1</b>	<b>Employment of Personnel</b>	<b>.....3-1</b>
3.1.1	"At Will" Employment	.....3-1
3.1.2	Union Represented Faculty	.....3-1

# POLICY MANUAL/TABLE OF CONTENTS

3.1.2.1	"Just Cause" Standard for Tenured Faculty .....	3-1
3.1.3	Authority to Hire .....	3-2
3.1.3.1	Academic Rank - Initial Placement .....	3-2
3.1.4	Background Checks .....	3-3
3.1.5	Employment of Relatives .....	3-3
3.1.6	Probation .....	3-3
3.1.7	Grievance .....	3-4
<b>3.2</b>	<b>Classifications of Personnel .....</b>	<b>3-4</b>
3.2.1	Executive Staff .....	3-4
3.2.2	Administrative Staff .....	3-4
3.2.3	Faculty .....	3-5
3.2.3.1	Full-time Tenure-Track Faculty .....	3-5
3.2.3.2	Full-time Tenure-Track Librarians and Counselors .....	3-5
3.2.3.3	Adjunct Faculty .....	3-5
3.2.3.4	Temporary Full-time Faculty .....	3-5
3.2.4	Other Staff .....	3-6
3.2.4.1	Adult Education Instructors .....	3-6
3.2.4.2	Temporary Part-Time Employees .....	3-6
3.2.4.3	Temporary Full-Time Employees .....	3-6
3.2.4.4	Student Employees .....	3-6
3.2.4.5	Contract Employees .....	3-6
3.2.4.6	Grant-Funded Employees .....	3-7

# POLICY MANUAL/TABLE OF CONTENTS

<b>3.3</b>	<b>Definition of Employment Workweek/Workload</b>	<b>3-7</b>
3.3.1	Non-Faculty	3-7
3.3.1.1	Full-Time Employment	3-7
3.3.1.2	Part-time Employment	3-7
3.3.1.3	Student Employment	3-7
<b>3.4</b>	<b>Employee Assessment/Appraisal</b>	<b>3-8</b>
3.4.1	Faculty Promotion in Rank	3-8
<b>3.5</b>	<b>General Employment</b>	<b>3-9</b>
3.5.1	Chronic Communicable Disease	3-9
3.5.2	Drug-Free Workplace	3-10
3.5.3	Harassment-Free Workplace	3-11
3.5.4	Whistleblower Protection	3-11
3.5.5	Personnel Records 2.23.10	3-12
3.5.6	Prohibited Gifts and Political Activity	3-13
3.5.7	Conflict of Interest	3-13
3.5.8	Employee Safety and Risk Management	3-14
3.5.9	Dismissal of Non-tenured Faculty	3-14
3.5.10	Corrective/Disciplinary Action	3-14
3.5.11	Resignation	3-15
3.5.12	Abandonment of Position	3-15
<b>3.6</b>	<b>Salary and Wage System</b>	<b>3-15</b>
3.6.1	Salaried Status	3-16
3.6.2	Overtime Pay	3-17
3.6.3	Flex Scheduling	3-17
3.6.4	Payroll	3-17



# POLICY MANUAL/TABLE OF CONTENTS

3.6.5	Paid/Unpaid Time Off .....	3-18
3.6.5.1	Holidays .....	3-18
3.6.5.2	Family and Medical Leave (FMLA)	3-18
3.6.5.3	Medical (Including Maternity) Leave .....	3-22
3.6.5.4	Eligibility for Leave .....	3-23
3.6.5.5	Personal Leave .....	3-23
3.6.5.6	Sick Leave .....	3-23
3.6.5.7	Bereavement Leave.....	3-24
3.6.5.8	Vacation Leave.....	3-24
3.6.5.9	Military Leave.....	3-26
3.6.5.10	Jury Duty .....	3-26
3.6.5.11	Leave to Vote .....	3-26
3.6.5.12	Professional Leave .....	3-27
3.6.5.13	School Visitation .....	3-28
3.6.5.14	Other Leaves .....	3-29

## **3.7 Benefits**

3.7.1	Health, Dental, Life, AD&D, And Disability Insurance Benefits .....	3-29
3.7.2	Tuition/Fees Waivers .....	3-30
3.7.2.1	Full-time Employees	
3.7.2.1.1	Credit Classes .....	3-29
3.7.2.1.2	Fitness Center.....	3-30
3.7.2.1.3	Non-Credit Classes.....	3-30
3.7.2.2	Part-Time Employees .....	3-31
3.7.2.2.1	Credit Classes .....	3-31
3.7.2.2.2	Fitness Center.....	3-31
3.7.2.3	Adjunct Faculty.....	3-31

# POLICY MANUAL/TABLE OF CONTENTS

3.7.2.3.1	Credit Classes .....	3-31
3.7.2.3.2	Fitness Center .....	3-32
3.7.2.4	Retired Employees .....	3-32
3.7.2.4.1	Credit Classes .....	3-32
3.7.2.4.2	Fitness Center .....	3-32
3.7.2.4.3	Non-Credit Classes .....	3-32
3.7.3	Retirement under State University Retirement System Program .....	3-33
<b>3.8</b>	<b>Service Recognition .....</b>	<b>3-33</b>
3.8.1	Professor Emeritus .....	3-33
3.8.2	Staff Emeritus .....	3-34

## 4.0 STUDENT AFFAIRS

<b>4.1</b>	<b>Admission .....</b>	<b>4-1</b>
4.1.1	Admission to the College .....	4-1
	4.1.1.1 New Student Orientation .....	4-1
4.1.2	Admission to a Program or Courses .....	4-2
4.1.2.1	Mandatory Course Placement Testing .....	4-2
4.1.2.2	Course Placement Retesting .....	4-2
4.1.2.3	Foreign Language Placement .....	4-3
4.1.2.4	Technology Orientation .....	4-3
4.1.3	Admission to a Program of Study .....	4-3
4.1.4	Admission of High School Students and "Gifted" High School Students .....	4-4
4.1.5	Student Enrollment Status .....	4-5
<b>4.2</b>	<b>Residency Status .....</b>	<b>4-4</b>
<b>4.3</b>	<b>Tuition and Fees .....</b>	<b>4-5</b>
4.3.1	Senior Citizen Tuition .....	4-5

# POLICY MANUAL/TABLE OF CONTENTS

4.3.2	Education Service Agreement .....	4-6
4.3.3	Tuition and Fee Installment Plan ..	4-6
4.3.4	Cooperative Educational Programs with Other Community Colleges .....	4-6
4.3.5	Continuing Education Fees .....	4-6
4.3.6	Non-Credit Fitness Center Fees .....	4-6
<b>4.4</b>	<b>Tuition Refunds .....</b>	<b>4-6</b>
<b>4.5</b>	<b>Student Financial Obligations .....</b>	<b>4-6</b>
<b>4.6</b>	<b>Academic Standards .....</b>	<b>4-7</b>
4.6.1	Grading Policy .....	4-8
4.6.2	Semester Academic Honors .....	4-8
4.6.3	Appealing a Grade .....	4-8
4.6.4	Auditing a Course .....	4-8
4.6.5	Dropping a Course .....	4-9
4.6.6	Administrative Drop .....	4-9
4.6.7	Withdrawing from the College .....	4-9
4.6.8	Repeating a Course .....	4-9
4.6.9	Graduation Requirements .....	4-9
4.6.10	Computer Technology Fluency .....	4-12
<b>4.7</b>	<b>College Credit .....</b>	<b>4-12</b>
4.7.1	Course Completion .....	4-12
4.7.2	Proficiency Credit .....	4-12
4.7.2.1	Proficiency Examination Policy ...	4-12
4.7.2.2	College Level Examination Program	

# POLICY MANUAL/TABLE OF CONTENTS

	(CLEP) and DAN TES Examination Program	4-13
4.7.2.3	Proficiency by Advanced Course	4-13
4.7.2.4	Advanced Placement Program	4-13
4.7.2.5	International Baccalaureate Program	4-13
4.7.3	Transfer Credit	4-14
4.7.4	Credit Equivalency by Licensure or Certification	4-14
4.7.5	Credit Equivalency for Professional Training	4-14
4.7.6	Credit Equivalency for Professional Experience	4-15
4.7.7	Credit For Military Service & Training	4-15
4.7.7.1	Armed Forces Health and Physical Education	4-15
<b>4.8</b>	<b>Student Evaluation System</b>	<b>4-15</b>
<b>4.9</b>	<b>Student Records Policy</b>	<b>4-15</b>
4.9.1	Directory and Confidential Information	4-16
4.9.2	Access to Confidential Information by Students	4-16
4.9.3	Access to Confidential Information by Others	4-17
4.9.4	Withholding Student Information	4-18
4.9.5	Deceased Student	4-18
<b>4.10</b>	<b>Out-of-District Charges</b>	<b>4-18</b>
<b>4.11</b>	<b>Scholarships and Institutional Waivers</b>	<b>4-19</b>
<b>4.12</b>	<b>Student Insurance</b>	<b>4-19</b>
4.12.1	General Insurance Coverage	4-19
4.12.2	Insurance for Participation in Extra-Curricular Activities	4-19

# POLICY MANUAL/TABLE OF CONTENTS

4.12.3	Assistance in Obtaining Insurance Coverage .....	4-19
<b>4.13</b>	<b>Chronic Communicable Diseases .....</b>	<b>4-19</b>
<b>4.14</b>	<b>Substance Abuse - Intoxicant Use .....</b>	<b>4-20</b>
<b>4.15</b>	<b>Student Rights and Responsibilities .....</b>	<b>4-21</b>
4.15.1	Statement of Student Rights .....	4-22
4.15.2	Statement of Student Responsibilities .....	4-22
4.15.3	Student Grievance Policy .....	4-24
4.15.4	Composition of the Judicial Board .....	4-24
4.15.5	Student Conduct .....	4-24
4.15.6	Academic Integrity Policy .....	4-25
4.15.7	Removal from a Class or the College .....	4-25
<b>4.16</b>	<b>Student Development Program .....</b>	<b>4-26</b>
<b>4.17</b>	<b>Student Life Program .....</b>	<b>4-26</b>
<b>4.18</b>	<b>Financial Aid Program .....</b>	<b>4-26</b>
4.18.1	Financial Aid Satisfactory Academic Progress Policy .....	4-27
4.18.2	Financial Aid Probation .....	4-28
4.18.3	Financial Aid Suspension .....	4-28
4.18.4	Probation Completion Policy .....	4-29
4.18.5	Other Financial Aid Policies .....	4-29
4.18.6	Disbursement .....	4-29
4.18.7	Loan Policies .....	4-29
4.18.8	Refunds to Aid Recipients .....	4-30
4.18.9	Verification .....	4-30

# **POLICY MANUAL/TABLE OF CONTENTS**

4.18.10	Military Benefits .....	4-30
<b>4.19</b>	<b>Guarantee of Educational Effectiveness .....</b>	<b>4-31</b>
4.19.1	Guarantee for Transfer Credit .....	4-31
4.19.2	Guarantee for Technical Competency .....	4-33
<b>4.20</b>	<b>Display and Posting of Materials</b> .....	<b>4-33</b>
<b>4.21</b>	<b>Right-To-Know and Campus Security Act Policy .....</b>	<b>4-33</b>
<b>4.22</b>	<b>Other Services .....</b>	<b>4-34</b>
<b>4.23</b>	<b>Religious Observance by Students .....</b>	<b>4-34</b>

## **5.0 GENERAL POLICIES**

<b>5.1</b>	<b>Statement of Economic Interest .....</b>	<b>5-1</b>
<b>5.2</b>	<b>Freedom of Information .....</b>	<b>5-1</b>
<b>5.3</b>	<b>Sexual and Other Harassment .....</b>	<b>5-1</b>
<b>5.4</b>	<b>Tobacco Policy .....</b>	<b>5-5</b>
<b>5.5</b>	<b>Toxic Substances and Hazard Communication Standard .....</b>	<b>5-5</b>
<b>5.6</b>	<b>Solicitation on Campus .....</b>	<b>5-5</b>
<b>5.7</b>	<b>Possession of Weapons .....</b>	<b>5-6</b>
<b>5.8</b>	<b>Confidential and Sensitive Information .....</b>	<b>5-7</b>
	5.8.1 Responsible Use of Information Technology .....	5-7
<b>5.9</b>	<b>Copyright Policy .....</b>	<b>5-8</b>
<b>5.10</b>	<b>Retention and Disposal of College Records .....</b>	<b>5-9</b>

# POLICY MANUAL/TABLE OF CONTENTS

5.11	Art Acquisition and Placement.....	5-9
5.12	Statement of Nondiscrimination and Equal Opportunity.....	5-9
5.13	Academic Freedom Statement.....	5-10
5.14	Naming of College Facilities.....	5-11
5.15	Publications and Publicity.....	5-11
5.16	Intellectual Property.....	5-11
5.17	Official College Sponsored Social Media...	5-12

**1.1 LEGAL BASIS - Adopted 11/75. Reviewed 3/81; 2/13**

As the policy making group of a public governmental institution, regulated by laws of the State of Illinois, and more precisely by the Illinois Public Community College Act of 1965, as amended, the Board of Trustees is subject to certain restrictions set forth in the aforementioned act under the classifications of Duties and Authority. (110 ILCS 805/3-21 et seq.)

The Board has the powers enumerated in the Public Community College Act. The list of powers set forth in these sections is not exclusive, and the Board may exercise all other powers not inconsistent with the Public Community College Act that may be required and appropriate for the maintenance, operation and development of any College under the jurisdiction of the Board. (110 ILCS 805/31-43)

**1.2 ENTITY - PROCEDURAL CAPACITY - Adopted 11/75. Reviewed 3/81; 2/13**

The Board of Trustees of the College District is a body politic and corporate known as the "Board of Trustees of Community College District No. 537, Counties of Macon, Christian, DeWitt, Logan, Moultrie, Piatt, Sangamon, and Shelby, and State of Illinois," and by that name may sue and be sued in all courts and places where judicial proceedings are had. (110 ILCS 805/3-11)

**1.3 AUTHORITY OF BOARD MEMBERS - Adopted 11/75. Reviewed 3/81**

Members of the Board of Trustees have authority only when acting as a Board in legal session.

No business shall be conducted by the Board except at a regular meeting or reconvened meeting thereof, or at a duly called special meeting.

The Board will not be bound in any manner by any action(s) or statement(s) of an individual Board member or employee, unless such action(s) or statement(s) is pursuant to specific instruction by the Board when legally in session. Action of such member or members must be confirmed by the



Board.

**1.4 STUDENT TRUSTEE**

A student trustee serves as a member of the Board of Trustees for a one-year term beginning April 15 of each year, as provided by law. (110 ILCS 805/3-7.24) The student assumes all the rights and responsibilities of a district-elected Board member with the exception of his/her advisory-voting status. The student trustee:

- A. is admitted to all sessions of the Board;
- B. receives materials elected Board members do;
- C. is allowed to make or second motions;
- D. is allowed to register on advisory vote on all matters brought before the board with the exception of the President's Compensation; and
- E. cannot make or second a motion on matters of financial obligations.

**1.5 ELECTION**

Election of members for the Board of Trustees shall conform with the consolidated election law. (10 ILCS 5/1-1, and at 110 ILCS 805/3-7 *et seq.*)

**1.6 ORGANIZATION**

Following the election and canvass, the Chairman of the Board shall convene the new Board and conduct the election for chairman, vice-chairman, and secretary. (110 ILCS 805/3-8)

**1.6.1 Duties of Chairman**

The Chairperson of the Board shall preside at all meetings and to perform such other duties as are required by law or by action of the Board. (110 ILCS 805/3-10)

**1.6.2 Duties of Vice-Chairman**

It is the duty of the Vice-Chairperson to serve in the absence of the Chairperson of the Board. In the absence of the Chairperson and Vice-Chairperson, the Board shall appoint a Chairperson pro tempore. (110 ILCS 805/3-10)

**1.6.3 Duties of Secretary**

The Secretary of the Board shall perform the duties usually pertaining to the office and such other duties as are imposed by law or by action of the Board. In the absence of the secretary, the Board Chairperson shall appoint a Secretary pro tempore who shall be a member of the Board. (110 ILCS 805/3-10)

**1.6.4 Committees**

The Chairperson of the Board may appoint ad hoc committees as are deemed necessary by the Board. A committee shall report recommendations to the Board for appropriate action and may be dissolved when its report is complete and accepted by the Board.

Any ad hoc committee of Board members or any committee supported by the Board may be deemed a public body and shall comply with the notice and other requirements of the Illinois Open Meetings Act.

**1.7 VACANCIES ON THE BOARD**

Whenever a vacancy occurs, the remaining members shall fill the vacancy through an open process with a call for candidates and in accordance with law. (110 ILCS 805/3-7(d))

The person so appointed shall serve until a successor is elected at the next regular election for members of the Board of Trustees and is certified. (10 ILCS 5/22-17 and 22-18).

The Board will ensure that the replacement subscribes to the Tenets of Trusteeship as provided in Board Policy 1.18.

**1.8 ROLE AND RELATIONSHIP BETWEEN THE BOARD OF TRUSTEES AND THE CHIEF EXECUTIVE OFFICER**

The policy of the Board of Trustees is to recognize and maintain the distinction between those activities which are appropriate to the Board as the sole statutory legislative governing body of District 537, and those administrative functions and duties which are to be performed by the chief executive officer and his/her staff. The Board views the legislative authority that is vested within itself as a body

of the whole rather than as individuals acting unilaterally.

Based upon the premise of mutual respect and trust, the Board encourages a shared governance relationship that is characterized by integrity and by open, honest, two-way flow of continuous communications based upon accurate, reliable information obtained from thorough study and analysis. In that regard, the Board looks toward the chief executive officer to provide recommendations, suggestions, and options relating to both short and long-term goals and objectives of the District. These recommendations will be presented in a manner that allows the Board an adequate period of deliberation, which will ultimately result in the adoption of policies that enhance the well-being of Richland Community College.

The Board recognizes that if the chief executive officer is to be responsible for the prudent management of the district and its resources, likewise, the Board must also be fully informed and recognize its responsibility to be fully supportive of the chief executive officer by granting him/her full authority to carry out and implement the administration of District 537 in accordance with those policies adopted by the Board.

The Board will maintain an understanding and respect for the delineation of policy versus administration and will maintain a self-discipline that will avoid direct interference into the administrative functions of the College District. The Board will encourage and be supportive of an atmosphere that will allow the chief executive officer the flexibility and creativity to successfully exercise his/her administrative style necessary for successfully carrying out the administrative functions of the District.

**1.9 BOARD LIMITATION ON NEW PRESIDENTIAL AGREEMENTS Adopted  
12/16**

The Board will comply with the limitations on new presidential employment agreements as set forth in the Public Community College Act. (110 ILCS 805/3-8, and 110 ILCS 805/3-65)

**1.10 EMPLOYMENT CONTRACT TRANSPARENCY - ADOPTED 12/16**

The Board will comply with the employment contract transparency requirements on new presidential employment agreements as set forth in the Public Community College Act. (110 ILCS 805/3-70)

**1.11 TRUSTEE TRAINING - Adopted 12/16**

The Board will comply with all training provisions of the Open Meetings Act and the Public Community College Act. (5 ILCS 120/1.05, and 110 ILCS 805/3-8.5)

**1.12 MEETINGS**

The meetings of the Board shall be held at such times, dates and places as are fixed by the Board at its organizational meeting. (110 ILCS 805/3-8)

All meetings shall be open to the public except as provided by law. (5 ILCS 120/2)

**1.12.1 Quorum**

A majority of the voting members of the Board shall constitute a quorum for the transaction of business. The student trustee does not constitute a quorum. (110 ILCS 805/3-9, and 5 ILCS 120/2.01)

**1.12.2 Recording the Proceedings**

Any person may record the proceedings of a public meeting. (5 ILCS 120/2.05)

**1.12.3 Order of Business for Board Meetings**

The President and his/her Assistant, in consultation with the Chairperson of the Board of Trustees, shall be responsible for preparing and transmitting to the members of the Board an agenda for each meeting of the Board.

**1.12.4 Parliamentary Procedure**

Unless in conflict with these rules of procedure, the laws of the State of Illinois or the rules and regulations of the Illinois Community College Board, Robert's Rules of Order, as revised, shall govern the procedure of all Board meetings.

**1.12.5 Preparation for Meetings**

In consultation with the president, the Board may establish procedures for the preparation of documents for Board meetings to ensure that there is adequate time for Board members to review and prepare for the business to be conducted.

**1.13 Minutes of Meetings - Adopted 11/75. Reviewed 3/81; Revised**

Minutes must be kept for all Board meetings whether open or closed, and for all committee meetings.

**1.14 APPEARANCE OF CITIZENS BEFORE THE BOARD - Revised 2/15**

It has been and is the intent and purpose of Richland Community College to provide a forum for citizens of the Richland Community College District to express their views, opinions, and concerns about the College to the Board of Trustees.

It is not intended that matters be brought before the Board by employees or individual citizens that can or should be handled through administrative procedures.

To further this intent and purpose, and to provide for an orderly procedure, the following guidelines are hereby established:

1. Appearance may be made only by individual citizens or as a representative of an organization. The citizen shall identify himself or herself and the organization being represented, if any.
2. The Chairperson of the Board of Trustees shall allot a specific time period for citizens to appear and express their views before the Board of Trustees.

3. Each citizen who appears will be limited to five (5) minutes.
4. The Chairman may shorten or lengthen a citizens' opportunity to speak.
5. All citizens are to conduct themselves with respect and civility toward others.
6. The Board of Trustees may respond to any views expressed by any citizen appearing under this procedure. Responses may be provided, in writing, within two business days.

Residents of the College District wishing to address the Board are to contact the Office of the President not later than twenty-four (24) hours prior to the date of the Board meeting setting forth with reasonable particularity the matter or matters to be addressed. Any citizen who desires to appear shall complete a "blue" comment card prior the start of the Board meeting.

**1.15 RESOURCE SPECIALISTS TO THE BOARD**

**Attorney**

The Board shall employ the services of an attorney(s) to act as its counsel on legal matters by direction of the Board.

**Auditor**

The Board will employ a public accounting firm to audit the financial records of the Richland District. (110 ILSC 805/3-22.1)

**Treasurer**

The Board will designate a treasurer to review the financial records of the Richland District. (110 ILSC 805/3-(24))

**1.16 AMENDMENT OR REPEAL**

The Policy Manual of the Board may be amended, repealed or added to upon motion made in writing for that purpose by any

member of the Board. Any such motion shall not be voted upon until the next regularly scheduled meeting after it has been formally presented to the Board in writing. A quorum of the Board shall be required for the adoption of any amendment, alteration, repeal or addition to these policies.

