REND LAKE COLLEGE POLICY MANUAL

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Foreword

This Policy Manual sets forth the policies adopted by the Board of Trustees of Community College District No. 521. The Manual is to be used by trustees, College personnel, students, and community members for the conduct of relationships and responsibilities relative to the operation of the College.

Board policies shall become effective immediately upon adoption. The Official Minutes of meetings of the Board are considered an extension of this Manual, and subsequent actions of record shall, in case of conflict, take precedence over the policies contained herein.

Any laws now existing, or hereafter enacted, amended, or supplemental, where applicable, will take precedence over Board policy.

Suggestions for changes should be submitted in writing to the office of the President for consideration. If the President deems appropriate, recommendations which require the adoption of a new policy or the revision of existing policy will be brought to the Board by the President.

In addition to this policy manual, various additional college documents have been adopted by the board to delineate policies, procedures, rules and regulations for specific programs. In the event a policy of the College or any provision which is found within this manual thereof conflicts with any provision of such a board-approved document which governs a specific program, the board-approved program document shall prevail.

Accreditation

Rend Lake College is accredited by the Higher Learning Commission, and certain other specific programs are accredited or recognized by other agencies, as noted in the official college catalog and on the college website.

Mission Documents

Mission Statement

Rend Lake College provides accessible, high-quality educational opportunities which empower a diverse student population to achieve their goals and contribute to their communities. We are committed to our students' success in achieving their academic and career goals and to meeting the workforce and training needs of our community. With Rend Lake College, student journeys start here.

Value Statement

In serving our students and community, we are student-focused, authentic, and resourceful.

Institutional Outcomes

Rend Lake College has adopted four essential learner outcomes, fundamental learning objectives embedded in every program of study, that all degree-completing students should be able to demonstrate. They are:

Critical Thinking: Demonstrate the ability to think in a self-directed, reflective manner when understanding, evaluating and solving problems.

Problem-Solving: Demonstrate the ability to resolve computational problems.

Oral Communication: Demonstrate the ability to communicate clearly, concisely, and effectively through verbal and non-verbal language.

Written Communication: Demonstrate the ability to communicate clearly, concisely, and effectively through written language.

Who We Are

Institutional history defines the College from the perspective of organization and assets; however, the people who operate within the college systems and manage those assets are the primary element for successful education. We believe all employees, regardless of their job description, are part of each student's education. Administrative, community outreach, student service, and physical plant personnel all support the student learning process. Our instructors are primary points of contact with the Rend Lake College educational experience. These educators are generally organized into four divisions: Allied Health; Applied Science & Technology; Arts and Sciences; and Community & Corporate Education. Whether in a supporting role or as a direct point of contact, each college employee draws upon professional expertise and academic accomplishment to promote the success of every student.

Who We Serve

Student-centered colleges are best defined by who they serve. An understanding of the distinctiveness of our student population allows us to effectively meet the goals of our programs and succeed in our mission. RLC is committed to fair treatment, access, opportunity and advancement for all students, faculty, and staff, while striving to identify and eliminate barriers that have prevented the full participation of some groups.

Our population's cultural distinctiveness is centered on age and socioeconomic status more than diverse ethnic origin. As global connectivity broadens, so too do our program offerings. We continue to serve groups with diverse characteristics, such as:

- Age
- Disability
- Gender
- National origin
- Race/ethnicity
- Religion
- Socioeconomic status
- Special populations

Rend Lake College provides general, transfer, and career technical education to both traditional and non-traditional students through the use of reciprocal agreements; regional, state, and national education programs; dual-credit high school classes; and opportunities for civic engagement. We offer skill and trade opportunities for students seeking employment and economic mobility. We also provide professional and personal fulfillment as well as growth through community and corporate education classes.

Often, an individual's purpose for engaging with the college is a combination of factors such as:

- Career Retraining
- Economic Mobility
- Enrichment / Hobby
- Lifelong Learning
- Discovery / Curiosity
- Educational Requirements
- Healthy Lifestyle
- New / Enhanced Skills

Rend Lake College values neurodiversity, including conditions such as autism, ADHD, dyslexia, and dyspraxia, as a crucial aspect of human variation that enhances our educational journey and community. Our commitment is to foster a supportive environment where neurodivergent individuals are acknowledged, respected, and enabled to unleash their full capabilities.