**1.17 BOARD STUDY RETREAT**

The Board of Trustees shall conduct a study session for long-range planning annually with the date for the session to be established at a regular meeting of the Board and that the Chairman is authorized to appoint a committee of the Board to work with the president to establish an agenda for the study session.

**1.18 POLICY DISSEMINATION**

The President shall establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board of Trustees.

Accessibility is to extend at least to all employees of the College, to members of the Board and to persons in the community.

**1.19 COLLEGE MISSION AND PURPOSE**

**Statement of Purpose**

The primary purpose of Richland Community College is to improve the quality of life in Central Illinois by actively serving the educational needs of the people, organizations, and institutions it serves. The college pledges to provide equal access to education and training for all citizens regardless of race, age, sex, religion, national origin, ethnic background or disability.

**College Mission**

The mission of Richland Community College is to provide innovative educational environments, opportunities, and experiences that enable individuals, communities, and the region to grow, thrive, and prosper.

Richland Community College achieves its mission and purpose by offering the following programs:

1. The first two years of a baccalaureate education;
2. Technical courses, certificates, and degrees designed to provide job training, re-training, and upgrading of skills;
3. Basic educational skills designed to prepare students to engage in college level study;
4. Student development programs and services designed to help students identify educational and career goals, set realistic career paths, and develop skills necessary to achieve intellectual and personal growth;
6. Academic programs and services, which provide supplemental support to both teaching and learning;
7. Community education activities and programs which complement, enhance, and contribute to the growth and enrichment of students and the community both inside and outside of the classroom providing opportunities for life-long learning; and
8. Workforce development activities and programs that promote linkages with business, industry, and governmental agencies designed to meet the changing needs of the market place and promote economic growth in the region.

**1.20 LEADERSHIP, VALUES AND TENETS OF COMMUNITY COLLEGE TRUSTEESHIP - Adopted 3/20/90.**

The community college is an egalitarian institution committed to the principle that higher education should be available to every person who can benefit. The purpose of a comprehensive community college is to serve all who then can serve to build a better society.

The primary task of the Board of Trustees is to serve as a regenerative force, always expanding and improving the College's service to people. Given this basic condition, the



activities and deliberations of the Board of Trustees will be governed by the following tenets:

**The Values**

**Respect**

Respect is a moral disposition which requires determined consideration of all things, both living and material. Respect is no friend of tolerance. Respect reaches into the thing considered and comes to understand and appreciate its qualities.

**Honesty and Integrity**

Honesty and Integrity can survive anything. Honesty is a glass house, no secrets, always open, always engaged. Integrity is the house foundation; it is the stage on which honesty stands.

**Compassion**

Compassion is genuine concern and interest in everything - people, things, projects, and activities. Compassion is always working. Compassion cares.

**The Tenets**

**About Allegiance**

Trustees have but one allegiance that is to the institution and its mission. Representing special constituencies dilutes trust and undermines institutional mission.

**About Commitment**

To achieve distinction requires commitment, and commitment requires the devotion of time, thought, energy, effort, and ability whenever needed.

**About Creating a Culture of Sustainability**

When the Board of Trustees weaves the core values into sustainable concepts with a perspective measured by the Triple Bottom Line (Environment, People, Economics), the

College becomes values driven exceeding its mission.

**About Distinction**

The Board of Trustees has the authority and autonomy to be original, creative, and regenerative; that is its responsibility. If the College is to become an institution of distinction, it will be because the Board demonstrates and requires distinctive service.

**About Evaluation**

Purpose achieved with distinction does not occur in a vacuum. It occurs because there is a Board desire for distinction and a willingness to measure how well it is achieved.

**About Power**

Power rests mostly with the Board of Trustees but also extends far beyond it. Trustee power and influence well used will result in staff power and influence well used; students will be served.

**About Purpose**

The purpose of an educational institution is more than a Board decision. It is a Board responsibility. Defining the institution is a critical task, which requires continuing review.

**About Service**

All activities in which the College engages -- teaching, serving, and guiding -- must be evaluated by their effect upon students and community. How the College serves its community, how it serves and prepares its students are fundamental criteria by which the College must be measured.

**About Teamwork**

The Board is made up of individuals with differing values and beliefs, and debate is expected and natural. Although

there are individual expressions, there are no individual decisions. Board decisions must be team decisions.

**1.21 VALUES AND TENETS FOR RICHLAND COMMUNITY COLLEGE EMPLOYEES**

The moral character of an educational organization is reflective of its leadership. Among those involved in the art and science of teaching and service, it is imperative that teachers, leaders, and service providers demonstrate a strong commitment to good principle and ethical behavior. The fundamental contributions of education to society demand commitment to exemplary values. At Richland Community College, these values are embodied in our Core Values, which were adopted by the Board of Trustees in 2003.

These core values and tenets serve as the guiding principles for Richland Community College and its employees.

**Commitment**

We are dedicated to meeting the needs of the communities we serve.

I/We will

- Strive and maintain a quality educational experience.
- Support the mission and vision of the College.
- Focus on student and stakeholder needs.
- Respond to the changing needs of our communities in a timely manner.
- Create new programs and services to meet identified needs.
- Continuously evaluate and improve programs, services, systems, and policies.
- Utilize a shared decision-making process.

**Respect**

We recognize the expertise of all members of the College community and encourage individual contribution.

I/We will

- Include stakeholders in the decisions that affect them.
- Treat people with dignity and encourage feelings of self-worth.
- Promote trust through truthfulness, professional courtesy, and fair treatment.
- Recognize and support employee and student contributions.
- Demonstrate faith in and reliance on the integrity and abilities of others.

**Excellence**

We strive to develop and pursue higher standards.

I/We will

- Exhibit quality in staffing, facilities, programs, and services.
- Promote continuous improvement.
- Anticipate needs and respond accordingly.
- Encourage creativity and innovation.
- Utilize systems that promote student and employee success.
- Exceed student and stakeholder expectations.
- Encourage decision-making at the level of implementation.
- Encourage interdepartmental collaboration.
- Support risk-taking and view setbacks as learning experiences.

**Accountability**

We assume and demonstrate responsibility for our actions.

I/We will

- Take responsibility for personal and professional growth and development.
- Continuously evaluate and improve our systems and policies.
- Establish and communicate clearly defined and articulated goals and objectives.
- Establish and communicate clearly the standards and

expectation of staff.

- Ensure our work adds value to the College and District.
- Demonstrate fiscal and social responsibility.

**Diversity**

We believe that our similarities and difference are opportunities for establishing a common bond and strengthening the College.

I/We will

- Employ a College workforce that reflects the community we serve.
- Ensure fair and equal access for all.
- Recognize, appreciate, and celebrate the strength of diversity.
- Provide educational experiences that promote a greater appreciation for diversity.
- Implement learning activities that integrate diversity topics in the classroom.
- Seek and consider multiple points of view.

**1.22 ENDS STATEMENTS**

Monitoring reports will be provided to the Board to demonstrate achievement of Board ends as follows:

- Because of Richland, students who graduate with transfer (A.A. and A.S.) degrees will be prepared to be academically successful at other institutions of higher learning.
- Because of Richland, students who graduate with applied (A.A.S.) degrees will be prepared to be skilled, successful employees in the workplace.
- Because of Richland, students will have opportunities to successfully pursue training and education at and beyond the community college.
- Because of Richland's partnerships with the community, the economic/business climate in our service area will be significantly enhanced.
- Because of Richland, students will acquire the

knowledge and skills needed to succeed in and contribute to a diverse and global community and to exercise their rights and responsibilities as citizens.

- Because of Richland, the community will have access to opportunities for cultural enrichment, wellness, and lifelong learning.

### 1.23 COLLEGE PARTICIPATIVE COMMITTEE STRUCTURE - 10/19/04

The Board of Trustees authorizes the administration to establish a college-wide, participative committee structure that will develop policies and procedures relative to academic, administrative, operational, and human resource functions. The purpose of the committee structure shall be to recommend policies and procedures that 1) meet student needs, 2) maintain high academic standards, 3) follow regulatory laws, 4) practice and uphold core values, 5) value employees and encourage employees to maximize their knowledge, skills, and abilities, and 6) demonstrate operational accountability and fiscal responsibility.

### 1.23 STRATEGIC PLAN

The Board of Trustees will adopt and maintain a Strategic Plan on a regular cycle.

The Strategic Plan will be reviewed and aligned with Academic Quality Improvement Program (AQIP) planning and will be a component in driving the annual budgeting process. The review and modification of the plan will be a collaborative effort involving the faculty, staff, and students.

### 1.24 BOARD TRAVEL - Adopted 8/21/90; Revised

It is important and necessary for the welfare and governance of the College that members of the Board of Trustees engage in educational and development opportunities as well as serving as advocates for community colleges on local, state, and national levels. Accordingly, it is the policy of the Board of Trustees to

encourage Board members, including the student trustee, to travel for purposes of further education and experience when such travel will prove to be of benefit to the College. This benefit shall relate to and support the mission, vision, and goals of the College and more specifically to the governance of the College and to all other duties and responsibilities of Board members. (110 ILCS 805/3-7(e))

The Board of Trustees, however, recognizes that there must be a balance in meeting this need and the need for fiscal responsibility and accountability. Therefore, on an annual basis and in advance of each upcoming fiscal year, the College will establish the priorities for the representational needs of the Board of Trustees.

In the implementation of this policy, the Board of Trustees shall adhere to the travel procedures set forth.

**1.25 TRUSTEE EMERITUS PROGRAM**

A member of the Board of Trustees who leaves the Board after serving the College a minimum of 10 years may be considered for the title, Trustee Emeritus, based upon the recommendation of a majority of the members of the Board of Trustees.

The privileges of the Trustee Emeritus status will be as follows:

- A. The Trustee Emeritus will be granted a tuition waiver for credit and non-credit classes as is consistent with other waivers as identified in the Policy Manual of the Board of Trustees,
- B. The Trustee Emeritus will receive Richland Community College business cards indicating the Trustee Emeritus status, and
- C. The Trustee Emeritus will remain on the College mailing list and be invited to College functions and activities.

**1.26 PRESIDENT EMERITUS PROGRAM**

A President of the College who leaves after serving the College a minimum of 10 years may be considered for *the title, President Emeritus*, based upon the recommendation of a majority of the members of the Board of Trustees.

The privileges of the President Emeritus status will be as follows:

- A. The President Emeritus will be granted a tuition waiver for credit and non-credit classes as is consistent with other waivers as identified in the Policy Manual of the Board of Trustees,
- B. The President Emeritus will receive Richland Community College business cards indicating the President Emeritus status, and
- C. The President Emeritus will remain on the College mailing list and be invited to College functions and activities.



**2.1 FINANCIAL POLICIES - 7/15/08****2.1.1 Fiscal Year**

The fiscal year for Richland Community College shall begin on July 1 and end on June 30 of each year.

**2.1.2 Regulation and Professional Standards**

The College will comply with the uniform financial accounting and reporting standards as established by the Illinois Public Community College Act (110 ILCS 805) as well as other applicable laws and regulations further defined by the Illinois Community College Board Fiscal Management Manual. Furthermore, the College will operate under principles of professional conduct and standards that promote public trust and avoid conflicts of interest.

**2.1.3 Financial Reports**

It is the function of the Office of Finance and Administration to issue appropriate monthly financial reports. These reports are recognized as the only official record of the College's financial activities in addition to the annual audit.

**2.1.4 Annual Budget**

The Board of Trustees of Richland Community College will adopt annually a budget as provided in the Public Community College Act (110 ILCS 805/3-20.1).

**2.1.5 Annual Audit**

The College shall contract with a certified public accounting firm for the purposes of conducting an independent annual College audit. The audit shall be conducted in accordance with generally accepted auditing standards and regulations prescribed by the Illinois Community College Board.

**2.1.6 Tax Levies**

The College shall file the annual tax levy in accordance with the Illinois Public Community College Act (110 ILCS 805/3-20.5).

**2.1.7 Accounting Method**

The College will use the modified accrual basis of accounting.

**2.1.8 Payment of Bills**

The Board of Trustees shall authorize the establishment of revolving funds to be used for the purpose of paying the bills of the College. Such revolving funds shall comply with the Illinois Public Community College Act (110 ILCS 805/3-27). All payments made on behalf of the District shall be presented to the Board of Trustees for ratification at its next regular meeting. Ratification shall be by roll call vote.

**2.1.9 Collection of Tuition and Fees**

Students are expected to pay all tuition and fees by the appropriate due date set by the Office of Finance and Administration. The Office of Finance and Administration is authorized to employ the services of a collection agency after due diligence in attempting to collect delinquent accounts. For accounts that must be turned over for collection, a collection fee may be added to the unpaid balance. The Board of Trustees authorizes the College Treasurer, or designee, to write off any balances deemed uncollectible. The Treasurer, or designee, is also authorized to write off balances due to bankruptcy proceedings.

**2.1.10 Proper Execution of Transactions and Events**

No employee shall engage in financial transactions on behalf of the College without proper authorization and the approval of the appropriate supervisor or budget manager in advance and in accordance with established procedures. This prohibition includes but is not limited to the following transactions:

- executing contracts
- authorizing charges or establishing charge accounts
- conducting sales
- direct invoicing
- receiving payments
- ordering or purchasing supplies and materials

- renewing or initiating subscriptions or memberships
- making travel registrations or reservations

## **2.2 FUNDS**

In order to carry out the entire educational program of the College, the Board, in accordance with the Illinois Public Community College Act (110 ILCS 805/3-20.3, 7-18, 3A-1, 3-31.1, 3-33.1, and 3-27c), has established the following Funds for operation:

### **2.2.1 Education Fund**

The Education Fund is used to account for financing the cost of the academic and service programs of the College. It includes the cost of instructional, administrative and professional salaries, supplies and moveable equipment, library books, materials, maintenance of instructional and administrative equipment, and other costs pertaining to the educational program.

### **2.2.2 Operations and Maintenance Fund**

The Operations and Maintenance Fund is used for the purposes of maintaining and improving existing buildings and grounds as well as the fixtures and equipment that are a permanent part of the buildings and grounds. Payments on premiums for insurance on buildings and building fixtures are to be made from this fund.

### **2.2.3 Operations, Building and Maintenance Fund (Restricted)**

Funds may be accumulated for capital equipment, renovation, site work, construction of buildings, and site acquisition. The law permits an accumulation of funds not to exceed an amount equal to five percent of the equalized assessed valuation of the District. The accumulated funds may not be used for any other purpose.

Taxes levied for accumulation purposes should be so defined by resolution of the Board of Trustees. The resolution shall stipulate the rate levied for such purposes, the total amount to be accumulated, and specific use intended. Funds that are being accumulated should be accounted for separately in the Operations, Building and Maintenance Fund (Restricted).

**2.2.4 Bond and Interest Fund**

The Bond and Interest Fund is used for the purpose of payment of principal, interest and related charges on any outstanding general obligation bonds or other similar debt instrument.

Any surplus of funds remaining after a debt has been defeased may be used for purposes similar to the debt obligation.

**2.2.5 Auxiliary Enterprises Fund**

The Auxiliary Enterprise Fund accounts for the College's activities that are operated in a manner similar to a commercial business enterprise, where the intent of the activity is to be self-supporting through service charges, fees, or other revenue sources directly associated with the activity. The activities accounted for in the Auxiliary Enterprises Fund should contribute and relate directly to College purposes and may include activities that support the institutional community rather than the departments of the institution.

**2.2.6 Restricted Purposes Fund**

The Restricted Purposes Fund is established for the following purposes:

- A. Acceptance of federal funds for all types of instructional programs, student services and student development.
- B. Acceptance of gifts, grants, devices and bequests from any source if made for community college purposes.
- C. Contracts with any person, organization, association, or governmental agency for providing or securing educational services.
- D. Accumulation of funds for the acquisition of equipment for instructional, administrative, or other College purposes.

Under most conditions, revenues and expenditures from any of the four preceding categories (including federal and

state grants for projects or student aid; gifts or bequests for specific purposes; projects carried out under contractual arrangements with any person, organization, association, or governmental agency; scholarship or loan funds; endowment funds; agency funds; public service and organized research program funds) should be accounted for within the Restricted Purposes Fund.

Procedures are to be established for the accounting of these funds, and reporting requirements of the grantor will be met by the accounts.

#### **2.2.7 Working Cash Fund**

The Working Cash Fund may be established by resolution of the Board of Trustees for the purpose of enabling the Board to have on hand at all times sufficient cash to meet the demands for ordinary and necessary expenditures. Bonds may be issued in an amount or amounts not to exceed at any one time 75% of the total taxes from the authorized maximum rates for the Educational Fund and the Operations and Maintenance Fund combined, plus 75% of the last known entitlement of the College to taxes imposed to replace revenue lost as a result of the abolition of ad valorem personal property taxes as provided by law. These bonds may be issued by resolution of the Board of Trustees without voter approval.

#### **2.2.8 General Fixed Asset Account Group**

This group of accounts is for the purpose of recording the value of land, buildings and equipment.

#### **2.2.9 General Long-Term Debt Account Group**

This group of accounts is for the purpose of recording liabilities that exist beyond the current year's operation.

#### **2.2.10 Trust and Agency Fund**

The Trust and Agency Fund is used to receive and hold funds when the College serves as a custodian or fiscal agent for another body. The College has an agency rather than a beneficial interest in these monies.

**2.2.11 Audit Fund**

The Audit Fund is established for recording revenues and expenditures associated with auditing the College's accounting records.

**2.2.12 Liability, Protection and Settlement Fund**

The Liability, Protection and Settlement Fund is used for the recording of the College's revenues and expenditures for any judgments against the College and for other tort liability, risk management, Medicare Insurance, FICA Taxes, Workers Compensation costs, and other purposes as provided for in accordance with the Illinois School Code Act (105 ILCS 5/17 - 2.5).

The tort liability, Medicare insurance/FICA tax, and worker's compensation levy are recorded in this fund.

**2.3 BANKING AND INVESTMENTS****2.3.1 Scope**

This policy applies to all Funds of the College. These Funds are accounted for in the College's annual financial report and include all restricted, operating, capital, auxiliary, revolving trust and any other Funds that may be created from time to time. All transactions involving the Funds and related activity of any Funds shall be administered in accordance with the provisions of this procedure and the canons of the "prudent person rule."

**2.3.2 Objectives**

- A. *Safety of Principal* - Investments shall be undertaken in a manner that seeks to ensure the preservation of principal in the overall portfolio. To attain this objective only appropriate investment instruments (identified within this policy, stated in section 2.3.3) will be purchased, and insurance or collateral may be required to ensure the return of principal.
- B. *Liquidity* - The College's investment portfolio shall be structured in such manner as to provide sufficient liquidity to pay obligations as they come due.

- C. *Return on Investments* - The investment portfolio should strive to provide a rate of return which approximates a market-average rate of return for U.S. Treasury Bills throughout budgetary and economic cycles and should be structured to consider legal restrictions, cash flow needs, and appropriate risk constraints.
- D. *Maintaining the Public's Trust* - The investment officers shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the College, the Board, or the College Treasurer.

### **2.3.3 Investment Instruments**

The College may invest in any type of security allowed by the Public Funds Investment Act (30 ILCS 235/2) of the State of Illinois and may be amended from time to time.

- A. The College has chosen to limit its allowable investments to those instruments listed below:
  - 1. Bonds, notes, certificates of indebtedness, treasury bills or other securities now or hereafter issued, which are guaranteed by the United States of America, its agencies and allowable instrumentalities;
  - 2. Interest bearing savings accounts, interest bearing certificates of deposit or interest bearing time deposits, or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act;
  - 3. Certificates of deposit with federally insured institutions that are collateralized or insured in excess of the \$100,000 provided by the Federal Deposit Insurance Corporation coverage limit;
  - 4. The Illinois Funds;
  - 5. Money Market Mutual Funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual

fund is limited to obligations described in paragraph (1) or (2) of this subsection and to agreements to repurchase such obligations;

6. Collateralized repurchase agreements that conform to the requirements stated in subsection 2, paragraph g or h of the Illinois Public Investment Act;
7. Commercial paper meeting the following requirements:
  - a. The corporation must be organized in the United States.
  - b. The corporation's assets must exceed \$500,000,000.
  - c. The obligations at the time of purchase must be rated within the two highest classifications by at least two of the four standard rating services (Standard and Poor's, Duff and Phelp's, Moody's, and Fitch ratings).
- B. Investments may be made only in those savings banks or savings and loan associations, the shares or investment certificates of which are insured by the Federal Deposit Insurance Corporation.
- C. Investment products that are considered derivatives are specifically excluded from approved investments.
- D. The obligations cannot have a maturity longer than 180 days.
- E. Not more than 33% of the total investment fund can be invested in commercial paper at any time.
- F. The total investment in any one corporation cannot exceed 10% of the corporation's outstanding obligations.
- G. The total investment in any one corporation cannot be more than \$20 million.



**2.3.4 Diversification**

It is the policy of the College to diversify its investment portfolio. Investments shall be diversified to reduce to a minimum the risk of loss resulting in over-concentration in a specific maturity, issuer, class of securities, and third-party intermediary. Not more than 75% of the funds available for investment may be placed in a single allowable investment instrument or with a single investment entity (Bank, Savings & Loan, Illinois Funds, Intermediary.)

**2.3.5 Collateralization**

- A. The College requires that time deposits in excess of FDIC insurable limits must be secured by collateral or private insurance to protect public deposits in a single financial institution if it were to default.
- B. Eligible collateral instruments are investment instruments acceptable under Investment Instruments, in Section 2.3.3 listed above. The collateral must be placed in safekeeping at or before the time the College buys the investments so that it is evident that the purchase of the investment is predicated on the securing of collateral.
- C. Safekeeping of Collateral
  1. Third-party safekeeping is required for all collateral. To accomplish this, the securities can be held at the following locations:
    - a. A Federal Reserve Bank or its branch office,
    - b. Another custodial facility in a trust or safekeeping department through book-entry at the Federal Reserve,
    - c. An escrow agent of the pledging institution,
    - d. By the trust department of the issuing bank.

2. Safekeeping will be documented by a College Board and Bank Board approved written agreement that complies with FDIC regulations. This may be in the form of a safekeeping agreement. This documentation will be on file in the Office of Finance and Administration.
3. Substitution or exchange of securities held in safekeeping for the College can be approved exclusively by either the Treasurer or designated representative, provided the market value of the replacement securities is equal to or greater than the market value of the securities being replaced.