Working together, we can create a brighter future for all individuals, including those with neurodivergent conditions, by providing them with the necessary resources, support, and opportunities for success in and out of the classroom. Our commitment to embracing neurodiversity and learning more about its impact will bring positive outcomes for everyone involved.

Common Outcome

Regardless of the cultural backgrounds, purposes or origins of our constituents, Rend Lake College serves each individual equally with an open admission policy and an opportunity for success. Furthermore, Rend Lake College is united by the shared commitment of students, faculty, staff, and community to meet its institutional, educational, and program objectives.

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.

BOARD OF TRUSTEES AND ADMINISTRATION MATTERS – SECTION 1

1. BOARD OF TRUSTEES & ADMINISTRATION MATTERS

1.1000 Board of Trustees Governance

POLICY

Rend Lake College is governed by the laws of the state of Illinois, and in particular, the Illinois Public Community College Act (110 ILCS 805/1-1 et seq.). Rend Lake College is a public institution of higher education, and by statute, was made a part of the state system of higher education.

Rend Lake College is a two-year public community college organized in accordance with the Illinois Public Community College Act. As such, it is a local governmental entity with taxing authority. To our knowledge, there are no applicable Internal Revenue Service regulations for non-profits which apply to the College.

As the legislative body of the College District, the Board of Trustees is responsible for the development and the adoption of District policies and for making decisions related thereto. Its authority in these areas is final, subject to legal limitations.

The Board of Trustees of Rend Lake College derives its authority from, and is governed by, the Illinois Public Community College Act (Chapter 110 ILCS 805/1-1 et seq.) and all subsequent revisions to that Act.

1.1100 Membership and Election of Board of Trustees

POLICY

The Board of Trustees shall consist of eight (8) members – seven (7) regular members and a student member – as provided in 110 ILCS 805/3-6 and 3-7.

Every regular board member shall, on the date of their election, be citizens of the United States, eighteen (18) years of age or older, and a resident of Illinois and District 521 for at least one (1) year immediately preceding the election, and not a member of a common school board unless as excepted by 110 ILCS 805/3-7.

The election of the regular members of the Board shall be non-partisan and shall be held at the time and in the manner provided in the general election law (10 ILCS 5/1-1 et seq.). Pursuant to the existing election code, the consolidated election occurs in odd-numbered years and shall be held on the first Tuesday in April except when it conflicts with the celebration of Passover, and the election will be postponed to a first Tuesday following the last day of Passover.

The Student member shall be selected by Campus Rights Student Referendum for a one-year term beginning on or before April 15 of each year.

1.1200 Student Board Member

POLICY

The student board member policy is guided by 110 ILCS 805/3-7.24. The student member must be a student enrolled in the College. The student member shall be selected by campus-wide student referendum for a one-year term beginning April 15 of each year, and he or she shall have all privileges of membership, including the right to make and second motions, to attend executive sessions, and to cast an advisory vote. To fill an unexpired term of a student Board member in the event of a vacancy, the President's Executive Leadership Team and/or President's Cabinet shall recommend to the Board a student to fill the remainder of the term.

Student candidates for election must, on the date of election, have accumulated at least 12 credit hours with at least a 2.00 grade point average, be enrolled as a full-time student, and be a citizen of the United States.

Once elected, the student trustee must maintain full-time student status and must further maintain a semester and cumulative 2.00 grade point average. Any student enrolled in the College during the time the election is held shall be eligible to vote in the secret ballot election.

1.1300 Organization of the Board and Term of Office

POLICY

Board members are elected pursuant to Illinois general election law (10 ILCS 5/). Following each election and canvas, the new Board shall hold its organizational meeting on or before the 28th day after the election. At the organizational meeting, the Chair of the Board, or in his/her absence, the President of the College or acting Chief Executive Officer of the College, shall convene the new Board, and conduct the election for Chair, Vice-Chair & Secretary. The Board shall then proceed with its organization under the newly elected Board Officers, and shall fix a time and place for its regular meetings. Any newly elected board member must take the Open Meetings Act training available through the website of the Illinois Attorney General. A copy of the certificate of completion of the training must be sent to the President's Office at the college for filing.