#### **2.3.6 Safekeeping of Securities**

- A. Third party safekeeping is required for all securities. To accomplish this, the securities can be held at the following locations:
  1. A Federal Reserve Bank or its branch office.
  2. At another custodial facility generally in a trust or safekeeping department through book-entry at the Federal Reserve unless physical securities are involved.
  3. An insured account at a primary reporting dealer.
- B. Safekeeping will be documented by an approved written agreement. This may be in the form of a safekeeping agreement, trust agreement, escrow agreement or custody agreement.
- C. Original certificates of deposits will be held by the originating bank. A safekeeping receipt will be acceptable documentation.

#### **2.3.7 Qualified Financial Institutions and Intermediaries**

- A. Depositories - Demand Deposits

Financial institutions selected by the Treasurer for banking services shall be chartered to

conduct business in Illinois and listed with the Illinois Department of Banks, maintain at least a branch office within the College District. To maintain the College's banking services, the institution must provide checking accounts, wire transfers, automated clearinghouse accounts, on-line account services, safekeeping services and other financial services that benefit the College as determined by the Treasurer.

1. The College will maintain funds only in financial institutions that are members of the FDIC system.
2. A selected financial institution must be capable of posting all insurance and collateral as required within this policy, including FDIC insurance and any amounts greater than that provided by FDIC insurance at any time the College has funds on deposit with the institutions.

B. Banks and Savings and Loans - Certificates of Deposit

Any financial institution selected to be eligible for the College's competitive certificate of deposit purchase program must meet the following requirements:

1. Shall provide wire transfer, automated clearinghouse, and certificate of deposit safekeeping services.
2. Shall be a member of the FDIC system and shall be willing and capable of posting required collateral or private insurance for funds in excess of FDIC insurable limits.
3. Shall have met the financial criteria as established in the investment procedures of the District.

C. Intermediaries

Any financial intermediary selected to be eligible for the College's competitive investment program must meet the following requirements.

1. Shall provide wire transfer, automated clearinghouse, and deposit safekeeping services.
2. Shall be a member of a recognized U.S. Securities and Exchange Commission Self Regulatory Organization such as the New York Stock Exchange, National Association of Securities Dealers, Municipal Securities Rule Making Board, etc.
3. Shall provide an annual audit upon request.
4. Shall have an office of Supervisory Jurisdiction within the State of Illinois and be licensed to conduct business in this State.
5. Shall be familiar with the College's policy and accept financial responsibility for any investment not appropriate according to the policy.
6. Furnish written reports/statements at least monthly that describe all investments held by the intermediary.

**2.3.8 Management of Program**

- A. The following individuals are authorized to purchase and sell investments, authorize wire transfers, authorize the release of pledged collateral, and execute any documents required under this procedure:

1. College Treasurer
2. Director of Accounting
3. Director of Budgeting.

These documents include

1. Wire transfer
2. Depository agreement
3. Safekeeping agreement

4. Custody agreement
  5. Automated clearinghouse agreement.
- B. Management responsibility for the investment program is hereby delegated to the Treasurer or designated representative, who shall establish a system of internal controls and written operational procedures designed to prevent losses of funds that might arise from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees of the entity. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions, check signing, check reconciliation, deposits, bond payments, report preparation, and wire transfers. No person may engage in any investment transaction except as provided for under the terms of this policy. The Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinates.
- C. The wording of agreements necessary to fulfill the investment responsibilities is the responsibility of the Treasurer, who shall periodically review them for their consistency with College policy and State law and who shall be assisted in this function by the College Legal Counsel and external auditors. These agreements include but are not limited to
1. Wire transfer agreement
  2. Depository agreement
  3. Safekeeping agreement
  4. Custody agreement
  5. Automated clearinghouse agreement.
- D. The Treasurer may use financial intermediaries, brokers, and/or financial institutions to solicit bids for securities and certificates of deposit. These intermediaries shall be approved by the Board of Trustees.

- E. All wire transfers shall require joint authorization by the Treasurer and another designated and approved staff person.

#### **2.3.9 Performance of Investments**

The Treasurer will seek to earn a rate of return appropriate for the type of investments being managed given the portfolio objectives defined in Section 2.3.2 of this document for all funds. In general, the Treasurer will strive to earn an average rate of return equal to or greater than the U.S. Treasury Bill rate for a given period of time for the College's average weighted maturity.

#### **2.3.10 Ethics and Conflicts of Interest**

The College Board of Trustees, College officers, and employees shall refrain from personal business activity that could conflict with the proper execution of the investment program or which could impair their ability to make impartial investment decisions.

#### **2.3.11 Indemnification**

Investment officers and employees of the College acting in accordance with this investment policy and written operational procedures as have been or may be established and exercising due diligence shall be relieved of personal liability for an individual security's credit risk or market changes.

#### **2.3.12 Reporting**

The Treasurer shall submit to the Board of Trustees, at least quarterly, an investment report which shall include information regarding securities in the portfolio by class or type, book value, income earned, and market values as of the report date.

Generally Accepted Accounting Principles shall be used for valuation purposes. The report shall indicate any areas of policy concern and planned revision of investment strategies.

## 2.4 RISK MANAGEMENT

### 2.4.1 Insurance

The College shall provide a program of risk management consistent with all of the legal requirements pertaining thereto and consistent with the financial ability of the District and in accordance with The Public Community College Act (110 ILCS 805 Section 3-29).

Furthermore, within its program of risk management, the College shall maintain the type and amount of insurance coverage to insure and/or self-insure all real and personal property of the College, to insure and/or self-insure the College from losses due to employee dishonesty, injury or death, and to provide a program of health and welfare benefits for employees to the limits established from time to time.

Within the scope of this policy, the President or designee is directed to develop and maintain procedures necessary for carrying out all aspects of this policy including the designation of the College employee responsible for administration and supervision of the risk management program.

All employees are responsible for carrying out activities associated with their specific job responsibilities such that the risk to College assets, students, employees, visitors and other personnel are minimized. Specific risk management activities shall be identified in the risk management plan.

### 2.4.2 Safety and Security

The College will comply with federal and state laws and mandates regarding safety and security. To carry out the appropriate safety and security measures, the Board may authorize College safety personnel to use the powers established in The Public Community College Act (110 ILCS 805 Section 3.3).

The President or designee is authorized to establish procedures for security operations to include the assignment of responsibilities regarding the following:

- Safety and security of students, employees and visitors
- Student Right to Know Law/Campus Security Act
- Occupational Safety and Health Act (OSHA)
- Civil emergency/disaster assistance.

#### **2.4.3 Contracts for Safety and Security**

The Board of Trustees authorizes the College President or designee to contract with outside agencies to provide necessary security for the campus.

#### **2.4.4 Confidentiality of Plans**

When necessary to protect the integrity of any plan or agreement relating to the safety and security of the College community, the plan or agreement will be held in strict confidence among only those employees who have a direct responsibility or an administrative responsibility in relation to the plan or agreement.

### **2.5 TRAVEL AND ASSOCIATED EXPENSES**

Employees and students must have their travel and related estimated expenses pre-approved by an appropriate administrative officer. The Administrative Officers of the College are authorized to determine travel requirements for professional development and training workshops, conferences, conventions, and routine official College business.

The Board charges the College administration with the responsibility to develop and administer appropriate guidelines, regulations, and procedures.

#### **2.5.1 Moving Expenses**

Newly employed full-time administrators and full-time faculty members may be partially reimbursed for actual expenses incurred when moving into the Richland Community College District.

The College will reimburse an employee for actual moving costs incurred up to a maximum of \$1,500.00.

Reimbursement will be allowed up to 1 year of initial employment with the College. Relocation expenses for a



newly employed chief executive officer will be determined by the Board of Trustees.

Relocation expenses for chief operating officers (finance and administration, instruction, workforce and economic development, and student and academic services) will be determined by the College President in consultation with the Board of Trustees, but in no case, shall exceed the actual cost of moving plus \$750 in mileage and lodging expense incurred while selecting a residence in Community College District 537.

### **2.5.2 Meetings and Official Functions**

Expenditures for conferences, workshops, meetings, events, or other Official Functions may be paid for with College funds provided that those functions support the purposes and mission of the College. The College President or the Vice Presidents shall, in advance, approve all expenditures for these purposes. Authorized expenditures are categorized as follows:

#### **A. Official Institutional (In House) Committees and Advisory Groups**

Working luncheons and dinners, for a restricted number of staff members, internal committees, and advisory groups who are required to attend essential meetings during a meal period or outside of normal duty hours.

#### **B. Official External Committees, Advisory Groups, and Guests**

1. Meals and entertainment for unpaid educational advisory groups from area business, industry and the private sector, and appropriate staff members who are required to attend advisory meetings.
2. Meals and entertainment for state officials, representatives of accrediting agencies, official guests of the College and appropriate staff members when required to attend these functions.

C. Receptions, Honors, and Awards

1. Meals, receptions, and other expenses (e.g., plaques, certificates, pins, and other mementos) related to events recognizing donors, volunteers, employees, and others to whom the College is indebted. This includes service awards for employees who have served the College for a particular length of service.
2. Expenses related to recognition events for outstanding students and student groups.
3. Graduation ceremony expense for the selected staff and students, and official and special guests of the College.
4. Expenses for special honors ceremonies, e.g., honors and other awards events.

D. Faculty and Staff Functions

1. Meals and/or refreshments in conjunction with training, professional development, orientation sessions and periodic in-service workshops for faculty and staff to include official guests.
2. Meals and/or refreshments for special events for employees and official guests when attendance is required.
3. Expenses for selected staff to represent the College at education-related events within the community.
4. Meals for off-campus meetings that are determined by the approving authority to be proper and fully justified.

E. Student Functions

Costs for the following items shall be approved by the appropriate budget manager prior to expenditures.

1. Refreshments, snacks, and other minor expenses for guests and other groups of prospective students visiting the campus for tours, special educational events, or student activities.

2. Refreshments and other expenses for special meetings of student organizations.

F. Miscellaneous

1. Meals and other expenses for prospective new employees and selected staff during the interview process.
2. The College does not allow for the reimbursement of any alcohol expenses with funds acquired through the federal, state, or local governments.

G. In no case will Official Function Expenditures be permitted for:

1. Expenses for employees related to membership in local clubs, social or private community organizations. Although the College does support participation of the faculty and staff in charitable and service organizations, the membership expense is an individual responsibility.
2. Dues for employees to professional organizations. However, when the College may receive the same benefits through an individual membership for an employee, the expense may be approved as a College expense.
3. Meals and other expenses for meetings and/or events that are personal in nature that will result in little or no value to the institution.

**2.5.3 Student Assumption of Risks during College Travel**

Students are authorized to travel on approved College-sponsored trips. Each student participating shall indemnify the College against any and all claims for loss, damage, or injury that may result from such participation. The Office of Finance and Administration is assigned responsibility for developing and maintaining appropriate procedures. College-approved trips would include activities such as the following:

A. Student Field Trips

- B. Student Senate Leadership Conferences
- C. Class Field Trips
- D. Study Abroad

## **2.6 PURCHASING**

### **2.6.1 Purchase of Supplies, Materials, and Equipment**

The College will provide needed supplies, materials, equipment and contracts for work to support the educational programs of the College District through the use of sound, efficient, and effective purchasing procedures that are in compliance with The Public Community College Act and Administrative Rules of the Illinois Community College Board.

All purchases and other procurements of equipment or services shall be processed through the College's central purchasing system. All decisions in awarding contracts or purchases shall be made without prejudice or favoritism. Awards shall be made on the objectively determined merits of each acquisition action such as vendor compliance with specifications, compatibility of the item, price, delivery deadline, service, and other terms and conditions. No employee shall knowingly commit the College to any purchase or agreement that would result in a conflict of interest. Accordingly, no purchase contract or order shall be executed with a person or entity having influence over the purchase or procurement decision.

The Board authorizes the College President or designee to award contracts in accordance with the Illinois Public Community College Act (110 ILCS 805/3-27.1). The Board charges the Administration with the responsibility and delegates the Administration the authority to develop appropriate guidelines, regulations and procedures to implement this policy.

### **2.6.2 Use of College Credit Cards**

Credit cards that obligate the College may be issued, upon approval, to College employees in accordance with the Illinois Public Community College Act (110 ILCS 805/3-7). College credit cards may be used only for purchases that are consistent with the College's

purchasing policies and procedures. In particular, credit cards may not be used to circumvent College purchasing procedures and may not be used for personal expenditures. The Office of Finance and Administration is responsible for developing the appropriate procedures for the use of College Credit Cards.

### **2.6.3 Contract Approval**

The Board of Trustees has ultimate responsibility and authority for all fiscal affairs and contractual obligations of the College District. On some matters the Board of Trustees reserves final authority; however, certain, clearly defined, contractual matters are delegated to the College President or designee(s) for review, evaluation and execution in the interest of efficient operations.

Contracts of less than five (5) years' duration or not requiring a sealed bid per the Illinois Public Community College Act may be processed and executed administratively without individual approval by the Board of Trustees. All contracts in excess of five (5) years' duration or requiring a sealed bid process will be presented for approval by the Board of Trustees.

The guidelines regulating the processing of contracts are based upon the requirements of the Illinois Public Community College Act (110 ILCS 805/3-27.1 and 3.38) dealing with leases and related contractual matters and with bidding requirements.

### **2.6.4 Public Works Project**

The Board will assure that public works' contracts are completed by qualified responsible persons and/or entities that will conduct projects in a cost-effective, safe, and legally-compliant manner and to act in the best interest of the College community.

Persons or entities submitting bids for contracts shall submit those bids in conformance with statutory provisions in the Illinois Public Community College Act (110 ILCS 805 3/27.2), which requires contracts to be awarded to the lowest, responsible bidder, and said persons or entities will further submit their bids in accordance with the statutory provisions of The

Prevailing Wage Act (820 ILCS 130) requiring that the term of the contract include the general prevailing rate of hourly wages, which is defined as hourly cash wages plus fringe benefits for training and apprenticeship programs approved by the U.S. Department of Labor, Bureau of Apprenticeship and Training, health, welfare, insurance, vacations, and pensions paid generally in the locality for which the work is being performed.

**2.7 PHYSICAL PLANT AND FACILITIES**

**2.7.1 Use of College Facilities**

Facilities, equipment, and grounds are provided primarily for the support of the educational functions of Richland Community College and other activities that support the purposes and mission of the College.

The Board of Trustees authorizes the College President or designee to review and grant permission to schedule use of College facilities and equipment by public and/or private organizations, provided that the purpose of such usage renders a distinct educational, cultural, civic, or social value to the residents of the College District. The Board further authorizes the establishment of such rules, regulations, and procedures as may be necessary to control the use of such facilities and to establish an equitable schedule of charges for rent, utilities, and any services rendered. The College expressly reserves the right to reject at its sole discretion the request of any group to use campus facilities if such usage is determined to be detrimental to the best interests of the College and the community. Persons or organizations that contract to use the facilities must observe the rules established by the College.

**2.7.2 Property Control**

A current and accurate accounting of all inventoried assets shall be maintained by the Office of Finance and Administration. Periodic audits of this inventory shall be conducted. Each division, department, or individual custodian of College equipment or other assets is responsible for safe-guarding and certifying inventory balances and will maintain accountability for such items.

College assets shall be used for College activities unless specific prior approval is given by the President or designee.

Approved employee use of College assets or equipment shall be taxable to the employee in accordance with IRS rules and regulations.

The Board of Trustees authorizes the College President or designee to dispose of any excess District personal property with an estimated market value of less than \$5,000, and not needed for community college purposes, in accordance with the requirements set forth in the Illinois Public Community College Act (110 ILCS 805/3-41) and Richland Community College procedures. Excess property may also be given to other public entities or not-for-profit organizations within District 537, if deemed by the College President or designee that said property has little or no value to the institution and could provide additional educational-related services for District 537. The sale of any real property is solely at the discretion of the Board of Trustees. The Board authorizes the College President or designee to approve the disposal of College personal property through a trade-in when the value of the personal property will be used to reduce the purchase price of a replacement item. However, if the item has a trade-in allowance in excess of \$5,000, the Board shall give prior approval authorizing the trade-in. Trade-in arrangements may be made only with and through authorized dealers, remanufacturers, agents, or entities regularly engaged in the business of accepting used equipment. Items to be disposed of shall be processed through the College's central purchasing system under appropriate procedures, guidelines, and statutory requirements.

The Board charges the Administration with the responsibility and delegates the necessary authority to develop these procedures and guidelines.

### **2.7.3 College Furniture and Equipment**

Richland-controlled furniture and equipment are procured and maintained for the purpose of supporting the educational process. College furniture and equipment shall be used for only College-approved and/or operated programs and activities. All furniture and equipment (on

or off campus) will be accounted for through a College inventory control system. With the assistance of all faculty and staff, the College will strive to acquire and maintain state-of-the-art equipment. It shall be the responsibility of all College personnel to ensure that College property is properly used and maintained.

**2.7.4 Communications Systems**

The President or designee is authorized to acquire and maintain needed equipment and software and to set the procedures for the appropriate use and accountability of all communication systems, including but not limited to phone, Internet and emergency response systems.

**2.8 RENTAL/USE OF NON-COLLEGE-OWNED FACILITIES**

Serving the educational needs of the District with a wide range of courses/programs that are offered at accessible locations and at times and places convenient to students may require the use of non-College-owned facilities. Further, offering College training and educational programs/services at other locations may be necessary because of campus space limitations or due to training partnership agreements with business and industry, public and private schools, or various agencies and organizations. Therefore, the Board of Trustees authorizes the College President to execute affiliation agreements for the use of non-College-owned facilities. Further, in the event there is a rental/lease cost to be incurred by the College, the College President is authorized to negotiate and execute agreements requiring rent/lease as well as negotiate all other terms and conditions in accordance with the Illinois Public Community College Act (110 ILCS 805/1).

**2.9 ADMINISTRATIVE SUPPORT FOR NON-COLLEGE ENTITIES**

The College actively seeks to partner with and/or support organizations not directly affiliated with the College but having a community of interest consistent with the mission of the College. Accordingly, the College may provide administrative support to organizations without charge when the following criteria are met:

- A. The organization presents proof that it is a non-profit entity.



- B. Its mission, goals and purposes are determined to be consistent with the mission of the College; and,
- C. Its affiliation with the College is formalized through an agreement approved by the President or designee.

**3.1 EMPLOYMENT OF PERSONNEL - 2/20/07****3.1.1 "At Will" Employment**

Unless specified otherwise by written contract, all employees have an "at will" employment relationship with Richland Community College. Thus, both the College and the employee have the right to terminate employment at any time, with or without cause or advance notice. The College's personnel policies are intended to provide guidance as to the College's ordinary approach to the topics discussed and not to promise that the College will act at all times in accordance with the policies. Specific circumstances may warrant exceptions. The purpose of the policies of the Board of Trustees is to establish clear expectations for all employees in regard to the terms, conditions, and benefits of employment.

**3.1.2 Union Represented Faculty**

Richland Community College is committed to honoring its collective bargaining agreements. In the event that there is any discrepancy between the information contained in this Policy Manual and matters contained in a collective bargaining agreement for union employees, the provisions of the collective bargaining agreement will take precedence.

A union-represented employee is encouraged to consult with his or her supervisor if he or she has any questions about the collective bargaining agreement and its impact on employment with the College.

**3.1.2.1 "Just Cause" Standard for Tenured Faculty**

The Community College Tenure Act (ILCS 805/3B-4) provides that tenured faculty members may be dismissed for "just cause." For this purpose, "just cause" will normally consist of the following:

- (1) incompetence, cruelty, negligence, immorality or when the faculty member is not qualified to perform the services for which that faculty member is employed;
- (2) failure of faculty to attend to his or her duties or to implement, perform or adhere to directives or orders;
- (3) any action by faculty involving willful misconduct or

malfeasance or gross negligence in the performance of his duties;

- (4) conduct of a criminal nature which may have an adverse impact on the College's reputation and standing in the community;
- (5) conviction of a crime involving moral turpitude, including fraud, theft or embezzlement;
- (6) any fraudulent conduct in connection with the business affairs of the College; or
- (7) any other conduct that is substantially harmful to students, other employees or the College itself.

**3.1.3 Authority to Hire - 11/18/08**

The Board of Trustees shall approve the employment of people in the following classifications and positions: Faculty, Director, Dean, Vice President, and the President.

The Board of Trustees delegates to the President of the College, or the President's designee, the authority to employ people in all other categories and positions.

**3.1.3.1 Academic Rank - Initial Placement**

As an organization that inherently places value on educational background and related experience, Richland Community College supports placement of newly hired faculty at levels that are commensurate with education and experience. Initial placement can be at any of the following four ranks: Instructor, Assistant Professor, Associate Professor, and Professor. The Board of Trustees authorizes the College administration to determine criteria and procedures for initial placement.

### 3.1.4 Background Checks

As a condition of employment, employees may be subject to the following *checks, which may include but are not limited to:*

- Criminal background checks
- Personal background checks
- *Consumer Reports*
- Drug screening
- Non-compete contract
- Driving record review (IDOT)

### 3.1.5 Employment of Relatives

The College has no general prohibition against hiring relatives of other employees. However, a few restrictions have been established to avoid compromising the integrity of the College's management structure.

While the College will accept and consider applications for employment from relatives of current employees or from individuals with close personal relationships with employees, these individuals generally will not be hired or transferred into positions where they directly or indirectly supervise or are supervised by another relative or intimate regularly residing in the same household. Relatives or intimates generally will not be placed in positions where they work with or have access to sensitive information regarding relatives or close family members or if there is an actual or apparent conflict of interest. Further, if two employees are relatives or have a close personal relationship and they are placed in a supervisory relationship to each other, they are required to bring that relationship to the attention of Human Resources.

### 3.1.6 Probation

All employees not covered by contract are considered probationary employees during their initial ninety (90) days of employment with the College. The discharge of an initial probationary employee shall not be subject to the grievance steps. The probationary period may be extended for an additional ninety (90) days upon the mutual agreement of the College and the employee.