The Board of Trustees will appoint a treasurer and college attorney to serve at the pleasure of the Board. The treasurer and college attorney may not be current members of the Board of Trustees.

The Board Officers shall be elected by the Board of Trustees for two-year terms.

The Chair of the Board shall preside at all board meetings and shall perform such duties as are imposed by law or by action of the Board. The Chair shall make all Board Committee appointments, call special meetings, direct the preparation of the meeting agenda, serve as an ex-officio member of all Board Committees, represent the interest of the Board on a day-to-day basis, and act as spokesperson for the Board in communications to the public. The Vice-Chair shall serve in the Chair's absence. If the Chair or Vice-Chair is absent from any meeting or refuses to perform his/her duty, a Chair pro tempore shall be appointed by the Board from its membership.

The Secretary shall perform the duties usually pertaining to his/her office, including the signing of all official legal documents of the Board; direct the preparation of legal notices in all official newspapers designated by the Board; provide for the custody of all records, proceedings and documents of the Board, including making them available; record call to order and adjournment, motions, seconds, and voting; record attendance, absence, late arrival, and early departure of members; and other such occurrences as necessary for an accurate record of Board proceedings. If he/she is absent from any meeting or refuses to perform his/her duties, a member of the Board shall be appointed Secretary pro tempore.

1.1305 Authority, Powers and Duties of the Board of Trustees

POLICY

Board authority, powers and duties are governed by 110 ILCS 805/3.18-60. Board members have authority only when acting as a Board of Trustees legally in session. The Board shall not be bound in any way by any action or statement on the part of any individual Board member or employee, except when such statement or action is in pursuance of specific instructions by the Board of Trustees when in legal session. The primary rule of the Board is to establish policies that allow the President to administer the College effectively and efficiently. In deliberations of any matter before them, board members may offer individual points of view. Once a decision is reached, trustees shall accept that decision as the official board position on the matter.

While the overall duties and responsibilities of the Board of Trustees are set forth in the Public Community College Act, these duties generally include, but are not necessarily limited to:

A. Perform such services as may be necessary for the operation of the College under the Public Community College Act.
B. Select, hire, annually evaluate per 110 ILCS 805/3-75, and establish the salary and conditions of employment of the President of the College.
C. Approve the annual budget for the operation of the College for submission to the Illinois Community College Board.
D. Approve the preparation of capital equipment and capital construction budgets.
E. Approve the expenditure of all funds as prescribed in purchasing procedures.
F. Appoint or dismiss employees upon the recommendation of the President.
G. Fix the rate of compensation for all employees.
H. Review and approve all salary schedules.
I. Consider and act upon program and curricular offerings of the College.
J. Consider and act upon all recommendations of the President on matters of policy pertaining to the welfare of the College.
K. Consider and act upon recommendations of the President on matters related to construction, maintenance and operation of the physical structures and grounds of the College and upon acceptance of equipment and supplies.
L. Require such reports from the President of the College as are deemed necessary.
M. Provide for an annual audit of all funds handled under the authority of the College in accordance with law and generally accepted accounting procedures.
N. Approve the establishment of advisory committees as deemed necessary to implement the curricula or technical programs.
O. Establish tuition and fees.
P. Provide, through purchase or lease, site and temporary and permanent facilities.
Q. Provide for the awarding of certificates and diplomas and the conferring of appropriate degrees upon the recommendation of the President and the faculty.
R. Approve the organizational structure of the College.
S. Approve regulations governing the behavior and conduct of students and guiding the co-curricular program of the College.
T. Provide policies for the authorization and supervision of travel for the purposes of the College.
U. Make available for inspection College policies and procedures for the conferring and informing of all members of the College constituency.
V. Approve policies for the admission of students.
W. Invest or cause to be invested any surplus funds in securities which meet the requirements of the Illinois Public Community College Act and which provide for the most attractive rate of investment as possible.
X. Approve the issuance of all employment contracts and notices as well as contract language changes.
Y. Grant leaves upon the recommendation of the President.
Z. Provide for or participate in provisions for insurance protection and benefits for College employees and their dependents, including but not limited to retirement annuities and medical, surgical and hospital benefits in such terms and amounts as shall be determined by the Board for the purpose of aiding in securing and retaining the services of competent employees.
AA. Borrow money and issue or cause to be issued bonds for the purposes and in the manner provided by law.
BB. Establish or cause to be established a working cash fund which shall be maintained and administered for the purpose of enabling the Board to have in its treasury at all times sufficient money to meet demands thereon.
CC. Authorize interfund loans from any fund or any other fund maintained by the Board.