**3.1.7 Grievance - revised 12/15/09**

The College welcomes the opportunity to address employee concerns or complaints about College policies, procedures, personnel actions, or other matters over which the College has control. Employees wishing to initiate a grievance should submit the issue in writing to their immediate supervisor, with a copy to a Human Resources representative. Grievances must be presented within ten college days of the occurrence, or within ten college days of the time it was reasonable for the employee to become aware of the occurrence, to be considered by the College. Employees are assured that there will be no retaliation for initiating a grievance. Employees covered under a collective bargaining agreement will follow those grievance procedures. All other employees shall follow the procedures established by the College.

**3.2 CLASSIFICATION OF PERSONNEL - 11/18/08**

In order to provide standardized classifications of employment for individuals employed at Richland Community College, the following employment descriptors will be used to define staff groups. The following definitions are prescribed:

**3.2.1 Executive Staff - 11/18/08**

Executive staff shall be those individuals who are the officers and senior managers of the College who direct and oversee the programs, staff, and operations of the Board of Trustees.

Such individuals shall include but not limited to the following positions: the President, Vice Presidents, and Deans.

**3.2.2 Administrative Staff - 11/18/08**

Administrators shall be those individuals who manage, administer, and support the operations of the College.

Such positions shall include but are not limited to the following positions: Directors, Supervisors, Professional, Technical, Maintenance, Custodial, and Clerical Staff.

### **3.2.3 Faculty**

Faculty are individuals who spend more than one half (50%) of their workload in the activity of teaching and providing instruction to students.

#### **3.2.3.1 Full-time Tenure-Track Faculty**

Full-time teaching faculty members shall teach twenty-four (24) to thirty (30) equated credit hours per academic year and shall adhere to the provisions of Collective Bargaining Agreement between Richland Community College District Board of Trustees and the Richland Community College Federation of Teachers Local 4262.

#### **3.2.3.2 Full-time Tenure-Track Librarians and Counselors**

Individuals in this classification are limited to librarians and counselors who spend more than one half (50%) of their time providing service directly to students and shall adhere to the provisions of Collective Bargaining Agreement between Richland Community College District Board of Trustees and the Richland Community College Federation of Teachers Local 4262.

#### **3.2.3.3 Adjunct Faculty**

Adjunct (Part-time) teaching faculty are those individuals who teach less than fifteen (15) equated hours per semester or less than thirty (30) equated credit hours per academic year as defined in the provisions of the Collective Bargaining Agreement between Richland Adjunct Federation of Teachers Local #6218 and Richland Community College Board of Trustees.

#### **3.2.3.4 Temporary Full-Time Faculty**

Temporary full-time teaching faculty members shall teach twenty-four (24) to thirty (30) equated credit hours per academic year or fifteen (15) or greater equated credit hours per semester. No employees shall remain in this classification greater than two (2) consecutive years. These individuals also must adhere to the provisions of Collective Bargaining Agreement between Richland Community College District Board of Trustees and the Richland Community College Federation of Teachers Local 4262.

### **3.2.4 Other Staff**

Other staff is that group of employees not included in the above classifications.

#### **3.2.4.1 Adult Education Instructors**

Adult Education Instructors are employees who teach Adult Education open entry, open exit courses. Instructors are contracted to provide services for sixty (60)-minute contact hours as assigned.

#### **3.2.4.2 Temporary Part-Time Employees**

Temporary part-time personnel are employed in positions for a semester or less than five-month duration. With this classification there is no anticipation of continuing employment.

#### **3.2.4.3 Temporary Full-Time Employees**

Temporary full-time personnel are employed in positions for a semester or less than five-month duration. With this classification there is no anticipation of continuing employment. This position may be eligible for benefits.

#### **3.2.4.4 Student Employees**

Student employees are enrolled as students at Richland Community College for at least 6 credit hours and are in "good academic standing" as defined by the College's Academic Standard Policy.

A student employee who demonstrates financial need may participate in the Federal Work Study program, a federal financial aid program designed to provide subsidized part-time employment for eligible students.

#### **3.2.4.5 Contract Employees**

Department of Corrections -- are employees hired by Richland Community College but who are governed by the rules and procedures of the contract with the Illinois Department of Corrections.

Other contractual employees -- are employees hired for a

specific period of time by Richland Community College to perform specific functions and duties designated by a contract.

**3.2.4.6 Grant-Funded Employees**

Individuals who are employed through federal or state grants to perform functions and duties designated by the grant. Employment generally extends only through the length of the grant, with no guarantee of further employment by the College.

**3.3 DEFINITION OF EMPLOYMENT WORKWEEK/WORKLOAD**

**3.3.1 Non-Faculty**

**3.3.1.1 Full-Time Employment**

All full-time employment is based on a forty (40)-hour workweek.

Full-time employees will receive two paid 15-minute breaks. Meal breaks are not part of the forty-hour (40) workweek and are unpaid.

**3.3.1.2 Part-Time Employment**

All part-time employment is based on a workweek of less than forty (40) hours.

Part-time employees who work a four-hour shift will receive a paid fifteen (15)-minute break, and those working five (5) or more continuous hours will receive a thirty (30)-minute unpaid meal break.

**3.3.1.3 Student Employment**

Student employment is limited to twenty (20) hours per week while classes are in session and thirty (30) hours per week during a semester break (fall and/or spring) and is based on eligibility.

Student employees who work a four-hour shift will receive a paid fifteen (15)-minute break, and those working five (5) or more continuous hours will receive a thirty (30)-minute unpaid meal break.



### 3.4 EMPLOYEE ASSESSMENT/APPRaisal

The objectives of employee assessment/appraisal are to foster a commitment to the employee's job performance and a commitment to continuing employee self-development and achievement. All employees will be required to participate in this annual program.

When circumstances warrant, an employee's supervisor may conduct an employee assessment/appraisal at any time.

The Board of Trustees authorizes and delegates to the President of the College the authority to develop a Faculty Evaluation Program and a Tenure Review Procedure which is consistent with the statutory required procedures of granting tenure as required by the Illinois Compiled Statutes (110 ILCS 805/3B et. seq.).

#### 3.4.1 Faculty Promotion in Rank

Richland Community College is dedicated to supporting the professional growth and success of its faculty. Progression in academic rank is awarded to faculty members who achieve excellence in work that directly benefits students.

Promotion in rank will be granted to full-time faculty members who achieve levels of excellence described in the "Criteria for Promotion" and who are approved by the Board of Trustees.

Integral elements of the promotion system include the following: faculty initiative, a broadly-based process of recommendation that relies on significant input from students, faculty, and administrators, a final decision by the Board of Trustees, and the right to appeal at various points in the process.

The progression of academic ranks (from lowest to highest) in the promotion system is as follows:

Instructor  
Assistant Professor  
Associate Professor  
Professor

(Per the policy regarding Initial Placement, note that initial placement can be at any of the listed ranks.)

The process of faculty promotion will be consistent among divisions and other units of the College. Promotion signifies the faculty member's movement from one rank to the immediately

succeeding rank. The faculty member is eligible for the next succeeding rank only. Promotion will not occur until the faculty member has achieved tenure at Richland Community College. The Board of Trustees authorizes and delegates to the President of the College the authority to develop procedures to administer this program.

**3.5 GENERAL EMPLOYMENT**

**3.5.1 Chronic Communicable Disease**

A chronic communicable disease, as used hereinafter, is defined as any disease or condition that has been declared, by the Illinois Department of Public Health, to be contagious, infectious, communicable and dangerous to the public health. Illinois Statutes 745 ILCS 45 and 77 Ill. Admin. Code 690, et. al., outlines requirements in working with persons with chronic communicable diseases. If an employee has a chronic communicable disease or is reasonably suspected of having such a disease, the employee shall inform the President or a designee, and they shall be responsible for convening a multidisciplinary review team. Appropriate reports, as required by law, shall also be made to public health authorities.

Pending determination of the employee's status, the employee may be temporarily excluded from work for a period not to exceed ten (10) working days or may be transferred to another position by the President or designee. An extension of this period may be approved by the multidisciplinary team. During this period of temporary exclusion, the employee will be entitled to receive pay and benefits.

An employee with a chronic communicable disease or an employee reasonably suspected of having such a disease may be required to submit to a physical examination, conducted by a physician selected by the College and provided at College expense. The employee shall then be evaluated by a multidisciplinary review team that will ordinarily consist of appropriate College personnel, including a representative of the College and a physician or other consultants selected by the President or designee, the employee's physician(s), the employee's counsel (at the employee's expense), public health personnel, and the employee. To the extent possible, the team's report and recommendations, including any dissenting opinions, will be forwarded to the President and the employee within ten (10) working days of the team meeting. Subsequent reevaluations may be

undertaken at the request of the employee or the College.

In the event an employee on temporary exclusion is determined no longer to have a chronic communicable disease or that accommodations can be made without undue hardship that enable the employee to return to work without reasonable risk of transmission to other employees within one year, the employee will be reinstated to his/her original position or a similar one without loss of seniority or benefits.

Employees with chronic communicable diseases will normally be permitted to retain their positions whenever, through reasonable accommodation of the employee's condition and without undue hardship to the College, there is no reasonable risk of transmission of the disease to others. The employee shall enjoy all applicable statutory rights.

The employee's medical condition will be disclosed only to the extent necessary to minimize the health risks to the employee and others. Persons with a "need to know" will be provided with necessary information, but they will be directed not to further disclose such information.

If an employee is being considered for dismissal for reasons relating to a chronic communicable disease, appropriate due process will be provided.

### **3.5.2 Drug-Free Workplace**

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in and on Richland Community College owned or controlled property and during work time.

No employee will report to work while under the influence of a controlled substance. Violation of these rules by an employee will be reason for mandatory evaluation/treatment for a substance use disorder or for disciplinary action up to and including termination.

The use of alcohol while on Richland Community College owned or controlled grounds, including meal periods and breaks, is absolutely prohibited except when authorized by the College President for approved college functions.

Any work-related accident will be subject to a drug screen within 24 hours of the accident.

Any employee will be subject to reasonable suspicion drug screening.

The College will require employees to submit to a substance abuse screen where the College has reasonable suspicion that the employee is under the influence of drugs or alcohol. Refusal to submit to such a screen will be considered insubordination, subject to discipline up to and including dismissal.

Any Richland Community College employee determined to have violated this policy will be subject to disciplinary action up to and including dismissal and immediate removal from College facilities.

**3.5.3 Harassment-Free Workplace - Deleted 12/15/09 (superseded by Policy 5.3)**

**3.5.4 Whistleblower Protection**

The College is committed to protecting employees from retaliation for having made a protected disclosure. This policy is derived from the Illinois Whistleblower Protection Act. Pursuant to this Act, a College employee may not retaliate against an employee who discloses information to a government or law enforcement agency where the employee reasonably believes that the information disclosed is a violation of State or Federal law, rule, or regulation. It is the intention of the College to take whatever action may be needed to prevent and correct activities that violate this policy.

**I. Scope**

This policy applies to complaints of retaliation filed by employees who have made or attempted to make a protected disclosure ("whistleblowers").

**Definitions**

**A. Improper Governmental Activity:** Any activity undertaken by the College or by an employee that is undertaken in the performance of the employee's official duties, whether or not that action is within the scope of his or her employment, and that is in violation of any State or Federal law, rule or regulation including, but not limited to, corruption, bribery, theft of College property, fraudulent claims, fraud, coercion, conversion, misuse of College property and facilities, or willful omission to perform duty.

**B. Protected Disclosure:** Any good faith communication that discloses or demonstrates an intention to disclose information that may evidence an improper governmental activity.

**C. Retaliation Complaint:** Any written complaint by an employee that alleges retaliation for having made a protected disclosure, together with a sworn statement, made under penalty of perjury, that the contents of the complaint are true or are believed by the complainant to be true.

**D. Locally Designated Official:** A Locally Designated Official (LDO) shall be appointed by the President to receive retaliation complaints and administer local implementing procedures. The LDO may be the same official designated to administer local procedures for investigating whistleblower complaints.

**E. Retaliation Complaint Officer:** The Retaliation Complaint Officer (RCO) oversees the investigation of complaints filed by employees alleging retaliation for making a protected disclosure. The RCO may be appointed by the LDO or President.

## **II. Corrective Action of a College Employee**

Upon conclusion of the investigation by the RCO, the President through the appropriate channel shall determine the appropriate corrective action, if any, that will be initiated against a College employee who is found to have retaliated against an employee's right to make a protected disclosure. Such action shall be in accordance with the applicable personnel policy or collective bargaining agreement.

## **III. Complaint against the President, the LDO, or the LDO's Supervisor**

With regard to complaints in which it is alleged that the President, the LDO, or the LDO's supervisor took retaliatory action, the findings of the investigation shall be presented for a decision to the Vice President of Finance and Administration or the Vice President of Student and Academic Services.

### **3.5.5 Personnel Records - 2/23/10**

All information contained in personnel files is the property of Richland Community College and is considered confidential. Employees must inform the College's Human Resources office of any necessary updates to their personnel file.

Employees have the right to review and make copies of their respective personnel files at their own expense pursuant to the Personnel Records Review Act (820 ILCS 40/1 - 40/13 as amended). Personnel records shall not be released to a third party unless authorized by the employee in writing or as otherwise permitted or required by law.

**3.5.6 Prohibited Gifts and Political Activity - revised**  
11/15/11

No Richland Community College officer or employee shall intentionally solicit or accept any gift from any prohibited source or in violation of the Illinois State Officials and Employees Ethics Act or any other federal or State statute, rule, or regulation. This ban applies to and includes the spouse, party to a civil union, and immediate family living with the officer or employee. No prohibited source shall intentionally offer or make a gift that violates the Illinois State Officials and Employees Ethics Act or any other federal or State statute, rule, or regulation.

No officer or employee shall intentionally engage in a prohibited political activity during compensated time.

The President is authorized to develop and implement Administrative Regulations that define and regulate the solicitation and acceptance of gifts and prohibited political activities as required under the Illinois State Officials and Employees Ethics Act. Such Administrative Regulations shall set forth the process for the filing and handling of complaints for violations of the Illinois State Officials and Employees Ethics Act and shall be disseminated as required under the same.

**3.5.7 Conflict Of Interest**

Richland Community College employees must be sensitive to personal situations that could raise questions of potential or apparent conflicts between personal interests and the College's interests. College personnel should consider themselves as persons in a position of trust, and employees should conduct themselves accordingly. Employees must be particularly aware of situations where there exists conflict between the private interests of a person and the official responsibilities of a person. A College employee shall not use his/her position for personal gain at the loss of the College. Any employee found in violation may be subject to disciplinary action, which may

include suspension and/or dismissal.

### **3.5.8 Employee Safety and Risk Management**

Richland Community College maintains a comprehensive Risk Management Plan. As part of that plan,

- All employees are expected to be alert to the safety risks they may see while performing their job responsibilities and to report such risks.
- Certain employees are required to monitor and report specific safety risks and are expected to familiarize themselves with these duties and to fulfill all assigned duties.

### **3.5.9 Dismissal of Non-Tenured Faculty**

In accordance with ILCS 805/3B-3, it is the policy of the Board that the decision not to rehire (dismiss) a non-tenured faculty member for the ensuing school year or term will be made by the College President at least sixty (60) calendar days before the end of the school year or term. The specific reasons for any dismissal will be kept confidential.

Full-time, non-tenured faculty who will be rehired for the next school year or term are to be notified of such a decision no less than sixty (60) calendar days before the end of the school year or term.

### **3.5.10 Corrective/Disciplinary Action**

When an employee engages in misconduct, the supervisor may take corrective disciplinary actions as determined by the supervisor. Depending on the nature and severity of the situation, appropriate correction/disciplinary action may include verbal counseling, verbal warning, written reprimand, suspension without pay, or dismissal. Suspensions without pay may be imposed only by the President for up to 10 work days after a disciplinary hearing. Discipline may be appealed through the College's grievance procedure.

Information regarding the corrective/disciplinary action will be kept in the employee's personnel file maintained by the College's Human Resource office. An employee may request in writing through the Human Resources office to the employee's supervisor that any disciplinary action not be used as the basis for future

progressive discipline after one (1) year if the employee has received no additional discipline for the same offense. In considering the request, the employee's supervisor may take into account the severity of the infraction, length of employee service, and the employee's overall work record.

The President may place an employee on paid Administrative Leave during an investigation determining subsequent corrective action.

**3.5.11 Resignation**

Employees wishing to resign in good standing should submit a formal letter of resignation to the President of the College for determination. Upon acceptance of the resignation, employees are encouraged to participate in the separation process with the Human Resources Department.

As a professional courtesy, employees are encouraged to give appropriate and sufficient advance notice to the appropriate supervisor. Employees must return by their last day of employment all College keys, equipment, and records.

**3.5.12 Abandonment of Position**

Any employee who leaves a position without proper approval of the immediate supervisor for three (3) consecutive work days will be declared to have abandoned the position and forfeited his/her employment. The first date of absence will be used as the official date of departure from the College. Employees are expected to return all College keys, equipment, and/or records prior to receiving any final compensation.

**3.6 SALARY AND WAGE SYSTEM - 11/18/08**

The Board of Trustees authorizes Richland Community College to establish and maintain a fair and equitable wage and salary system based upon a number of factors including but not limited to the following:

1. Employee Classification and Job Duties  
Each position in the College will fit into a classification system, and within the classifications, there will be a job description for each employee or group of employees performing like duties.
2. Job Description  
The job description will be reflective of the position and



job duties to be performed by each employee.

3. Competitiveness  
It is the College's intent to maintain total compensation that is competitive on a local, regional, state, or national basis. Competitive factors considered will be based on the nature of the job, responsibilities of the job, job position in the market place, and value of the job to the institution.
4. Equity  
Wage rate compression and equity will be addressed regularly.
5. Ability to Pay  
All salary schedules and adjustments or changes to salary schedules will be based upon the College's ability to pay in both the current year and in future years.
6. Total Compensation  
Total compensation will include wage and benefit package.

Employees from non-faculty classifications may be assigned to teach credit or non-credit courses. In these instances, the employee may be eligible for additional pay for instruction and related time, as established by the College and accepted by the employee. The College will establish guidelines that specify which classification of employees will be eligible for additional compensation for teaching such courses.

### **3.6.1 Salaried Status - 11/18/08**

Employees working in jobs found to be exempt from coverage under the Fair Labor Standards Act may be paid on a salaried basis. Salaries are typically paid bimonthly and are generally not changed due to increases or decreases in work load.

Circumstances where deductions from salaried pay are appropriate include full days of sick and personal time not covered by paid time-off benefits, unpaid Family and Medical Leave absences, a partial first week of employment, or a partial final week of employment.

It is policy to comply with the salary basis requirements of the Fair Labor Standards Act. Therefore, supervisors are prohibited from making improper deductions from the salaries of exempt employees. The College does not allow deductions that violate the

Fair Labor Standards Act and wants employees to be aware of this policy.

If an employee believes that an improper deduction has been made to his or her salary, the employee should immediately report this information to his or her direct supervisor or to the Director of Human Resources. If the issue is not resolved to the employee's satisfaction, the employee can utilize the College grievance procedure as outlined in Section 3.1.7 of the Board Policy Manual to pursue resolution. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made.

**3.6.2 Overtime Pay**

Non-exempt employees must obtain consent from their supervisor before working any overtime beyond the regular forty (40)-hour workweek. Failure to obtain consent may result in discipline. An employee may be required to work overtime.

Non-exempt employees who have earned overtime pay will be paid at the rate of one and one-half times their hourly base salary for all hours earned over forty (40) per week.

Compensatory time may be granted to a non-exempt employee in lieu of overtime at a time and one-half rate if:

- a. Pre-approval by the supervisor is obtained.
- b. The employee knowingly consents.
- c. The employee is made aware that the compensatory time off received may be used, preserved, or cashed out as provided by the law.
- d. The compensatory time earned must not exceed forty (40) hours. The compensatory time must be used within one year of earning. The employee should work with the supervisor to establish an appropriate schedule of use.

Non-exempt employees requested by the administration, and who consent to work on a paid holiday, are paid at the rate of one and one-half times their hourly base pay rate.

**3.6.3 Flex Scheduling**

Flex scheduling is the adjustment of an employee's regular work day schedule to accommodate the needs of the College. Flex scheduling must be approved in advance by the department/division supervisor. Flex scheduling, at the request of the employee,

cannot result in a schedule that creates overtime.

### **3.6.4 Payroll**

Employees are paid on the 15<sup>th</sup> and the last day of every month or on the last working day preceding a holiday or weekend. The payroll period ends on the 15<sup>th</sup> and the last day of each month.

Upon separation from the College, an employee's earned and unused vacation and compensatory time will be paid out during the next regularly scheduled payroll period after the employee's termination date.

An employee's termination date shall be established by the College.

### **3.6.5 Paid/Unpaid Time Off**

Paid/unpaid time off for consideration includes the following:

#### **3.6.5.1 Holidays**

The College recognizes the following days:

New Year's Day	Labor Day
M.L. King's Birthday	Columbus Day
President's Day	Veterans Day
Spring Holiday	Thanksgiving Day and day after
Memorial Day	Christmas Day
Independence Day	

Full-time, non-contractual employees will be compensated at their normal rate of pay for the holidays noted above. Part-time employees who normally would have been scheduled to work on the day the holiday falls will be paid for the hours they normally would have worked.

#### **3.6.5.2 Family and Medical Leave (FMLA - Revised 12/15/09, 11/15/11**

Employees of Richland Community College are eligible for family and medical leave if they have at least 12 months of service, have worked at least 1,250 hours within the preceding 12-month period, and work at a worksite where there are at least 50 employees within a 75-mile radius. The President or the President's

designee must approve all FMLA leaves. For the purposes of this policy, the College will calculate a twelve-month period to commence from the date of the qualifying event.

If eligible, an employee may be able to take up to 12 weeks of unpaid leave during a 12-month period for the following reasons:

- The birth of a child or to care for a child within the first 12 months after birth;
- The placement of a child with the employee for adoption or foster care and to bond with and care for the child (within the first 12 months after placement);
- To care for an immediate family member who has a serious health condition;
- For a serious health condition that makes the employee unable to perform the functions of his/her position; or
- If the employee experiences a qualifying exigency that arises out of the fact that a spouse, parent, or child is on (or has been notified of an impending call to) covered active duty in the Armed Forces to a foreign country. Members of the U.S. National Guard and Reserves are on covered active duty when they are under call or order to active duty and are deployed with the Armed Forces to a foreign country.
- If the employee experiences a qualifying exigency that arises out of the fact that a spouse, parent, or child has been called to or is on active military duty as a member of the National Guard or military reserves.