DD. Procure or cause to be procured fire and extended coverage insurance on buildings and furnishings and procure liability and other types of insurance and indemnity bonds.

EE. Accept federal funds when proffered for all types of educational programs for student services and advising and for construction of physical facilities.

FF. Accept gifts or grants from any other source when proffered for all types of educational programs for student services and advising and for construction of physical facilities.

GG. Enter into contracts or agreements with persons, organizations, associations, educational institutions, or government agencies for providing or securing educational services.

HH. Enter into contracts or agreements with any corporation that is organized for educational purposes under the Illinois General Not-for Profit Corporation Act.

II. Sell or cause to be sold at private or public sale any personal or real property belonging to the district.

1.1310 Board / President Relationships

POLICY

A fundamental factor in the successful operation of any community college is the maintenance of sound and harmonious work relationships between boards of trustees and presidents. These relationships are subjected daily to a variety of stresses which occasionally result in their deterioration. Such deterioration is inevitably accompanied by consequences which are detrimental to both institutions and individuals.

The President in dealing with the Board of Trustees should:

A. Keep Board members informed fully regarding the state of the institution – its strengths, opportunities for improvement, and progress toward achieving its objectives.

B. Recommend to the Board for its consideration and approval those policies or policy changes considered important for effective operation of the College.

C. Provide the Board with careful study and advice regarding all policy proposals initiated by the Board.

D. Support Board decisions and exercise maximum effort to implement such decisions, even though they may have been made without or against his/her recommendation.

E. Treat all members of the Board equally. Maintain a professional and even-handed stance in the unhappy event of a division of the Board, or of unfriendly relations among Board members.

F. Be sympathetic and understanding of the difficult position of Board members in representing the College's many publics, and assist them to the best of their ability to discharge their roles in an effective fashion.

G. Represent individual members of the Board in a professional and supportive manner to all factions of the public, even though the President may privately disagree with the stand or behavior of a Board member.

H. Provide the Board with a professional and objective assessment of any opportunities noted to improve its operation and general functioning.

I. Maintain strict neutrality regarding Board elections insofar as the public and staff are concerned.

J. Avoid public utterances or actions which will discredit the Board, undermine public confidence, or otherwise serve to damage the image of the College.

K. Work closely with the Board and particularly so with its Chair so that the district will benefit from a strong and coordinated team approach.

L. Provide maximum assistance to new members in their indoctrination to Board membership.

M. Provide the Board with appropriate advance notice of plans to resign or seek another position.

N. Avoid discussing with the public contractual difficulties or agreements regarding job separation that may have been reached with the Board of Trustees.

The Board of Trustees in dealing with the President should:

A. Be sympathetic and understanding of the difficult position of the President in carrying out leadership responsibilities amid the wants and concerns of students, faculty, staff and the general public.
B. Seek President's advice and counsel regarding matters of policy before making a final decision.
C. Give the President full confidence and support realizing that the chief executive needs this assistance in order to perform with maximum effectiveness.
D. Expect its Chair to work particularly closely with the President to promote and facilitate the best possible communication and cooperation between the Board of Trustees and its President.
E. Inform the President immediately of any questions or concerns about the College or district so that appropriate follow-up actions may be taken.
F. Help assure the orderly operation of the College by insisting that employees make use of established channels before bringing their concerns to the Board.
G. Require that the interests and welfare of the entire district be considered before those of any special interest group.
H. Assist by supporting fully all Board decisions once they have been made, even though the vote may have been divided.
I. Inform the President immediately of any concerns regarding performance, conduct or style that in the opinion of the Board may require attention.
J. Provide the President with adequate time to correct any deficiencies noted.
K. Exert every effort to conduct discussions relating to contract termination in a professional manner, being always sensitive to the potential for damage to both the district and the President.
L. Avoid discussing with the public contractual difficulties or agreements regarding job separation that may have been reached with the President.
M. Give the President a reasonable period of time to find another position.

1.1315 Confidentiality

POLICY

Trustees will maintain confidentiality of privileged information, including all information discussed in closed or executive session meetings and other communications such as attorney-client privilege matters. Any Board member who intentionally violates confidentiality shall be subject to private or public censure by action of the remaining members of the Board.

1.1320 Board of Trustees Code of Ethics

POLICY

In order to ensure public confidence in the College and to comply with the State Officials and Employees Ethics Act (5 ILCS 430/1-1, et seq.), Board members must perform their duties in a proper and ethical manner and avoid even the appearance of impropriety. Thus, in the best interests of the College, the Board shall subscribe to the following Code of Ethics:

A. General Provisions
   1. Definitions – The following terms shall be given the definition as set forth in Section 1 of the Act
      a. Campaign for elective office
      b. Candidate

c. Collective bargaining
d. Compensated time
e. Compensated time off
f. Contribution
g. Gift
h. Leave of absence
i. Political activity
j. Political organization
k. Prohibited political activity
l. Prohibited source

2. For the purposes of this policy, "officer" shall mean any member of the Board of Trustees. "Employer" shall mean the Board of Trustees (sometimes referred to herein as the "Board").

B. Prohibited Political Activities – Prohibited political activities are enumerated in 5 ILCS 430/5-5 through 5-15. It is the policy of Rend Lake College to adhere to the requirements as outlined in these sections.

C. Gift Ban – Gift ban regulations are enumerated in 5 ILCS 430/10-10 through 10-40. It is the policy of Rend Lake College to adhere to the requirements as outlined in these sections.

D. Board members shall keep in confidence information that has been obtained in the course of professional service, unless disclosure is required by law or is otherwise authorized by the Board.

E. Board members shall not use College time, supplies and materials, funds, facilities, equipment, property, or students for personal financial gain.

F. Board members shall not seek to unduly influence personnel decisions.

G. Board members shall not seek to influence the purchase of products or services by the College when such influence may result in personal gain.

H. Board members shall not be interested directly or indirectly in any contract, work, or business of the College except as provided by law (110 ILCS 805/3-48).

I. Board Trustees who are elected or appointed after January 1, 2017, will be required to complete a minimum of four hours of professional development training covering specified topics during the 1st, 3rd, and 5th year of his/her term. Trustees must certify completion of the training to the Secretary of the Board. In the event that a trustee fails to complete the training program as required in Illinois Public Act 99-0692, the Secretary of the Board shall send a notice to all board members and the President of the failure. The College shall also maintain on its website a listing of all board members who have or have not successfully completed the training.

1.1325 Formulation of Policies

POLICY

The Board shall be responsible for the adoption of written policies concerning the governance and operation of the College which are contained in this Rend Lake College Policy Manual. The Board may further adopt from time to time rules and regulations in furtherance of these policies. These policies may be amended by a vote of the majority of the Board at two consecutive regular meetings. All amendments shall be promptly recorded in the Rend Lake College Policy Manual.

PROCEDURE

A suggested new policy or change in an existing policy may be initiated at any level. However, most faculty-initiated policy recommendations will originate in the Academic Council. These may be referred to a subcommittee of the Academic Council. Suggested new policies passed by the Academic Council, if so appropriate, will be discussed with the President's Executive Leadership Team and/or President's Cabinet. The policy as recommended by the Academic Council as well as recommendations made by such other groups will be presented to the President's Cabinet for review.

The President may seek advice from the President's Executive Leadership Team and/or President's Cabinet and make his/her recommendation to the Board of Trustees. Should a situation arise when the President of

the College cannot support the policy recommendation of the Academic Council, the Council will be provided the opportunity to be heard by the Board under the agenda item Academic Council.

Curricular and instructional matters shall be dealt with primarily by instructional staff, Deans, the appropriate Associate Vice President, and the Vice President of Instruction and Student Affairs.

1.1330 Formulation of Procedures

POLICY

The administration may adopt procedures to carry out the provisions of the Rend Lake College Policy Manual. These procedures may be amended at a single meeting by a vote of the majority of the Board present.