**Military Caregiver Leave.** An employee who is the spouse, parent, child, or next of kin of a current member or veteran of a covered service member (member of the Armed Forces including National Guard or Reserves) who was injured while on active duty may be eligible for up to a total of 26 weeks of FMLA leave in a 12-month period to provide care for that individual.

**Notice of Leave.** When requesting leave, the employee must:

- Supply sufficient information for Richland Community College to be aware that the FMLA may apply to the leave request, as well as information regarding the anticipated timing and duration of leave;
- Provide notice of the need for leave at least 30 days in advance or as soon as practicable;

- Cooperate with all requests for information regarding whether absences are FMLA-qualifying.
- Failure to comply may result in leave being delayed or denied.

**Intermittent Leave.** When medically necessary, employees may take FMLA leave intermittently or on a reduced schedule basis for their own serious health condition, the serious health condition of a family member, or for military caregiver leave. Employees are required to cooperate with Richland Community College to arrange reduced work schedules or intermittent leave so as to minimize disruption of college operations. Qualifying exigency leave may be taken intermittently without regard to medical necessity or disruption of college operations.

Leave because of the birth or adoption of a child may not be taken intermittently and must be completed within the 12-month period beginning on the date of birth or placement of the child.

**Medical and other Certifications.** Employees will be required to provide a medical certification if the leave request is: 1) for the employee's own serious health condition, 2) to care for a family member's serious health condition, or 3) military caregiver leave. Failure to provide the requested certification in a timely manner may result in denial of the leave until it is provided. If an employee refuses to provide a certification, his/her leave request may be denied and the employee may be disciplined.

Richland Community College, at its expense, may require a medical examination by a health care provider of its own choosing if it has a reasonable question regarding the medical certification provided by the employee. In lieu of a second opinion, Richland Community College may contact the health care provider directly to clarify or authenticate a medical certification, including certifications for military caregiver leave.

Second opinions will not be sought in instances of military caregiver leave.

Separate certification may also be required regarding the nature of the family member's military service and/or the existence of a qualifying exigency.

**Fitness for Duty Certifications.** Because Richland Community College wishes to ensure the well-being of all employees, any employee returning from FMLA leave for his/her own serious health condition will need to provide a Fitness for Duty certification signed by his/her health care provider. An employee who fails to provide a Fitness for Duty certification will be prohibited from returning to work until it is provided. An employee who fails to provide a Fitness for Duty certification may be disciplined or terminated.

Fitness for Duty certifications may be required when an employee returns from intermittent FMLA leave if serious concerns exist regarding the employee's ability to resume his/her duties safely.

**Maintenance of Benefits.** If approved, the College will maintain the employee's individual insurance coverage (medical, life, AD&D, and LTD) for six months, or through the final date of approved FMLA leave, whichever is later. Thereafter, employees wishing to insure themselves and/or their dependents may continue the coverage by submitting their share of the premium to the College on a monthly basis for transmittal to the insurance company. Health insurance will be provided under the conditions coverage would have been provided if the employee had been continuously and actively employed.

Richland will recover the premium it has paid for maintaining the insurance coverage if the employee does not return to work after the leave has expired. Consistent with College policy regarding all types of leave, employees on FMLA leave will not continue to accrue seniority, paid vacation/sick leave or other benefits during the period covered by the leave. In addition, employees will not be paid for holidays during the leave.

**Concurrent Leave.** Whenever an employee qualifies for paid leave and unpaid FMLA Leave on the same absence, both shall be utilized concurrently. Employees must use any accumulated sick leave, vacation time, personal or paid time off to the extent available during FMLA leave. Paid time off may also be applied to waiting days under the College's Worker's Compensation program.

Absences in excess of these accumulated days will be treated as FMLA leave without pay.

**Married Couples Who Work for Richland Community**

**College.** If an employee and his/her spouse both work for Richland Community College, they are both eligible for leave. The employee and employee spouse may be limited to a combined total of 12 weeks of FMLA leave in a 12-month period if the leave is taken for:

- The birth, adoption, or foster placement of a child;
- To care for and bond with such child who does not suffer from a serious health condition;
- To care for a parent with a serious health condition; or
- A combination of the above.
- For military caregiver leave, the employee and employee spouse may be limited to a combined total of 26 weeks of leave in a 12-month period, including the types of leave listed above in this paragraph.

**Return from Leave.** Upon return from leave, the employee will be restored to his/her original or an equivalent position with equivalent pay and benefits. An employee who fails to return at the end of FMLA leave will in most cases be considered to have voluntarily resigned his/her position with Richland Community College. Employees who do not return to work at the end of their leave may be terminated.

**State and Local Laws.** When state and local laws offer more protection or benefits, the protection or benefits provided by those laws will apply.

**3.6.5.3 Medical (Including Maternity) Leave - 2/28/10**

For situations where the Family and Medical Leave Act does not apply, medical leave may be granted to an employee where a health care provider certifies that an employee is unable to work for more than five (5) consecutive calendar days due to illness, injury, accident, or other qualified condition (including pregnancy and childbirth).

In order to apply for such a leave, the employee and the employee's health care provider must submit proper

documentation. A request for medical leave must be submitted in writing by the employee to the administrative officer of his or her unit. The administrative officer will forward the request to the Human Resource Office. Medical leaves must be approved by the President. The College may require further certification of the employee's inability to work from a health care provider at any time during the leave and may also require the employee to be examined by another health care provider selected by the College. Policies for maintenance of benefits and payment of medical insurance premiums shall follow the policies as outlined in the FMLA policy, as will the procedures for recovery of premiums in cases where the employee fails to return from leave. Employees on medical leave may not be permitted to return to work until they have submitted a written release to return to work from the employee's health care provider.

Leave may be granted for a period up to twelve months. Sick and/or vacation leave will run concurrently with medical leave. Thus, after all of an employee's sick and vacation leave has been exhausted, the remaining term of his or her eligible medical leave will be unpaid.

#### **3.6.5.4 Eligibility for Leave**

Only full-time employees are eligible for personal, sick, bereavement, and vacation leave.

#### **3.6.5.5 Personal Leave**

Each twelve (12)-month employee will be allowed two (2) personal leave days per year. Personal leave days do not accumulate. Personal leave will be awarded with the prior approval of the employee's supervisor.

Unused personal leave days will be added to sick leave time each July 1.

#### **3.6.5.6 Sick Leave - 9/16/08, revised 11/15/11**

Twelve (12) sick leave days per fiscal year will be granted to each twelve-month full-time employee. An unlimited number of sick leave time may be accumulated.



Sick leave account accumulations will be determined as of the end of each month.

Sick leave days may be accumulated but will not be reimbursed at termination or retirement.

Sick leave may be used only for personal immediate family illnesses and personal disability. Immediate family is defined as parent, sister, brother, spouse, party to a civil union, child, parent-in-law, or anyone regularly residing with the employee. The employee may be required to provide a doctor's statement to his or her supervisor if the personal or immediate family illness lasts over two days in order to receive sick leave pay and also to be able to return to work.

Any employee may be required to provide evidence of illness where sick leave abuse is reasonably suspected.

#### **3.6.5.7 Bereavement Leave - revised 11/15/11**

Each employee will be granted up to a five (5)-day bereavement leave for the death of a member of the immediate family, defined as parent or stepparent, parent-in-law, sibling, spouse, party to a civil union, any child, son- or daughter-in-law, or someone regularly residing as a member of the household.

Each employee will be granted up to three (3) days bereavement leave for the death of a member's related brother-in-law, sister-in-law, grandparent, and grandchild.

Each employee will be granted one (1) day bereavement leave for the death of a member's related aunt or uncle, first cousin, nephew or niece.

#### **3.6.5.8 Vacation Leave - 2/28/10**

Full-time exempt, twelve (12)-month administrative and executive staff will receive twenty (20) working days of vacation per year. Employees in these classifications may accumulate up to sixty (60) days (480 hours). Exempt employees must use vacation time in 4-hour increments, except when taking intermittent FMLA leave or working under restrictions required by a health care provider.

Full-time non-exempt, twelve (12)-month administrative staff will receive ten (10) working days vacation for the first year of service, adding one (1) day for each additional year of continuous service up to a maximum of twenty (20) working days. Full-time non-exempt administrative staff may accumulate a maximum of forty (40) days during the first ten (10) consecutive years of service. After ten (10) consecutive years of service, full-time non-exempt administrative staff may accumulate up to sixty (60) days (480 hours).

Vacation leave account accumulations will be determined as of June 30 of each fiscal year.

If an employee has reached the maximum vacation days allowed for accumulation, up to one-half of the current year's earned and unused vacation days may be automatically transferred into the accumulated sick leave account at fiscal year end.

If an employee has not reached the maximum vacation days allowed for accumulation, an election may be made via written notification to the Director of Human Resources to transfer up to one-half of the current year's earned and unused vacation days into the accumulated sick leave account at fiscal year end rather than having these days added to the accumulated vacation leave account. Such written notification should be received prior to June 30 of the current fiscal year.

If an employee has not reached the maximum vacation days allowed for accumulation and no written notification is received as noted above, any earned and unused vacation days for the current fiscal year will, to the extent allowable, go into the accumulated vacation leave account. Any remaining earned and unused vacation days will automatically be added to the accumulated sick leave account to the extent it does not exceed one-half of the total days earned for the current fiscal year.

During an employee's final year of service, an election may be made via written notification to the Director of Human Resources to transfer the entire accumulated vacation leave account into the accumulated sick leave account. Earned and unused vacation days for the final

period of service will be accumulated according to the above guidelines prior to this final transfer occurring. Vacation time shall not be used to bridge to a later termination of employment date.

Without notification to the contrary, accumulated vacation will be paid to the employee at the time of termination or retirement.

Each employee must request approval for vacation from his or her immediate supervisor. The request should be prepared in time to allow supervisors to schedule normal and appropriate hours of College operation.

No vacation may be taken until after it is fully earned except that newly employed staff may be permitted to take up to one week of vacation prior to the time it is earned with the approval of the employee's supervisor, the Vice President of the unit, and the Vice President of Finance and Administration. If an employee is terminated prior to having earned the vacation, the vacation time will be deducted from the employee's final reimbursement.

#### **3.6.5.9 Military Leave - revised 11/15/11**

Each employee may be granted military leave based upon the provisions of the United States code, the Uniformed Services Employment and Reemployment Rights Act of 1994, or other federal and state rules and regulations. Military leave shall be without pay. Personal and/or sick leave may be applied to military leave.

Under the Illinois Family Military Leave Act, an eligible employee who is the spouse, party to a civil union, or parent of a person called to state or federal military service lasting longer than thirty days are eligible for leave up to 30 days.

An employee is eligible for the Illinois Family Military Leave Act if he or she has worked at least twelve months and at least 1,250 hours in the twelve months immediately preceding the requested leave. Furthermore, an employee must first exhaust all of his or her accrued vacation, personal and compensatory leave (except sick and/or medical leave) before he or she is eligible for family military leave under the Act.

**3.6.5.10 Jury Duty**

Full-time employees called for jury duty will be granted leave. The College will continue the employee's regular compensation while he or she serves as a juror. The employee will be required to remit to the College all per diem fees, exclusive of mileage reimbursements, received from the court.

The employee is expected to maintain communication with his or her supervisor and is expected to report for work, at the discretion of the supervisor, at such times during the term of the jury service when dismissed by the court from further service for a particular day (days) or portion thereof.

**3.6.5.11 Leave to Vote**

Illinois law provides all employees, upon at least one day's notice, up to two paid hours during the work day in order to vote. The leave is applicable to all scheduled and special elections, including primaries. To be eligible for this paid leave, an employee's working hours must begin less than two hours after the opening of the polls and end less than two hours before the closing of the polls.

**3.6.5.12 Professional Leave**

Professional leave is defined as released time from duties for the purpose of increasing a staff member's professional efficiency and usefulness to the College.

Paid (fully or partially) or unpaid professional leaves may be granted for a year or less by the Board of Trustees for the purpose of study, research, or such other reasons as might contribute to the professional growth of staff members and improve the programs and operations of the College.

A specific amount of money shall be approved in the annual budget by the Board of Trustees to fund paid professional leaves.

Staff members are eligible for a professional leave after six (6) years of full-time employment at the College. No more than two (2) faculty and two (2) staff members may be granted a professional leave in any one (1) year. Staff members granted such a leave will be eligible again after three (3) additional years of full-time employment at the College.

Paid or unpaid professional leaves may be recommended for a period of one (1) month to one (1) year in duration. A paid leave of six (6) months or less will be compensated at one hundred percent (100%) and a paid leave for a period in excess of six (6) months will be compensated at fifty percent (50%). Paid leaves will not preclude the acceptance of other monies that support the purpose of the leave, subject to the approval of the Leave Committee appointed by the President.

Individuals granted a paid professional leave shall retain all benefits as if they were in regular service at the College.

Requests for expenditures of monies from the fund shall be administered by a Leave Committee representing the administrative, professional/technical, and secretarial/clerical personnel appointed by the President.

Applications for professional leave must be submitted to immediate supervisors or vice president, where applicable, by February 1 preceding the fiscal year in which the leave is desired. The staff member's absence from the College must not unduly disrupt normal operations at the College, nor should replacing the staff member (if appropriate) create a problem for the College either during the employee's leave or upon his or her return.

A staff member taking a professional leave must agree in writing to return to regular full-time employment at the College for a minimum of two (2) years following the leave period. If the person taking the leave fails to meet this condition, he or she must repay all compensation received from the College during the leave period unless waived by the Board of Trustees.

#### **3.6.5.13 School Visitation**

In compliance with the State of Illinois School Visitation Rights Act, Richland Community College provides unpaid leave time for employees who are parents or legal guardians to attend necessary education or behavioral conferences at the school(s) their children attend.

Employees must have exhausted all accrued vacation, personal leave, and compensatory time before being eligible for school visitation leave as it is defined in the Act.

Richland Community College will grant up to a total of eight (8) hours of unpaid leave, during any school year, for employees to attend education or behavioral conferences, at their children's school(s), if these functions cannot be scheduled during non-working hours.

The term "child" is expansively defined to include "biological, adopted or foster child, stepchild, or legal ward" of the employee.

#### **3.6.5.14 Other Leaves**

An employee may request a leave without pay in special circumstances that are not covered by the College's other leave policies. If approved, the College will maintain the employee's individual insurance coverage (medical, life, AD&D, and Ltd) for six months. Employees wishing to insure themselves and/or their dependents may continue the coverage by submitting their share of the premium to the College on a monthly basis for transmittal to the insurance company. Health insurance will be provided under the conditions coverage would have been provided if the employee had been continuously and actively employed. Richland will recover the premiums it has paid for maintaining the insurance coverage if the employee does not return to work after the leave has expired. Consistent with College policy regarding all types of leave, employees on unpaid leave will not continue to accrue seniority, paid vacation/sick leave, or other benefits during the period covered by the leave. In addition, employees will not be paid for holidays during the leave.

Employees who elect to take a leave under this provision are not assured of placement in the same

position when they return to the College; however, every effort will be made to assign the employee to a comparable position for which the individual is qualified when openings become available.

The leave must be approved by the College President. The leave may not exceed a period of one year.

**3.7 BENEFITS**

**3.7.1 Health, Dental, Life, AD&D, and Disability Insurance Benefits**

Richland Community College will make available employee health, dental, life, AD&D, disability and supplemental (optional) insurance, an employee assistance program (EAP), which contribute to the health and well-being of eligible employees of the College. The extent of coverage and carrier(s) will be determined by the Board of Trustees.

**3.7.2 Tuition/Fees Waivers**

**3.7.2.1 Full-Time Employees**

**3.7.2.1.1 Credit Classes - revised 11/15/11**

The College will waive tuition for credit classes for full-time employees and their immediate family defined as the employee's spouse, party to a civil union, and the employee's unmarried children (23 years of age and under). Individuals in 'temporary' classifications are not eligible. If the employee dies and the spouse, party to a civil union, and/or unmarried children are currently enrolled, tuition for credit classes will be waived for an additional semester.

**3.7.2.1.2 Fitness Center**

Fees associated with the use of the College's Fitness Center will be waived for all full-time employees. This waiver does not extend to a full-time employee's immediate family.

**3.7.2.1.3 Non-Credit Classes**

Richland Community College will waive tuition for non-credit classes for full-time employees if all the

following conditions are met:

1. The non-credit course must be exclusively sponsored by Richland Community College, and there can be no shared revenues with third-party organizations or institutions.
2. Enrollment of paid students in the course must be sufficient to cover all costs including the instructor's salary, advertising costs, materials, supplies, etc.
3. Enrollment must not exceed maximum class size.
4. Full-time employees will be required to pay for textbooks, handouts, or supplies associated with the courses which are not included in the course's tuition.

### **3.7.2.2 Part-Time Employees**

#### **3.7.2.2.1 Credit Classes**

Part-time employees who are employed for at least 15 hours per week on a continuous basis are eligible for a tuition waiver of two credit courses per semester. Individuals in 'temporary' and 'Student Employment' classifications are not eligible. This waiver does not extend to a part-time employee's immediate family.

The courses for which the waiver is sought must have sufficient enrollments to run without the additional students enrolled as a result of this policy. Further, the additional enrollment shall not over-enroll the courses.

#### **3.7.2.2.2 Fitness Center**

Fees associated with use of the College's Fitness Center will be waived for all part-time employees who are employed for at least 15 hours per week on a continuous basis. Individuals in "temporary" and "Student Employee" classifications are not eligible. The waiver does not extend to a part-time employee's immediate family.



**3.7.2.3 Adjunct Faculty****3.7.2.3.1 Credit Classes**

The College will waive tuition for adjunct faculty members to take two credit courses per semester under the following conditions:

1. The adjunct faculty member will be teaching at least one credit course during the semester for which the waiver is sought and,
2. Will have taught at least one credit course in a previous semester.

This waiver does not extend to an adjunct faculty's immediate family.

The courses for which the waiver is sought must have sufficient enrollments to run without the additional students enrolled as a result of this policy. Further, the additional enrollment shall not over-enroll the courses.

**3.7.2.3.2 Fitness Center**

Fees associated with the use of the College's Fitness Center will be waived for all adjunct faculty members teaching at least one credit course during the semester for which the waiver is sought. This waiver does not extend to an adjunct faculty's immediate family.

**3.7.2.4 Retired Employees****3.7.2.4.1 Credit Classes**

Retired employees of the College (who may be qualified as an annuitant defined by the State University Retirement System) are eligible for a tuition waiver of two credit courses per semester. This waiver does not extend to the retiree's immediate family.

**3.7.2.4.2 Fitness Center**

Fees associated with the use of the College's Fitness Center will be waived for all retired

employees (who may be qualified as an annuitant defined by the State University Retirement System) of the College. This waiver does not extend to the retiree's immediate family.

**3.7.2.4.3 Non-Credit Classes**

Richland Community College will waive tuition for non-credit classes for retired employees if all the following conditions are met:

1. The non-credit course must be exclusively sponsored by Richland Community College, with no shared revenues with third-party organizations or institutions.
2. Enrollment of paid students in the course must be sufficient to cover all costs including the instructor's salary, advertising costs, materials, supplies, etc.
3. Enrollment must not exceed maximum class size.
4. Retired employees will be required to pay for course textbooks, handouts, or supplies that are not included in the course's tuition.

**3.7.3 Retirement under State Universities Retirement System Program**

All employees except for student workers will participate in the State Universities Retirement System Program and will be governed by the rules and regulations promulgated by the Board of Trustees of the State Universities Retirement System.

**3.8 SERVICE RECOGNITION**

Richland Community College gives appropriate recognition to those individuals who, as a result of performance of their responsibilities, bring honor to the College or to themselves. The College will continue to develop and support incentive programs that recognize and encourage excellent performance, innovation, and service to the College community.

**3.8.1 PROFESSOR EMERITUS**

The Board of Trustees recognizes that certain faculty have

demonstrated exemplary service over the course of their careers. Such service is generally rewarded through promotion and other awards and methods of recognition. In those cases where the faculty members' service and contributions to the College have been particularly meritorious and significant, a faculty member may be eligible for appointment to Professor Emeritus upon retirement.

Bestowal of Professor Emeritus is recognition of the value the College places on the experience, knowledge, and ability of its retiring faculty. To encourage retiring faculty to remain a part of the College, to maintain their professional identity, and to continue to be productive members of the educational community, Professor Emeritus shall be awarded to retiring faculty who meet the criteria established by the College.

**3.8.2 STAFF EMERITUS**

The Board of Trustees recognizes that certain staff have demonstrated exemplary service over the course of their careers at Richland Community College. Such service is generally rewarded through awards and methods of recognition. In those cases where the staff member's service and contributions to the College have been particularly meritorious and significant, a staff member may be eligible for appointment to Staff Emeritus following retirement.

Bestowal of Staff Emeritus is recognition of the value the College places on the experience, knowledge, and ability of its retiring/retired staff. To encourage retiring/retired staff to remain a part of the College, to maintain their professional identity, and to continue to be productive members of the College community, Staff Emeritus shall be awarded to retiring/retired staff who meet the criteria established in the College's Procedures for the Awarding of Staff Emeritus.

**4.1 ADMISSION – 6/16/98; revised 8/17/10**

Richland Community College shall admit students in accordance with all qualifications and preferences set forth in Illinois Revised Statutes, 110 ILCS 205/9.07, and in the guidelines established by the Illinois Community College Board.

Eligibility for admission, requirements, procedures, and options are published in the College Catalog.

**4.1.1 Admission to the College – 8/17/10**

Richland Community College is open to all people who

1. Have graduated from high school, or
2. Have received a High School Equivalency Certificate based on the GED test, or
3. Intend to enroll in a GED course, or
4. Are high school or gifted students who have principal/administrator approval to enroll, or

**4.1.1.1 New Student Orientation – 2/21/06; revised 8/17/10, 5/19/15**

New Student Orientation should be attended by all new degree and certificate seeking students. A new student is defined as someone who has not previously completed any college courses at Richland Community College or had taken college courses only as part of a dual credit program.

**4.1.2 Admission to a Program or Courses – 8/17/10**

Admission to the College is not the same as admission to a program of study and/or courses. Admission to a program or courses is based upon previous education, experience, and levels of achievement.

**4.1.2.1 Mandatory Course Placement Testing - 10/01/09; revised 5/17/11, 5/19/15**

Students are required to take placement tests in mathematics, English, and reading before registering for credit courses. These test results, which are valid for the length of time determined administratively, are used to determine a student's eligibility for courses with prerequisites and/or placement into developmental courses (courses numbered 099 or below). Classroom

instructors may conduct additional testing to verify correct placement, and students may be transferred to an alternate course at that time. Once a student has started a sequence of courses, that student may not retest in that area.