1.1335 Indemnification

POLICY

The Board shall be indemnified and protected against civil rights damage claims and suits, constitutional rights damage claims and suits, death, bodily injury, property damage claims and suits, including defense thereof when damages are sought for alleged negligent or wrongful acts while the Board members are engaged in an exercise and performance of any power or duties of the Board.

The Board, along with employees, shall be covered under the College's liability insurance to cover all claims while the Board member is engaged in the exercise or performances of their powers or duties. Such insurance shall be carried in a company licensed to write such coverage in the State of Illinois.

1.1340 Other Services

POLICY

Other services may include any other duties of the board as recommended by the college President.

1.1345 Vacancies

POLICY

Whenever a vacancy occurs on the Board, the remaining members shall fill the vacancy by appointment until the next regular election for community College Board members and is certified in accordance with Sections 22-17 and 22-18 of the Election Code. The successor must have the same type of qualifications as their predecessor. If the remaining members fail to act within 60 days after the vacancy occurs, the Chair of the State Board of Education shall fill the vacancy and the person so appointed shall serve until a successor is elected at the next regular election of Board Members and is certified in accordance with the Election Code.

If the vacancy occurs with less than 4 months remaining before the next scheduled consolidated election, and the term of office of the Board Member vacating the position is not scheduled to expire at that election, then the term of the person so appointed shall extend through the election and until the next succeeding consolidated election.

1.1400 Meetings of the Board

POLICY

No business shall be conducted by the Board except at a regular meeting, or an adjourned meeting, or at a duly called special meeting. The college President shall be present at all meetings of the board.

A majority of the voting members of the Board shall constitute a quorum for the transition of business. A majority of those voting on an issue shall determine the outcome thereof. If less than a quorum is available, the Board must adjourn any meeting to a future date.

A Board member not physically present at a meeting may vote by voice by video or audio conference on any question that comes before the Board for vote, if, but only if,

a. A quorum of the Board is physically present at the meeting;
b. The inability of the Board member to be physically present at the meeting is due to (i) personal illness or disability; (ii) employment purposes or the business of the public body; (iii) a family or other emergency; or (iv) unexpected childcare obligations; and
c. The Board member's voice is simultaneously broadcast to the meeting. (5 ILCS 120/7)

A. Meetings

1. Organizational Meetings – This policy follows 110 ILCS 805/3-8. Following any election for membership on the Board, the Chair of the Board shall convene the new Board on or before the 28th day after the election and conduct the election for Chair, Vice-Chair and Secretary. The new Chair, Vice-Chair and Secretary shall each serve two-year terms.
2. Regular Meetings – This policy follows 110 ILCS 805/3-8. Regular meetings of the Board shall be held monthly on the day and at the hour designated by the Board. Meetings shall be held in a designated assembly room at the College. The regular meeting may, however, be set at another time or place or be postponed by the Board.
3. Special Meetings – Special meetings may be called by the Chair or by any three members of the Board. Notice of any special meeting shall be given at least 48 hours in advance; shall be in writing stating the time, place, and purpose of the meeting; and shall be served on other Board members in accordance with the Act. Public notice of any special meeting shall be given to any news medium that has filed an annual request for notice of Board meetings, and by posting a copy. No business shall be transacted in special meetings other than that which pertains to the purpose of the special meeting as set forth in the notice.
4. Adjourned Meetings – A meeting of the Board may be adjourned and reconvened at a later date. The requirement of public notice of reconvened meetings does not apply to any case where the meeting was open to the public and (1) it is to be reconvened within 24 hours, or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda.
5. Emergency Meetings – In the event of an emergency, the Board may convene an emergency meeting provided that notice of such emergency meeting shall be given as soon as practicable prior to the holding of such meeting to any news medium which has filed an annual request for notice in accordance with the Open Meetings Act.

B. Agenda

1. The President shall prepare a tentative meeting agenda for all Board meetings subject to approval by the Board Chair. Following preparation of an agenda, the President shall distribute, in advance, to all Board members those documents and reports which relate to the Agenda. Materials supporting the Agenda are considered to be privileged documents and are expected to be held confidential until they become a part of the public record.