These placement exams, cut-off scores, and other criteria have been established by the respective programs' faculty to ensure proper course placement. Individual programs may offer a proficiency exam to alter the sequence of courses required.

### **Exemptions to Course Placement Testing Policy**

Students enrolling at Richland Community College may be exempt from mandatory placement testing if they meet any of the following exemptions:

- A student has successfully completed English and/or mathematics course(s) at an accredited college or university, as recognized by the Higher Education Directory. The level of the course(s) successfully completed determines the level of course(s) for which a student may be eligible.
- A student has earned sufficient ACT (American College Testing) or SAT (Scholastic Aptitude Test) scores as established by appropriate College personnel. The student must submit proper documentation to the Records Office. The ACT or SAT scores must be no more than three years old.
- A student has certified that he or she is not seeking a degree at Richland Community College.
- A student has accumulated no more than 15 credit hours at Richland Community College.
- A student has taken a placement exam identical to Richland Community College's exam at another college or university within the determined time and presents officially validated scores for evaluation prior to registration.

#### **4.1.2.2 Course Placement Retesting – 12/16/03; revised 5/17/11, 5/19/15**

Students tested in mathematics, English, reading, math, or other areas may take one test of each type at no cost. A student may retest by waiting a minimum of twenty-four hours and paying a

retest fee. A student may be allowed to take the test a third time only with appropriate permission and payment of the retest fee. The student is required to retest, at no charge, if 1) the previously determined time has passed since the student tested the first time and 2) the student has not begun a sequence of courses that uses the placement test results.

#### **4.1.2.3 Foreign Language Placement**

Placement in a foreign language course will be determined by a student's previous foreign language education in high school or college. Students who have studied a specific foreign language in high school within the past five years are to begin their study at Richland with the course number determined by the earned quality points as outlined in the College Catalog. Foreign language faculty may grant exceptions, based on individual assessment. All persons whose most recent prior study of the language was more than five years ago should start their college study with the course number 101.

#### **4.1.2.4 Technology Orientation – 5/15/12**

All students enrolling in a course utilizing a learning management system are required to successfully complete the mandatory technology orientation.

#### **4.1.3 Admission to a Program of Study – 6/16/98; revised 8/17/10, 5/19/15**

Each program of study (for example, Nursing, Accounting, Associate in Arts in Teaching, etc.) has specific requirements for admission. These requirements are based on the student's previous education, work experience, and levels of achievement.

Information that may be used in admission to a program includes:

1. A transcript of the student's high school and college records. The student should request a transcript from the school(s) to be sent to the Records Office at Richland.
2. Test scores. Richland generally uses the American College Testing (ACT), Standardized Assessment. Other comparable test results may be submitted if approved by a Richland counselor.
3. Application and personal interview, including related experiences since leaving school or college.

Students may be provisionally admitted to a program, even though they fail

to meet all the requirements. Students provisionally admitted may be required to enroll in developmental courses, take a reduced load, complete further testing, and/or receive career counseling.

Similar procedures may also be applied to students enrolling in individual courses only.

#### **4.1.4 Admission of High School Students and "Gifted" High School Students – 6/16/98; revised 8/17/10, 5/19/15**

High school students may take Richland courses for either application toward a high school diploma or a college credit. Eligibility for enrollment as a high school student is decided as follows:

1. The student is a high school student.
2. The student's high school principal submits the appropriate form stating the student is taking the course(s) for high school or college credit, and has the principal's approval.
3. A high school transcript is submitted to Richland.
4. Tuition may be determined by course and delivery.
5. Final approval for enrollment is then determined by Richland.

"**Gifted students**" are students with exceptionally high academic ability as determined by the students' school and the College.

#### **4.1.5 Student Enrollment Status – 1/16/01; revised 8/17/10**

Verification of student enrollment status, for any purpose, may be obtained only through the Student Records Office. Documentation from other individuals or College offices does not represent an official College record.

## **4.2 RESIDENCY STATUS – 10/19/93; revised 8/17/10**

Students enrolling at Richland Community College shall be classified as resident, non-resident, or out-of-state for tuition and fee purposes.

The college is authorized to require such written documents, affidavits, verifications, or other evidence as are deemed necessary to determine the classification of the student.

A student is considered a resident of Richland Community College District 537 if the student establishes a permanent residence in the District for at least 30 days prior to enrollment.

### **4.3 TUITION AND FEES – 7/13/93**

Tuition and fees for resident and non-resident students may be charged as permitted by law and as established by action of the Board of Trustees. Other fees may be required depending on the status of the student, the program in which the student is enrolled, and the requirements of the College.

Each semester, the Business Services Office shall determine and publish a due date (before the beginning of the semester) by which time all tuition and fees are to be paid.

#### **4.3.1 Senior Citizen Tuition – 7/18/00**

District 537 residents who are 65 or older or who will become 65 years old during the calendar year are eligible to enroll without the payment of tuition in regularly scheduled credit courses, other than credit courses designed specifically for senior citizens, provided that such enrollment does not over-enroll the course and tuition paying students enrolled constitute the minimum number required for the course. Such waiver does not apply to all other fees associated with enrollment in such course.

#### **4.3.2 Education Service Agreement – 12/21/93; revised 8/17/10**

The College may enter into written agreement with a business, civic, social service organization, or any government entity to provide instruction to employees of such groups. The College may also enter into written agreement to provide instruction to students from certain high schools, community colleges having reciprocal cooperative educational programs, and four-year public and private colleges and universities. Individual students enrolling under such an agreement will be subject to the current in-district tuition rate including the prevailing fees.

#### **4.3.3 Tuition and Fee Installment Plan – 12/10/94; revised 8/17/10**

To better serve the needs of students, the College may offer an Installment Plan for the payment of tuition and fees. Students will be subject to all policies and procedures relating to the payment of student accounts associated with the plan.



#### **4.3.4 Cooperative Educational Programs with Other Community Colleges – 10/17/00; revised 8/17/10**

Richland Community College has Cooperative Educational Program agreements with other Illinois community colleges that all Richland Community College District residents to enroll in a degree and or certificate program in a vocational-technical program not available at Richland. Students are able to enroll in such a program at the cooperating college's in-district tuition rate and programs offered are listed in the College Catalog.

Students may take all specialized courses at the cooperating college. Related technical and general education courses required in the programs may be taken either at Richland or at the cooperating college. The cooperating college issues all degrees or certificates for successful completion of the programs.

#### **4.3.5 Continuing Education Fees – 9/17/96; revised 8/17/10**

Continuing Education tuition rate is a variable rate and set separately for each course, depending upon the amount of the direct costs.

#### **4.3.6 Non-Credit Fitness Center Fees – 1/18/94; revised 8/17/10, 5/19/15**

A non-credit open entry/exit enrollment option to the College Fitness Center is available for Richland students who are not desiring college credit.

### **4.4 TUTION REFUNDS – 7/13/93; revised 8/17/10, 5/19/15**

Richland Community College's refund policy is based on full payment of tuition, fees, and other charges. Any student who registers and then officially withdraws from any or all classes at the College will have a portion of his or her tuition returned according to the refund schedule determined by the Business Services Office.

Students participating in the Pell grant program shall receive refunds computed in accordance with Federal regulations.

### **4.5 STUDENT FINANCIAL OBLIGATIONS – 8/17/10**

Students shall discharge all financial and other obligations to the District prior to registering for the next semester. These obligations include, but are not limited to, overdue library book fines, tuition, student fees, and Child

Development Center fees. Failure to satisfy such obligations may result in the withholding of transcripts and grade reports.

**4.6 ACADEMIC STANDARDS – 5/16/00; revised 10/21/03; 8/17/10**

**Graduation – 12/20/15; revised 8/17/10**

A cumulative grade point average (GPA) of at least 2.00, is required to Receive an associate’s degree or certificate. Specific programs may require a higher program GPA for graduation. Courses numbered below 100 are excluded in the cumulative grade point average but will be included in the Semester grade report beginning in Spring semester 2000.

**Probation**

A student may be placed on academic probation for failure to achieve the minimum cumulative GPA required for good standing as shown below:

<b>Cumulative Hours Attempted</b>	<b>GPA Required</b>
1-15 hours	1.70
16-30 hours	1.85
31 +	2.00

The student must achieve a 2.00 GPA or higher during the following semesters after being placed on academic probation until being placed on good standing as illustrated in the above chart. Failure to achieve a 2.00 GPA in the subsequent semester will result in dismissal from the College for one or more semesters, excluding the Summer Term.

A student may appeal following the Student Grievance Policy (4.15.3).

**4.6.1 Grading Policy – 6/18/96; revised 10/21/03, 8/17/10, 1/17/12, 6/20/17**

The following letter grades are used at Richland to represent the student's level of performance in courses:

- A Superior or excellent
- B Very good or above average
- C Good or average
- D Barely passing or below average
- F Failure or unsatisfactory
- AU Audit (For more information, see "Auditing a Course" in this section.)
- CR/X Completed course requirements or did not complete course

requirements. CR/X grades are applicable for vocational skill courses and adult education courses.

- I Incomplete. All course work must be finished by the end of each term unless the instructor agrees in writing to a specified grace period no longer than 60 days after the end of the term. Failure to complete course work within the 60-day grace period will result in the grade the student would earn without having all course work completed. Grade of "W" or "AU" is not allowed.
- P/F Pass/Fail for selected courses to be determined by faculty and the dean of a division with the approval of the Academic Standards Committee. Pass/Fail grading will not be used for courses in a degree sequence or for transfer courses.
- W Withdraw
- AC Credit awarded through advanced course.
- AP Credit awarded through Advanced Placement.
- CE Credit awarded through proficiency exam.
- CL Credit awarded through CLEP exam.
- DA Credit awarded through DANTES exam.
- IB Credit awarded through International Baccalaureate Program.
- JO Credit awarded through Journeyman Card.
- LI Credit awarded through licensure.
- PT Credit awarded through professional training.
- PO Credit awarded through portfolio.

#### **4.6.2 Semester Academic Honors – 10/19/93; revised 10/21/03**

The Semester Academic Honors List includes the names of students who have

1. Completed 12 or more cumulative semester hours; and
2. Completed 6 or more semester hours for the current term; and
3. Attained at least a 3.50 GPA for the current term.

#### **4.6.3 Appealing a Grade – 3/19/96; revised 10/21/03**

A student who feels he/she has received an unfair or inaccurate grade may appeal through the Student Grievance Policy found in the Student, Rights, Responsibilities, Grievance and Disciplinary Proceedings.

Grade appeals must be filed no later than one year from the last day of the term for which the grade was received.

#### **4.6.4 Auditing a Course – 12/20/94; revised 10/21/03, 8/17/10**

Any credit class offered by Richland may be taken as an audit unless

otherwise specified.

Students wishing to audit a class will be assessed the credit hour rate and other applicable fees and must complete an audit form in Student Records by the add/drop period. Changes to the grading status cannot be made after this period and a grade of AU will be assigned at the completion of the course. No credit will be awarded for auditing a course.

#### **4.6.5 Dropping a Course – 10/19/93; revised 10/21/03, 1/17/12**

A student may drop a course during the allotted timeframe as determined by the President of the College or the President's designee.

#### **4.6.6 Administrative Drop – 10/19/93; revised 4/18/06, 1/17/12**

An instructor may drop a student who has failed to attend the first two class sessions.

At mid-term the College will drop any student who has failed to meet the attendance standard or attain sufficient progress as certified by the instructor.

During the allotted timeframe, as determined by the President of the College or the President's designee, an instructor may drop a student who has failed to meet attendance standards or attain sufficient progress in the course but is not required to do so.

#### **4.6.7 Withdrawing from the College – 10/19/93; revised 10/21/03, 8/17/10, 1/17/12, 5/19/15**

A student withdrawing from the College is required to settle all obligations, including money owed to the College, and should contact a Student Success Center staff member as part of the withdrawal process.

#### **4.6.8 Repeating a Course – 10/19/93; revised 10/21/03**

Students may repeat any course taken at Richland Community College with the understanding that the earlier grade and credit hours will be replaced by the most recent, even if the most recent grade and credit hours are lower. Students should be cautioned that some colleges include all grades earned in computing grade point averages even if the course has been repeated.

#### **4.6.9 Graduation Requirements – 10/19/93; revised 5/19/15**

##### **1. Graduating with Multiple Certificates or Degrees; revised 6/20/06**

Richland students may work toward completion of more than one program of study if they so desire.

Students may receive all certificates and AAS degrees for which they have completed the requirements.

In order to receive a second transfer-oriented associate's degree, a student must:

- a. complete all graduation requirements for the second degree; and
- b. complete at least an additional 10 hours of applicable credit beyond the first degree

A separate "Application for Graduation" must be submitted for each certificate or associate's degree.

A student may earn only one Associate in Arts (AA) degree, one Associate in Science (AS) degree, one Associate in Fine Arts (AFA) degree, and one Associate in Engineering Science (AES) degree.

## **2. Graduating Transfer Students – 4/18/06; revised 8/17/10**

Many students enter Richland after completing courses at other institutions. In order to give these students credit for previous college work and, at the same time, maintain Richland's standards for graduation, students must complete a total of 15 semester hours of an associate's degree or half of the credit for a certificate program (up to 15 hours) at Richland.

Richland students completing occupational certificate programs only offered within the Division of Correctional Education are exempt from this 15-semester-hour requirement.

If a transfer student completes a course at Richland that is substantially the same as a course for which the student received transfer credit, the hours of transfer credit will be replaced by the hours earned at Richland.

## **3. Earning Graduation Honors – 4/18/06**

When a student applies for graduation, all 100-level course work and above will be evaluated for graduation academic honors. Students must have earned at least half of the credits needed for their degree or certificate at Richland Community College. In addition, students must have met Richland Community College's residency requirement, which means completing no fewer than 15 hours for a degree or half of the certificate requirements at Richland Community College.

Graduation academic honors are based on the student's cumulative grade

point average as follows:

**Cumulative GPA**

3.50--3.74 Honors

3.75--3.99 High Honors

4.00 Highest Honors

Graduation academic honors are noted on a student's transcript and at graduation.

#### **4. Effect of Changes in Program on Graduation – 8/22/06**

The student has the responsibility to know and fulfill all degree/certificate academic requirements and follow graduation procedures. The advisor's role is to assist the student in making decisions.

Students whose enrollment has not been interrupted by three or more years (six successive semesters, excluding summers) should graduate under the program structure listed in the Catalog for the year in which they enter their certificate or degree program. In cases where a current program is changed, the student should work with the appropriate Dean and the Registrar to determine the appropriate coursework required.

Students whose enrollment has been interrupted by three or more years (six successive semesters, excluding summers) are required to follow graduation requirements of the catalog in effect at the time of reentry or any catalog published after reentry.

Because of licensing criteria, legal requirements, or other conditions, graduation from certain programs (including selective admission programs), such as those in the Health Professions Division, may fall under different guidelines as determined by the Registrar in consultation with the appropriate Dean. In such cases, the student must follow the program in existence at the time of admission to or re-entry into the program.

If a student wishes to graduate under program provisions other than those above, the Registrar will review the student's Application for Graduation and will consult with the appropriate Dean regarding clearance for graduation.

##### **4.6.10 Computer Technology Fluency - 10/01/09**

All degree-granting programs will be designed to provide instruction leading to computer fluency, defined as the ability to use computers and other related technologies to access, gather, organize, manage, evaluate, create, and communicate information; to generalize and apply learned skills to new situations and problems; and to conduct these activities confidently,

effectively, ethically, and legally. This instruction may be provided by specific computer courses or incorporated into courses within the degree program.

#### **4.7 COLLEGE CREDIT – 6/10/08**

College credit may be earned through course completion, proficiency credit, transfer credit, professional licensure or certification, or training and work experience equivalency. Credit may be reviewed by faculty and may not be accepted in all programs.

##### **4.7.1 Course Completion**

Students are granted credit by meeting course competencies and objectives for courses offered and conducted by Richland Community College.

##### **4.7.2 Proficiency Credit – 6/20/17**

Students with wide varieties of educational experiences may convert this experience into college credit on the basis of evaluations by designated Richland Community College personnel.

###### **4.7.2.1 Proficiency Examination Policy**

To take an examination, students must be currently enrolled at Richland Community College and not enrolled in the course in which they are requesting to be tested. Proficiency credit will be posted to the student's record after a minimum of eight (8) semester hours of 100-level or above credit has been earned at the College.

The proficiency examination fee must be paid before the exam is developed or administered. The fee is not refundable.

The student must receive a score of 80% or better on the exam to earn credit by proficiency.

Credit hours earned through proficiency examination are posted on the student's permanent record. The credit is not included in the calculation of the grade point average and may not be used in the determination of enrollment status (i.e. part-time, full-time, class load).

###### **4.7.2.2 Proficiency Examination Policy College Level Examination Program (CLEP) and DSST Prometrics Examination Program; revised 8/17/10;**

Richland Community College participates in the College Level Examination Program (CLEP) and the DSST Prometrics Examination Program, which allow students to obtain college credit based on their

learning outside the classroom.

Credit through a CLEP or DSST Prometrics examination may be applied to a degree or certificate as general education or elective(s). No credit will be awarded for English 102 or Speech 101 at Richland Community College through either the CLEP or the DSST Prometrics Exam.

Credit granted through a CLEP or DSST Prometrics examination will be recorded as credit and will not be used in computing a grade point average. Credit will be recorded after completion of eight (8) semester hours toward an associate's degree or certificate program.

Students who have enrolled in college study before attempting a CLEP or DSST Prometrics examination will be not granted credit if they attempt an examination after they have received a grade for that specific course or for prior college study that is directly related to the exam taken.

#### **4.7.2.3 Proficiency by Advanced Course**

Some courses are organized in sequence so that completion of an advanced course depends on knowledge gained from a previous course. Students who satisfactorily complete the advanced course at Richland Community College without taking the previous course may be eligible for college credit for the previous course.

#### **4.7.2.4 Advanced Placement Program**

The Advanced Placement Program is an organized instructional and/or testing program offered by some high schools in cooperation with the College Entrance Examination Board. High school courses may be offered through the program for college credit, or credit may be given for course areas not offered by the Advanced Placement Program if the student passes an Advanced Placement examination given by the College Board.

Credit granted through an Advanced Placement Program examination will be recorded as "AP" and will not be used in computing a grade point average. Approved credit will be posted to the student's record after a minimum of eight (8) semester hours of 100-level or above credit has been earned at the College.

#### **4.7.2.5 International Baccalaureate Program – 6/20/17**

The International Baccalaureate (IB) Diploma Program is a curriculum and



assessment exam designed to prepare high school students for advanced post-secondary coursework. Assessment of the IB exam is reported as a score via a diploma or individual subject certificates.

Credit granted through the International Baccalaureate Program will be recorded as "IB" and will not be used in computing a grade point average. Approved credit will be posted to the student's record after a minimum of eight (8) semester hours of 100-level or above credit has been earned at the College.

#### **4.7.3 Transfer Credit**

A student who has been officially accepted as a Richland Community College student may apply for and receive college credit for courses taken at an accredited postsecondary institution, as recognized by the Higher Education Directory, and which meet the course objectives of his/her academic program required for graduation at Richland Community College.

#### **4.7.4 Credit Equivalency by Licensure or Certification**

If a student has already obtained a recognized license or certification for which the College offers a technical curriculum, that student may be granted credit for specific courses in the program of study for which he/she is pursuing. Approved credit will be posted to the student's record after a minimum of eight (8) semester hours of 100-level or above credit has been earned at the College and after any additional program requirements have been fulfilled.

#### **4.7.5 Credit Equivalency for Professional Training**

Academic course credit for professional training events in some disciplines and technical fields may be granted if the event is offered by Richland Community College and/or one or more of the College's training partners. A training partner is a professional organization or other authorized training provider recognized by the College. This partner ensures that the training meets predetermined standards. In some instances, training must be delivered by certified instructors as dictated by program/curricular requirements. The training must meet all objectives of the relevant course(s) in order to receive credit, as determined by faculty responsible for the content area. Approved credit will be posted to the student's record after a minimum of eight (8) semester hours of 100-level or above credit has been earned at the College.

#### **4.7.6 Credit Equivalency for Professional Experience**

Students with wide varieties of experience may develop a portfolio of these experiences and apply for course credit. A portfolio is a collection of documentation of learning, which may include samples of actual work, and is submitted for evaluation in consideration of course credit. The portfolio must meet all objectives of the course in order to receive credit, as determined by faculty responsible for the course. Approved credit will be posted to the student's record after a minimum of eight (8) semester hours of 100-level or above credit has been earned at the College.

#### **4.7.7 Credit for Military Service & Training**

A student who has been officially accepted as a Richland Community College student may apply for and receive college credit for courses taken while serving in the military, if the courses meet the objectives of his/her academic program as required for graduation from Richland Community College. Consideration for the awarding of credit for military experience and training will be guided by the college credit recommendations developed by the American Council on Education. Approved credit will be posted to the student's record after a minimum of eight (8) semester hours of 100-level or above credit has been earned at the College.

##### **4.7.7.1 Armed Forces Health and Physical Education**

Any veteran who has completed a minimum of six months' active duty in the armed forces and presented evidence of an honorable or general "under honorable conditions" discharge from the service is eligible for a maximum of four semester hours of physical education activity course credit. Approved credit will not be used to compute a grade point average. Approved credit will be posted to the student's record after a minimum of eight (8) semester hours of 100-level or above credit has been earned at the College.

#### **4.8 STUDENT EVALUATION SYSTEM**

The grading system shall be published in the College Catalog. Evaluation standards shall be included in course syllabi.

#### **4.9 STUDENT RECORDS POLICY - 1/16/01**

The Family Educational Rights and Privacy Act of 1974 and its

accompanying regulations establish the rights of students, including rights pertaining to their educational records. Information regarding accessibility to student records is available in the Student Handbook and the College Catalog.

**4.9.1 Directory and Confidential Information - 1/16/01; revised 3/10/08, 8/17/10, 5/19/15**

All information received by the College becomes a part of the student's education record except for information specifically exempted under FERPA. Student education records are classified as follows:

1. **Directory Information**, which includes student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, participation in officially recognized activities, degrees, honors, and awards received, the most recent educational agency or institution attended, student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

Directory information may be released by the College to any person or organization without the student's consent. If a student does not want directory information released, a form must be filed with Student Records.

2. **Confidential Information** -- All information other than directory information is considered confidential. Examples of confidential items include:
  - (a) Class schedule, daily attendance, academic record, grade reports, progress reports, high school and college transcripts, and test results;
  - (b) Correspondence, including letters of recommendation and comments from counselors and faculty; and
  - (c) Application information for financial aid and veterans' educational benefits.

**4.9.2 Access to Confidential Information by Students - 1/16/01; revised 8/17/10, 5/19/15**

Students may have access to the confidential information in their own records by submitting a written request to Student Records, subject to exceptions under the law. The College will comply with the request

within 45 days.

Students have the right to a hearing to challenge any portion of their education records. Requests for a hearing should be directed to the Vice President of Student Success.

**4.9.3 Access to Confidential Information by Others - 1/16/01;  
revised 8/17/10**

Confidential information contained in a student's records will not be released to other parties without the student's consent. Exceptions are listed below, and information is given only with the understanding that such information may not be passed on to a third party without the student's written consent.

The College will maintain a record of all persons other than College personnel who have obtained access to a student's records. The College record will include the legitimate reason that the outside party has for reviewing the student's educational record.

Persons and agencies who may review student's records without student consent are:

1. College personnel having a legitimate need for information as a result of their College duties;
2. Colleges, universities, and other academic institutions at which the student wishes to enroll;
3. Agencies and their representatives requesting financial aid information in connection with a student's application for or receipt of financial aid;
4. State and local officials to whom the College must release information as required by a state statute or administrative regulation adopted before November 19, 1974;
5. State and federal officials for auditing and evaluating federally-supported education programs or enforcing legal requirements related to these programs;
6. Organizations conducting studies for the College, including the development, validation, or administration of student aid programs, and improvement of instruction;
7. Persons acting pursuant to a judicial order or subpoena, providing the College notifies the student before complying;
8. Appropriate persons if necessary to protect the health or safety of the student or others; and
9. Parents of an eligible student who is claimed as a dependent for income tax purposes.

**4.9.4 Withholding Student Information - 11/21/95**

The College has the right to withhold grade reports, transcripts, certificates and degrees, and other student information if the student has unmet obligations, including financial obligations, to the college.

**4.9.5 Deceased Student – 7/10/07**

Records of deceased students may be released upon request to legally authorized representatives.

**4.10 OUT-OF-DISTRICT CHARGES – 10/21/03; revised 8/17/10, 12/11/14, 5/19/15****A. Cooperative Agreements**

Richland has cooperative agreements with many other community colleges. Cooperative agreements provide a student with the opportunity to attend another Illinois community college for program not offered at Richland. Cooperative Agreement applications must be completed prior to the start of each academic year the student is attending the other community college, regardless of any prior year's approval.

**B. Charge-Backs – revised 8/17/10**

Residents of Richland Community College's District who choose to pursue a program of study that is not offered by Richland at another Illinois public community college may be eligible for a charge-back. If a charge-back is approved by the Richland Board of Trustees, the College will pay an out-of-district fee prescribed by the other College. Charge-backs may not be approved for an individual course.

If Richland has a cooperative agreement with another college for the program of study for which the student is requesting a charge-back, the College may not approve a charge-back request.

Applications for charge-back must be completed and submitted to the Vice President of Academic Services no later than 30 days prior to the beginning of each academic year the student is attending the other community college, regardless of any prior year's approval. Charge-backs may not be approved retroactive to the time of application.

**4.11 SCHOLARSHIPS AND INSTITUTIONAL WAIVERS – 8/17/04; revised 5/19/15**

Richland Community College and the Richland Community College Foundation offer scholarships and tuition waivers to students. The Board of Trustees authorizes the Administration to establish the applicable criteria and procedures for administering such awards. Scholarship or waiver recipients may be required to submit a Free Application for Federal Student Aid (FAFSA) to determine their eligibility for other aid awards. Other awards (except the PELL Grant and Direct Student Loans) will be applied to the student's account before the RCC scholarship or college tuition waiver is applied.

**4.12 STUDENT INSURANCE****4.12.1 General Insurance Coverage**

The staff is authorized to make arrangements with insurance agencies to provide insurance coverage for students at the expense of the student. It should be noted that any settlement relating to individual insurance policies will be a direct matter between the student and the insurance company, and the College will not be involved.

**4.12.2 Insurance for Participation in Extra-Curricular Activities – 8/17/93**

Any student who engages in extra-curricular activities, including intramural sports, must provide his or her own insurance coverage either through a separate policy or a policy held by the student's parents if he or she wishes to be insured.

**4.12.3 Assistance in Obtaining Insurance Coverage**

The College will make all reasonable efforts to facilitate a student making arrangements for insurance coverage with a private carrier. Any student not covered through his or her parent's policy, who elects not to purchase his or her own coverage, will assume responsibility for all expenses connected with any injuries incurred during the activity-type programs.

**4.13 CHRONIC COMMUNICABLE DISEASE – 8/17/10**

Students with chronic communicable diseases may attend school in the regular classroom setting whenever, through reasonable accommodation, the risk of transmission of the disease or the risk of further injury to the

student is sufficiently remote in such a setting.

Each student with a chronic communicable disease shall be evaluated by a placement committee that will consist of the President, as Chairperson, and other appropriate College personnel, a physician or other consultants selected by the President or his/her designee, the student's physician, public health personnel, the student, and the student's parents or guardians.

The student's placement shall be determined in accordance with the above standards and upon the following factors: the risk of transmission of disease to others; the health risk to the particular student; and reasonable accommodations which can be made without undue hardship to reduce the health risk to the student and others. The vote of a majority of the committee shall determine the student's placement.

The student shall be reevaluated periodically, at least once a year, by the placement committee to determine whether the student's placement continues to be appropriate. The student's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the students and others. The College President may establish additional rules and regulations designed to implement this policy.

#### **4.14 SUBSTANCE ABUSE - INTOXICANT USE – revised 5/19/15**

A student shall not possess or use any illegal or controlled drug or substance in either refined or crude form on college property except under the direction of a licensed physician. Any student who violates any provision of federal or state law pertaining to the manufacture, possession, purchase, sale or use of drugs on college property will be referred to the appropriate civil authority. Irresponsible behavior attributable to any such drug or substance will not be tolerated and will be subject to college disciplinary action, which may include expulsion from the college.

A student shall not possess drug paraphernalia commonly used for the consumption, distribution or ingestion of cannabis or controlled drug or substance. Drug paraphernalia includes but is not limited to, pipes, syringes, packaging material, scales, etc. Any student possessing these items will be subject to college disciplinary action, which may include expulsion from the college.

Possession and use of intoxicants on College property is prohibited. Irresponsible behavior attributable to any such intoxicants will not be tolerated and will be subject to College disciplinary action, which may include expulsion from the College.

**4.15 Students Rights and Responsibilities – 4/21/98; revised 10/21/03**

Richland Community College, an open-door institution, recognizes the rights of its students guaranteed by the Constitution of the United States and the Constitution of the State of Illinois. The College further recognizes and identifies students' rights to equal access to all programs, information, freedom of speech, inquiry, assembly, to the peaceful pursuit of an education, and to the reasonable use of services and facilities of the College.

Richland Community College is committed to learning and teaching. As a teaching and learning community, relationships among students, faculty, and staff are marked by mutual respect and appreciation for each other's roles and responsibilities.

Further, Richland Community College strives to maintain an educational environment that supports the academic, professional and/or personal development of all members of the community and identifies responsibilities assigned to students as members of the learning community.

Richland Community College has established a "Statement of Student Rights" and a "Statement of Student Responsibilities" to educate students about the manner in which they are to pursue their own educational objectives as well as support the objectives of others. These statements identify the rights to which students are entitled through membership in the Richland learning community along with the responsible behaviors in which students should be engaged as members of the learning community.

**4.15.1 Statement of Student Rights – 4/21/98; revised 10/21/03, 5/19/15**

As members of Richland's learning community, students are entitled to certain rights and provisions, to include a quality education and quality services. In addition, students have the right to know:

- The College's admissions requirements
- The degrees and certificates offered
- The types of career and personal development resources available
- When classes are offered
- Course requirements
- Policy on class attendance and participation
- Grading policies and procedures
- The cost of attendance
- Financial aid and veterans' educational benefits available
- How financial aid eligibility is determined
- How financial aid awards are calculated



- When financial aid is awarded
- The College and financial aid satisfactory academic progress requirements and their implications
- The College's refund policy
- The College policies and procedures
- The academic and other support services available
- Student activities available
- The Campus' crime statistics
- Graduation rates
- Job Placement Rates
- Emergency procedures
- Building hours
- College operational hours
- How to file a grievance

#### **4.15.2 Statement of Student Responsibilities – 4/21/98; revised 10/15/03**

Listed below are the responsibilities that Richland students accept through membership in the College's learning community. Each student should approach academic endeavors, relationships, and personal responsibilities with a strong commitment to personal integrity and mutual respect. As members of the Richland teaching and learning community, students have a responsibility to:

- Read the College Catalog and Student Handbook
- Become knowledgeable about College policies and procedures
- Abide by College policies and procedures
- Be aware of academic and graduation requirements
- Provide accurate information on College forms
- Meet financial obligations to the College
- Attend classes and be on time
- Complete assignments and exams based upon course syllabus information
- Participate in class
- Fulfill their academic responsibilities in an honest and forthright manner
- Utilize appropriate support services when needed
- Seek help from faculty when needed
- Seek out answers to questions
- Abide by the equipment usage policy
- Meet published deadlines
- Notify College officials if a condition exists which is in violation of a student's rights, College policies, rules, standards, and procedures
- Join/seek out groups and individuals that will help students achieve their

goals

- Abide by state and federal laws
- Conduct themselves in a responsible manner in and out of the classroom
- Protect, support, and contribute to a safe environment within the learning community
- Show regard for the property of the College, its community members and visitors
- Assist the College in fulfilling its administrative responsibilities

#### **4.15.3 Student Grievance Policy – 4/21/98; revised 10/21/03**

When a student believes that a condition exists which is in violation of his or her rights, College policies, rules, standards, and procedures, he or she has the right to file a grievance.

A grievance may be categorized as follows:

1. Academic Concerns
  - a. Academic Dishonesty
  - b. Academic Suspension
  - c. Educational Guarantee
  - d. Grade Appeals
  - e. Graduation Requirements
  - f. Other Academic Concerns
2. Americans With Disabilities Act (accommodations)
3. Discrimination (e.g. age, disability, gender, race, color, sexual orientation, religion)
4. Financial Aid Suspension
5. Family Educational Rights and Privacy Act(confidentiality)
6. Sexual Harassment (by students, staff, or faculty)
7. Student Conduct
8. Student Employment
9. Tuition Refunds
10. Others not represented above

A grievance may be resolved through either an informal or formal process. Informal or formal hearings and resolution of complaints will be conducted in a prompt and fair manner without fear of retribution.

Formal hearings are conducted by the College's Judicial Board or by a Special Committee appointed by the President.

The College student grievance process, although encouraged in resolving grievance issues, is not mandatory. Students may seek alternatives in resolving grievances. Procedures for filing a grievance are available in the

Student Services Center office, Student Handbook, and the College Catalog, and the “Student Rights and Responsibilities and Grievance & Disciplinary Procedures Guide.”

#### **4.15.4 Composition of the Judicial Board – 7/18/00; revised 10/21/03, 8/17/10, 5/19/15**

The Judicial Board voting members shall include the Student Trustee, one student appointed by the President of the Student Government Association, two faculty members from different divisions, one counselor, and one Dean appointed by the Vice President of Student and Academic Services, and one administrative employee (exempt or non-exempt) appointed by the President. When it becomes necessary to hear academic concerns, the Dean and administrative employee will be replaced by one student and two additional faculty members from different divisions, appointed by the Vice President of Student and Academic Services. The voting members should select a Chairperson. The Vice President of Student and Academic Services, Vice President of Finance and Administration, and the Director of Human Resources will serve in ex-officio capacities when a formal hearing pertains to their area of responsibility.

#### **4.15.5 Student Conduct – 4/21/98; revised 10/21/03, 5/19/15**

Students enrolled at Richland Community College are considered by the College to have reached the age of responsible citizenship and are expected to conduct themselves in a responsible manner while on campus.

By the act of registration for classes at the College, students obligate themselves to adhere to the rules and regulations which the institution formulates and publishes in the College Catalog, Student Handbook, and other published materials. Accordingly, students are expected to assume primary responsibility for their own conduct.

Disciplinary action may be imposed upon a student by an instructor or an administrator of the College for gross misconduct that would tend to interfere with educational process, disrupt the normal activities of the institution, or infringe upon the rights of others while the student is on the College premises (owned, leased or rented) or at functions under the sponsorship of the College. In addition, the College reserves the right to remove any individual from the campus who is physically or verbally disrupting a class or disturbing the peace.

Students charged with misconduct or with violation of law and/or College rules and policies may be subject to written reprimand, restitution, temporary expulsion, disciplinary probation, suspension, or expulsion. Individuals who are not students and who violate these regulations will be considered

trespassers and will be treated accordingly.

In addition, charges of a disciplinary nature may be filed against a student by a fellow student.

When an action is taken against a student by a faculty member or other College personnel, the student has a right to a formal hearing. Prior to imposing an expulsion or a suspension of a semester or longer, the College's Judicial Board must conduct a formal hearing unless the student waives this right. Procedures for conducting a hearing will be published and made available to students.

Students removed from the College must apply for readmission through the Vice President of Student Success. Richland Community College reserves the right to require a psychological or psychiatric examination from any student at any time that such course of action would seem to be in the best interest of the student and/or the College district. Expenses incident to such an examination will be paid by the College.

Students, as citizens, remain subject to the Federal, State and local laws; therefore, the Judicial Board is not intended to replace or modify existing law. The College and its students recognize that violation of these laws may lead to prosecution by agencies or persons in addition to the College.

#### **4.15.6 Academic Integrity Policy - 4/21/98; revised 8/17/10**

All students are expected to maintain academic integrity in their academic work and honesty in all dealings with the College. A student who cheats, plagiarizes, or furnishes false, misleading information to the College is subject to disciplinary action up to and including failure of a class or suspension/expulsion from the College.

#### **4.15.7 Removal from a Class or the College - 4/21/98**

The Colleges reserves the right to remove any individual from a class or the College for the following reasons:

1. For physically or verbally disrupting a class or disturbing the peace.
2. For unsatisfactory academic progress.
3. For gross misconduct or any other actions or unlawful conduct which would tend to interfere with the educational process, disrupt the normal activities of the institution, or infringe upon the rights of others while the individual is on the College premises (owned, leased, or rented) or at functions under the sponsorship of the College.

**4.16 STUDENT DEVELOPMENT PROGRAM**

The College shall maintain a comprehensive student development program which will include advising and counseling, financial aid and placement services. In addition, the program may include orientation, assessment, educational planning, personal counseling, career counseling, testing, and psychological referral.

**4.17 STUDENT ENGAGEMENT PROGRAM – 11/21/95; revised 10/21/03  
8/17/10, 5/19/15**

The Student Engagement program enhances the educational experiences of students through exposure to, and participation in social, cultural, intellectual, recreational, and governance programs designed to reflect the needs of a diverse student body.

This program may include academic support services and activities, diversity training for students and staff, government, student publications, social activities, intramurals, clubs, organizations, cultural and fine arts programs, forensics, and any other activities which have value for students and the College. Further, any fundraising activities of the program shall be accessible to College students, staff, and District citizens as individuals, and as such are not intended to compete with or supply to private enterprise.

The Student Engagement programs are funded by a portion of Student Academic/Technology fees. The Student Government Association is authorized to allocate funds subject to established guidelines.

Activities supported by Student Engagement fees must be open to all Richland students.

Academic/Technology fees money cannot be used as a contribution to an outside group, church, political party, etc., or inside organization for individual student use.

Any misuse or fraudulent use of funds is grounds for termination of future funding.

**4.18 FINANCIAL AID PROGRAM – revised 6/21/05, 8/17/10, 5/19/15**

Richland Community College shall provide a financial aid program. This

program may include loans, grants, scholarships, tuition waivers, college work opportunities, and other assistance as available. Veterans' benefits shall be offered.

**4.18.1 Financial Aid Satisfactory Academic Progress – revised  
5/19/15**

In accordance with the U.S. Department of Education and the State of Illinois regulations, Richland Community College has established minimum standards of satisfactory academic progress for all financial aid recipients.

In order to receive financial aid at Richland, a student's total academic record including transfer work, dual credit classes, developmental classes, and classes for which aid was not received, will be evaluated.

Satisfactory academic progress is evaluated at the end of each semester.

Satisfactory academic progress consists of a grade point requirement, a completion of hours requirement, and a maximum credit hour standard requirement.

Failure to meet any Satisfactory Academic Progress condition will result in a student being placed on Financial Aid Warning or Suspension. A student who was formerly in good standing who fails to meet any condition listed below will be placed on Warning. A student on Warning who fails to meet any condition will be placed on Suspension.

**Condition 1. Grade Point Average Standard**

The following cumulative grade point average must be maintained:

<b>Cumulative hours attempted</b>	<b>GPA required</b>
1 – 15	1.70
16 – 30	1.85
31+	2.00

Students who do not earn the above cumulative grade point averages will be placed on Financial Aid Warning. Students on warning status must raise their GPA to meet the requirements or they will be placed on Suspension. Student must also receive a 2.0 semester GPA or they will be placed on Financial Aid Warning or Suspension. Students who utilize IVG, ING, and MIA/POW are required to maintain a 2.0 cumulative GPA.

**Condition 2. Completion of Hours Standard**

Based on the student's enrollment status at the end of the add/drop period,

a student must complete the required standards of the credit hours they have enrolled in each semester and cumulatively, based on U.S. Department of Education guidelines.

Grades of A, B, C, and D are considered successful completion for the Credit Hour Completion Standard. Grades of F, W, and I do not count as passing grades; however, they will be reviewed for attempted completion for financial aid purposes. A student with an incomplete grade at the end of the term that prevents him/her from complying with the above conditions is placed on Financial Aid Warning or Financial Aid Suspension until the incomplete class is completed and a grade is posted.

The completion rate requirement also applies to developmental classes. While developmental hours are not counted in the cumulative grade point average calculation, they are reviewed for successful completion for financial aid purposes.

Failure to meet the Completion of Hours Standard will result in Financial Aid Warning or Financial Aid Suspension.

### **Condition 3. Maximum Credit Hour Standard**

Students who have not completed a degree or certificate must be terminated from financial aid once they have attempted 150% of the required credit hours needed to complete their program. The 150% limit includes all hours attempted, (e.g. completed, failed, developmental, and transfer hours) whether or not aid was received for those hours.

#### **4.18.2 Financial Aid Warning – revised 8/17/10, 5/19/15**

Failure to meet any of the Satisfactory Academic Progress conditions will result in a student being placed on Financial Aid Warning for students that were previously in good standing.

Students on Financial Aid Warning may continue to receive financial aid including grants, loans, veterans' benefits, and work-study money.

Students return to good standing when all conditions for Satisfactory Academic Progress are met.

#### **4.18.3 Financial Aid Suspension – revised 5/19/15**

Students on Financial Aid Warning who fail to meet any of the Satisfactory Academic Progress standards are placed on Financial Aid Suspension. Suspension results in the loss of all financial aid including federal and state grants, federal loans, federal work study money and in some cases

veterans' educational benefits.

Students return to good standing when all conditions for Satisfactory Academic Progress are met.

#### **4.18.4 Financial Aid Appeal – revised 5/19/15**

Students placed on Financial Aid Suspension may attempt a Financial Aid Appeal. Students with an approved appeal will be placed on Financial Aid Probation and are required to complete a Financial Aid Academic Plan and Probation Contract.

Information is available on the appeal process in “Student Rights, Responsibilities, and Grievance & Disciplinary Proceedings.”

#### **4.18.5 Other Financial Aid Policies – revised 5/19/15**

Federal financial aid applicants must have a high school diploma or GED or meet any standard set forth by the U.S. Department of Education for Title IV Eligibility.

A student must be attending classes on a regular basis. Any student reported as not attending classes will have financial aid adjusted accordingly.

A student must be enrolled in an eligible program as approved by the U.S. Department of Education, leading to a certificate or degree. All courses must be applicable to that certificate or degree. Veterans receiving benefits from the Department of Veterans' Affairs must be taking courses in degree programs approved by the State of Illinois Approving Agency for Veterans' Education.

#### **4.18.6 Disbursement – revised 5/19/15**

Financial aid awards are calculated by federal, state or veterans' regulations that take into account hours of enrollment and attendance.

Refund dates are published.

#### **4.18.7 Loan Policies – 8/17/10; revised 5/19/15**

All Federal Direct Loan applicants must file a Free Application for Federal Student Aid (FAFSA). The resulting Student Aid Report must be verified before a loan will be certified.

Students must be enrolled in at least 6 credit hours to receive a loan.



Students on Financial Aid Suspension are not eligible for loans.

Students are required to complete entrance loan counseling and a master promissory note prior to a loan being disbursed. Once a student is no longer enrolled in at least 6 credits hours they are expected to complete exit loan counseling.

If the Director of Financial Aid and Veterans' Affairs chooses not to certify a loan, the student must be informed in writing.

#### **4.18.8 Refunds to Aid Recipients – revised 5/19/15**

In accordance with federal regulations (34 CFR 668.22), if a student withdraws before completing 60% of the semester, the federal financial assistance award will be calculated on a pro-rata basis.

The pro-rata formula for determining the federal assistance earned is determined by using the U.S. Department of Education guidelines. The pro-rata calculation may affect the balance of tuition and fees that the student owes the College. Any unearned financial aid must be returned to the College. It may also result in the student owing a repayment to the federal government of federal funds previously awarded to the student.

#### **4.18.9 Verification – 8/17/10; revised 5/19/15**

All federal and state financial aid students are required to sign a Policy and Procedures statement. Students selected for verification by the U.S. Department of Education are required to submit documents that verify information reported on the Student Aid Report.

#### **4.18.10 Military Benefits – 8/17/10; revised 5/19/15**

Military benefits defined as Illinois Veterans' Grant, Illinois National Guard Grant, Illinois MIA/POW scholarship and benefits through Department of Veterans' Affairs are offered at Richland Community College.

Illinois Veterans Grant, the Illinois National Guard Grant, the MIA/POW scholarship and federal VA benefits require students to maintain a 2.0 cumulative GPA with one warning semester to return to that standard. Students who have not returned to the 2.0 GPA minimum after one semester may lose the benefit until the GPA returns to the standard.

Recipients of benefits from the U.S. Department of Veterans' Affairs should have all transcripts from previously attended colleges and universities evaluated for transfer credit. If all transcripts are not evaluated, benefits may be suspended until transcripts are received.

#### **4.19 GUARANTEE OF EDUCATIONAL EFFECTIVENESS - 3/16/93; revised 8/17/10**

Richland Community College, as an expression of confidence in the educational programs of the College, shall guarantee to the public the educational effectiveness of both its transfer and technical programs and instruction.

The guarantee(s) shall occur as follows:

- A. Richland Community College shall guarantee the transferability of pre-baccalaureate (university-parallel) credit courses to senior Illinois colleges and universities for each student who completes a designated transfer degree. If such appropriately approved courses and credits do not fully transfer, the College shall refund to the graduate who has completed the degree the tuition paid for the non-transferring course credits.
- B. Richland Community College shall guarantee the technical competence needed for entry into the technical employment position for each student who completes the appropriate Associate in Applied Science degree or certificate. An Associate in Applied Science degree or certificate graduate who is judged by his/her employer to be lacking in the technical or the general educational skills necessary for entry to the position shall be provided up to nine (9) tuition-free credit hours of additional skill training in the program completed by the graduate.

The President or designee shall be authorized to establish procedures and guidelines under which these guarantees shall apply.

##### **4.19.1 Guarantee for Transfer Credit – revised 8/17/10, 5/19/15**

Richland Community College guarantees to those earning an appropriate transfer degree beginning May, 1993, that their courses will transfer to Illinois state colleges or universities as identified in the most current published transfer information or equivalency guide.

Qualifying Conditions for the Guarantee

1. Transfer of a course means the acceptance of credits for entrance at a senior institution.
2. Classes must have been taken at Richland Community College no earlier than two years before the attempt to transfer.
3. Any refund request must be made no later than two years after Richland Community College graduation.

**5.1 STATEMENT OF ECONOMIC INTEREST – 5/21/96 – revised 5/5/09**

Richland Community College will comply with the Illinois Governmental Ethics Act 5 ILCS 420/requiring persons to file written statements of economic interest annually. The College will work cooperatively with the appropriate county clerk to determine the appropriate College-related persons required to file.

If a Board member or an employee who is required to do so fails to file such statement by May 1, is notified by the county clerk of the failure to file, and fails to do so by May 16 of such year, late filing fees of \$15 and any penalties incurred, at the rate of \$100 per day from May 16 to May 31, shall be paid by the Board member or employee and not by the College.

Any Board member or employee who fails to file such statement by May 31 of any year for which such statement is required shall forfeit the office or position of employment, except that if the county clerk failed to issue timely notice of failure to file in which case no forfeiture shall result if a statement is filed within 30 days of actual notice of failure to file.

**5.2 FREEDOM OF INFORMATION (FOI) – 2/20/07 – revised 5/5/09**

The Board of Trustees of Richland Community College acknowledges that the inspection and dissemination of public records must reflect an appropriate balance between the needs of the Board for administrative effectiveness and confidentiality, the protection of the privacy of individuals, and the legitimate interests of the public in receiving public information. Therefore the College complies with the provisions of the Illinois Freedom of Information ACT 5 ILCS 140.

Public records of the entity shall be available for inspection and copying. As permitted by the Act, the College has established a fee structure to reimburse the College for its actual cost for reproducing and certifying any and all public records requested under this section of the policy.

Any individual requesting public records available under the Act is required to use a form provided by the College. Requests must be submitted to the FOI Office through first class mail, or the request may be made in person between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, with the exception of College closings and holidays. Requests by email or any other means will not be acknowledged.

Procedures for implementation of this policy shall be issued by the College President.

**5.3 SEXUAL AND OTHER HARASSMENT – 6/18/02 – 5/5/09 – 2/28/10**

## A. Prohibition of Sexual and Other Harassment

It is the policy of the College to provide an educational and employment environment free from all forms of sexual harassment of employees, students and other individuals at any College facilities or in connection with any College activities. Retaliation for making a good faith complaint of harassment or for participating in a harassment investigation is also prohibited. Through this policy, it is the intent of the Board of Trustees to comply with the Civil Rights Act of 1964 (Title VII), the Elementary and Secondary Schools Act of 1972 (Title IX), and the Illinois Human Rights Act. The College Student Code of Conduct also prohibits harassment by students.

## B. Definitions

1. Sexual harassment means:
  - a. Unwelcome sexual advances, or
  - b. Requests for sexual favors, or
  - c. Any conduct of a sexual nature when
    - (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of employment or education, or
    - (2) submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual, or
    - (3) such conduct has the purpose or effect of substantially interfering with a reasonable individual's work or learning performance or creating an intimidating, hostile, or offensive working or learning environment.

2. Other harassment means:

Conduct that has a purpose or effect of substantially interfering with a reasonable individual's work or learning performance or creating an intimidating, hostile or offensive working or learning environment when such conduct is directed at an individual because of race, national origin, disability, age, religion, sexual orientation or any legally protected classification.

3. Harassment prohibited by this policy includes both verbal and physical conduct. The College will not tolerate conduct in any form that is intended to cause or contribute or has the effect of causing or contributing to the humiliation, embarrassment or discomfort of reasonable employees or students because of their protected status.

4. Harassment does not include oral or written expressions that are academic in nature and purpose or that are relevant and appropriately related to course subject matter or curriculum. This policy shall not be used to abridge academic freedom or to interfere with the College's educational mission.

C. Examples of harassment include:

1. A supervisor offers to give a favorable evaluation or promotion to an employee in exchange for sexual favors.
2. A faculty member threatens to give an unfavorable grade to a student if the student refuses to grant sexual favors or promises a favorable grade in exchange for sexual favors.
3. A supervisor persistently criticizes, jokes about, and disparages a subordinate because of that person's gender, race, sexual orientation or ethnic background or knowingly permits other employees to exhibit such behavior.
4. An employee or student persistently directs unwelcome flirting, pressure for dates, sexual propositions or comments, or sexual touching toward a co-worker or another student.
5. One or more students criticize, laugh at, and disparage another student because of that student's disability.
6. A supervisor makes negative comments about an employee's religious beliefs that create a hostile environment.

7. A student makes derogatory references to an employee's mental or physical impairment that create an intimidating environment.

These are examples, *only*, and the list not intended to be all inclusive.

D. Prevention

The College will take appropriate, periodic measures to educate and train employees regarding this policy and conduct that could violate the policy. All faculty, administrative, and supervisory personnel are required to participate in such education and training.

E. Internal Complaint Procedures

1. Reporting Harassment

Individuals who believe they have been subjected to harassment are encouraged to take advantage of the College's complaint procedure. If a student or an employee has a complaint about sexual or other harassment, he or she should submit that complaint to the Director of Human Resources. If the employee is not comfortable making the complaint to this individual, the complaint may be made to the Assistant Director of Human Resources or to any College Vice President.

Any employee who believes this policy has been violated has an obligation to report it immediately to one of the College representatives listed above.

2. Investigation

In the case of an employee complaint or a student complaint, the Director of Human Resources or a designee will promptly investigate. In all cases, the investigation will make reasonable attempts to determine the facts pertinent to the complaint by interviewing the parties involved, including the alleged harasser. If the accused is a College employee who is a member of a bargaining unit, the employee may request union representation during the investigation. At the conclusion of the investigation, a written report of findings will be prepared and forwarded to the President.

3. Confidentiality

To the extent possible, given the need to conduct a thorough investigation, the confidentiality of all participants in an investigation

will be protected. A timely resolution of each complaint will be reached and communicated to the principal parties involved in the complaint. Information obtained during an investigation will be communicated only on a need-to-know basis. Requests not to investigate complaints cannot be honored. To further the College's commitment to maintaining an atmosphere free from harassment, all College employees and students are required to cooperate with investigations.

4. Corrective Action

A finding of harassment will be followed by appropriate corrective action, which may include discipline up to and including discharge for employees and dismissal for students. The disciplinary action taken will be proportional to the severity of the conduct. The alleged harasser's employment history and any similar documented findings of prior unlawful discrimination and/or harassment will be taken into consideration. Disciplinary action for employees will be imposed in accordance with applicable collective bargaining agreements and legal requirements.

Disciplinary sanctions for students will be imposed by the appropriate academic Vice President in accordance with the College handbook on student rights and responsibilities. Students may appeal suspension or dismissal to the Special Committee as appointed by the College President.

5. External Complaints

External complaints may be filed with the Equal Employment Opportunity Commission, the Illinois Department of Human Rights and the Office of Civil Rights of the United States Department of Education.



**F. Retaliation Prohibited**

The College prohibits retaliation against a person because the person has opposed that which he or she reasonably and in good faith believes to be sexual or other harassment or because he or she has in good faith made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing regarding sexual or other harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

If any employee or student believes that he or she has been retaliated against for exercising his or her rights under this policy, the employee or student should immediately report such conduct using the complaint procedure set forth. Employees and students are not required to approach the person who is exhibiting the alleged retaliatory behavior.

A person engaging in retaliatory conduct shall be subject to disciplinary action up to and including discharge or dismissal.

**5.4 TOBACCO POLICY – 9/20/05 – revised 5/5/09**

It is the policy of Richland Community College to disallow the use of tobacco products on College owned property, in College vehicles or at events sponsored by the College.

**5.5 TOXIC SUBSTANCES AND HAZARD COMMUNICATION STANDARDS – 5/5/09**

It is the policy of Richland Community College Board of Trustees that all employees have the right to know of health hazards associated with their work. So that RCC employees can make knowledgeable decisions about any personal risks associated with their employment, the Board of Trustees authorizes the College administration to develop and affect procedures that conform to 820 ILCS 255\1, Toxic Substances Disclosure to Employees Act, and the U.S. Hazard Communication Standard (29 CFR 1910.1200).

**5.6 SOLICITATION ON CAMPUS – 12/10/94 – revised 5/5/09**

As an educational institution, Richland Community College provides an environment that focuses on teaching and learning. As such, students, faculty, and staff shall be free from external solicitation and other non-college or non-employee sponsored activities.

Therefore, any solicitation on campus by non-college or non-employee sponsored organizations is not authorized. All events sponsored through the Campus Life Office must be approved in advance by the Dean of Enrollment Services. All other

College-sponsored events must be approved in advance by the Vice President of Finance and Administration or designee. Such activities must be conducted according to College procedures.

The distribution of signs, handbills, and advertising related to events sponsored by the Campus Life Office must be approved in advance by the Dean of Enrollment Services. Any other distribution of such materials must be approved in advance by the Vice President of Finance and Administration or designee. Such distribution must be consistent with the mission of the College.

All approved College or employee-sponsored solicitation must be conducted in a manner that is not disruptive to College operations. The College retains the right to determine when such activities become disruptive.

### **5.7 POSSESSION OF WEAPONS – 3/19/96 – revised 5/5/09**

Possession of weapons on the College campus, on property controlled by the College, at events sponsored by the College, or at events attended while on College business is prohibited unless the individual is a duly authorized law enforcement official/officer in the performance of his/her duty. The College may request current/valid identification authorizing someone to possess a weapon and reserves the right to confirm the authorization with proper authorities.

A weapon is defined as any instrument or device designed or likely to produce bodily harm or property damage including but not limited to a firearm, dangerous chemical, an explosive device of any description, compressed air guns, pellet guns, BB guns, knives, stun guns, or electric shock devices used in a threatening manner toward another individual or College property. The College reserves the right to further determine the definition of a “weapon” and may prohibit other devices on an individual basis.

Legal defensive devices, such as pepper sprays, etc. will be permitted, unless used in an offensive manner.

Any exceptions to this policy must be preapproved through the President’s Office.

Individuals who are found to be in violation of this policy are subject to disciplinary actions up to and including termination of employment, expulsion from the College, and/or being barred from College property.

### **5.8 CONFIDENTIAL AND SENSITIVE INFORMATION – 12/15/09; revised 11/15/11**

Richland Community College is committed to the protection of confidential and sensitive information assets and the resources that support these assets. The Board of Trustees authorizes and delegates to the President of the College the authority to develop Confidential and Sensitive Information Programs and

Procedures that are consistent with statutory requirements and consistent with the goals of this policy. Statutory requirements include but are not limited to the Family Education Rights and Privacy Act, the Federal Trade Commission, Fair and Accurate Credit Transactions Act Red Flag Regulations, the Americans with Disabilities Act, the Fair Credit Reporting Act, the Illinois Personal Protection Information Act, the Payment Card Industry Data Security Standard, and other regulations as applicable. Richland Community College programs shall include the appointment of an Information Security Officer, risk assessments, and general employee awareness communications.

### **5.8.1 RESPONSIBLE USE OF INFORMATION TECHNOLOGY – 3/19/96 – revised 6/17/03; 5/5/09; 11/15/11**

In support of its mission and vision, Richland Community College provides access to information technology resources for students, faculty, and staff within institutional priorities and financial capabilities.

The Policy for Responsible Use of Information Technology at Richland Community College shall be adhered to by all College units as well as all individuals who operate or use the information technology resources of the College. In addition, this policy applies to use of information technology resources that are entrusted to the institution by other organizations. In case of conflict, local, state, or federal laws supersede this policy.

Access to the College's information technology facilities is a privilege, not a right, granted to College students, faculty, and staff. The College reserves the rights to extend, limit, restrict, or deny privileges and access to its information resources. Individuals other than College faculty, staff, and students may be permitted access to information technology in a manner consistent with the College's mission and vision, policy, and guidelines.

All users of the technology systems are bound by applicable local, state, and federal laws and regulations including but not limited to Red Flag Regulations, and the Payment Card Industry Data Security Standard. All people must act ethically, appropriately, and responsibly while using the College's information technology resources. All users of College information systems must respect the rights of other users, maintain the integrity of the resources, and comply with all pertinent licenses and contractual agreements.

Information technology provides important means of communication, both public and private. Users will respect the privacy of person-to-person communication in all forms including, but not limited to, voice (telephone), text (electronic mail and file transfer), and image (graphics and television). Authorized personnel are permitted to view and/or modify any electronic files, including electronic mail messages, as required by law, for any legitimate business reasons, or in the course of diagnosing and resolving system problems and maintaining information integrity.

College facilities and accounts are to be used for the activities or purposes for which they are assigned. College computing resources are not to be used for commercial purposes without written authorization from the College.

This policy provides general guidance and may be supplemented by additional regulations governing particular sub-systems of the College information technology resources. The Board charges the administration with the responsibility, and the Board delegates the administration the authority to develop appropriate guidelines, regulations, and procedures to implement the policy. The College makes no warranties of any kind, expressed or implied, for the technology services it is providing. The College will not be responsible for any actual or perceived damages suffered from the use of its information technology.

Violations of this policy shall be cause for discipline. Alleged violations of this policy shall be subject to the College's disciplinary procedures. Illegal activities by users of the College technology including but not limited to illegal downloading and file sharing are prohibited.

In accordance with Illinois law, any depiction of child pornography discovered by members of the College's information technology staff will be immediately reported to law enforcement authorities.

#### **5.9 COPYRIGHT POLICY – 5/21/96 – revised 5/5/09**

It is the policy of the Board of Trustees of Richland Community College to adhere to the provisions of the Copyright Act of 1976 and all U.S. copyright laws. Faculty, staff, and students of Richland Community College are directed to avoid violation of any and all federal laws protecting copyright. The College recognizes and respects intellectual property rights.

Faculty, staff, and students should consult the following publications for direction on permissible copying: *Guidelines for Classroom Copying in Nonprofit Educational Institutions* and the *Technology, Education, and Copyright Harmonization (TEACH) Act*, and the *Fair Use Guidelines for Educational Multimedia*.

Individuals found to be intentionally in noncompliance with this policy may receive discipline up to and including termination or expulsion.

#### **5.10 RETENTION AND DISPOSAL OF COLLEGE RECORDS – 9/17/96 – revised 5/5/09**

College records shall be retained and disposed of as stipulated in the Illinois Local Records Act 50 ILCS 205. Such records may be disposed of (1) after their retention period is complete, (2) if all local, state, and federal audit requirements

have been met, (3) if they are not needed for any pending or anticipated litigation, and (4) if they have been approved for disposition by the Local Records Commission.

### **5.11 ART ACQUISITION AND PLACEMENT – 8/19/97 – revised 5/5/09**

The College recognizes that the display of works of art provides both aesthetic and educational benefits to the District, whether the works are part of the College's permanent collection or are intended for temporary display.

Though the College's collections and display primarily provide educational support material and promote the development of artistic talent and aesthetic awareness, the permanent collection should strive to represent Illinois art contemporary with the College buildings. Acceptance and display of art must fall within the stated mission of the College.

### **5.12 STATEMENT OF NONDISCRIMINATION AND EQUAL OPPORTUNITY – 1/19/99 – revised 2/20/07; 5/5/09**

Richland Community College subscribes to the principles and laws of the State of Illinois and the Federal Government pertaining to civil rights and equal opportunity, including applicable Executive Orders.

Richland Community College policy prohibits discrimination on the basis of race, color, religion, sex, marital or parental status, national origin or ancestry, age, mental and/or physical disabilities (except where they are bona fide occupational qualifications), sexual orientation, gender identity, military or veteran status, or other legally protected characteristics or conduct.

The College's nondiscrimination policy applies to the admission and retention of students, recruitment, employment, and retention of faculty and staff, and access to and treatment in the College's programs and activities.

Complaints alleging violations of this policy should be immediately reported to the Equal Employment Opportunity (EEO) Officer, as designated by the President. Complaints reported to the EEO Officer shall be resolved within the College grievance resolution process.

#### **No Retaliation**

The College will not retaliate against any person for making a good faith complaint under this policy. Similarly, the College will not retaliate against or discipline any person (other than a person who is found to have violated this policy) who provides truthful information in connection with an investigation. Any employee of the College who retaliates against another employee or student for utilizing the

procedure in this policy will be subject to discipline, up to and including termination.

If any employee believes that he or she has been retaliated against for exercising his or her rights under this policy, the employee should report such conduct immediately to the EEO Officer. Any employee who makes a complaint that he or she knows to be false will be subject to disciplinary action, up to and including termination.

### **5.13 ACADEMIC FREEDOM STATEMENT – 5/5/09**

Academic freedom is the freedom of faculty to teach the truth in their fields without fear of reprisal. It is the student's right to hear the truth as faculty perceives it in their areas of expertise. Academic freedom implies equal consideration of all sides of a question. Therefore, academic freedom is fundamental for the protection of the rights of the faculty in teaching and of the student to freedom in learning. Along with academic freedom are duties correlative with rights. These duties include adherence to all College policies, procedures, rules, and practices.

Faculty are citizens, mentors of a learned profession, and officers of an educational institution. When they write or speak as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As persons of learning, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate. They should respect the fact that others have the right to their own opinions, and should make every effort to indicate that they are not speaking for or representing the institution when they write or speak as citizens.

### **5.14 NAMING OF COLLEGE FACILITIES – 5/5/09**

As a method of recognition of a significant contribution from an individual or organization to the College and its mission, certain College-owned or controlled facilities, assets or programs may be named for the individual or organization. The College President shall present recommendations for naming to the Board of Trustees for acceptance by voice vote. The College President will develop guidelines to be used for naming of College assets.

### **5.15 PUBLICATIONS AND PUBLICITY – 5/5/09**

The President or designee shall be responsible for disseminating public information about the College including; coordinating all contacts with and inquiries from the news media regarding College programs, services, activities, and special events; preparing and distributing all news releases and public service

announcements distributed to the news media; and arranging for all appearances on talk shows and news programs.

The preparation of all official publications of the College intended for distribution to the general public will be supervised and released under the direction of the President of the College or designee.

#### **5.16 INTELLECTUAL PROPERTY – 9/20/11**

It is the intent of Richland Community College (RCC) to foster an environment in which innovative and creative activity is encouraged for the practical benefit to the public, while maintaining and protecting the intellectual property interests of the creator, the College, and the District. For purposes of this policy the creator may be an author, an inventor, or a team responsible for making contributions toward the creation of intellectual property and may include faculty, staff, students, and/or community members.

The College recognizes the use of copyrights, trademarks, and patents as typical methods of intellectual property protection. Trade secrets can also be protected using nondisclosure or confidential disclosure agreements.

The College recognizes traditional scholarly works as exempted copyrightable works. These may include class notes; books and other articles; courseware; musical, dramatic, or artistic works. Ownership of exempted copyrightable works resides with the creator.

Ownership of intellectual property resides with the creator, except when *any* of the following exception conditions are met.

1. Under or subject to agreement between RCC and a third party
2. Significant directed financial support from RCC for a specific project
3. Commissioned by RCC
4. Significant RCC nonfinancial resources are required to develop the work
5. Use of RCC name, logos, or insignias for commercial use
6. Subject to contractual obligations by a third party

Absent a negotiation and prior agreement, all rights in copyrights, trademarks, patents, industrial design, and trade secrets shall reside with the creator. Should any of the exception conditions exist, absent prior agreement, the intellectual property resides with the College.

Unless agreed upon by both parties, right of use of intellectual property resides with the owner. Ownership cannot be wrested by any third party without prior agreement by the owner. In addition, in instances where applicable exception conditions are not clear, it is the responsibility of the creator to disclose and clarify ownership to the applicable Richland Vice President at the earliest possible point

to avoid possible outside intellectual property claims.

In addition, the College reserves the right at any time to transfer or abandon its intellectual property rights under this policy. Any such transfer or abandonment must be in writing and signed by the President. The College also reserves the right at any time to cease its financial support for developing, protecting, or commercializing any of its intellectual property.

#### **5.17 Official College Sponsored Social Media – 9/18/12**

It is the policy of the Board of Trustees of Richland Community College to acknowledge that social media plays an important role in the lives of the community, students, faculty, and staff. Richland Community College will maintain official social media sites to support the College in accomplishing its mission and vision, achieving its goals and objectives, and advancing the College's Core Values.

The President or designees shall be responsible for disseminating public information about the College through the use of official College sponsored social media.

Richland Community College encourages feedback and comments from our followers, which include prospective students, current students, alumni, staff and members of the community. We remain committed to maintaining these sites as a safe and family-friendly forum for sharing information.

In the spirit of maintaining a positive environment to our site visitors, Richland Community College reserves the right to remove any comments or wall postings from official college-sponsored pages that are inappropriate, inflammatory or damaging to Richland Community College or any individual.