C. Notice of Meetings

1. Annual Notice – At the beginning of each calendar year, the Board shall prepare and make available a schedule of all of its regular meetings for such calendar year, listing the times and places of such meetings. This schedule also will be posted to the college's website in accord with 5 ILCS 120/2.02. If a change is made in regular meeting dates, at least ten (10) days notice of such change shall be given by publication in the newspaper of general circulation in the area. Notice of such change shall

also be posted at the Administration Building of the College. Notice of such change shall also be supplied to the news media which have filed an annual request for notice.

2. Public Notice and agenda of a regular meeting shall be posted at the Administrative Building of the College and at the location where the meeting is to be held at least 48 hours in advance of the holding of the meeting. The College shall also post on its website the agenda of the regular meeting of the Board, and shall remain posted on the website until the regular meeting is concluded. The requirement of a regular meeting agenda shall not preclude consideration of items not specifically set forth in the agenda.

3. Public Notice of any special meeting, except a meeting held in the event of a bona fide emergency, or of any rescheduled regular meeting, or of any reconvened meeting, shall be given at least 48 hours before such meeting, which notice must also include the agenda for the special, rescheduled or reconvened meeting. The requirement of public notice of a reconvened meeting does not apply where the meeting was open to the public and;
   a. is reconvened within 24 hours, or
   b. an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda.
4. Notice of an emergency meeting shall be given as soon as practical, but in any event, prior to holding of the meeting, to any news media which have filed an annual request for notice.

D. The Agenda of the Regular or Special Meetings

The agenda of the Regular or Special meetings shall be prepared and sent to the Board members, the press, and other news media by the President of the College.

At each regular or special meeting which is open to the public, members of the public and employees of the College shall be afforded time, subject to reasonable constraints, to comment to or ask questions of the Board. The Board reserves the right to limit the time a person can speak. Any request from the public to be heard at a regular meeting or special meeting must include the desired topic and be received by the President of the College in writing at least 48 hours before the meeting.

Written correspondence may be directed to the Board by sending such correspondence to the President, Rend Lake College, 468 N. Ken Gray Parkway, Ina, IL 62846.

E. Rules of Procedure

Meetings of the board will be scheduled and conducted in accord with the Open Meetings Act (5 ILCS 120/1 et. seq.) and other applicable state laws, the Administrative Rules of the Illinois Community College Board, and when other statues and regulations do not apply, Robert's Rules of Order.

F. Executive Sessions

1. Executive Sessions Procedure
   a. At any meeting for which proper notice has been given, the Board of Trustees may close all or part of the meeting by a majority vote of a quorum present, for any and all reasons listed below or otherwise permitted by law. The specific authorized reason must be stated in the motion, recorded in the minutes, and approved by a roll call vote.
   b. A single vote may be taken to close a series of meetings provided they are scheduled to be held within 3 months of the vote, and all involve the same matter.
   c. Section 2(c) of the Open Meetings Act allows the board to enter executive sessions for the following reasons:
      i. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including

hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

ii. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.

iii. The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.

iv. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in this Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning.

v. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

vi. The setting of a price for sale or lease of property owned by the public body.

vii. The sale or purchase of securities, investments, or investment contracts. This exception shall not apply to the investment of assets or income of funds deposited into the Illinois Prepaid Tuition Trust Fund.

viii. Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property.

ix. Student disciplinary cases.

x. The placement of individual students in special education programs and other matters relating to individual students.

xi. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

xii. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member.

xiii. Conciliation of complaints of discrimination in the sale or rental of housing, when closed meetings are authorized by the law or ordinance prescribing fair housing practices and creating a commission or administrative agency for their enforcement.

xiv. Informant sources, the hiring or assignment of undercover personnel or equipment, or ongoing, prior or future criminal investigations, when discussed by a public body with criminal investigatory responsibilities.

xv. Professional ethics or performance when considered by an advisory body appointed to advise a licensing or regulatory agency on matters germane to the advisory body's field of competence.

xvi. Self evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member.

xvii. The recruitment, credentialing, discipline or formal peer review of physicians or other health care professionals for a hospital, or other institution providing medical care, that is operated by the public body.

xviii. Deliberations for decisions of the Prisoner Review Board.

xix. Review or discussion of applications received under the Experimental Organ Transplantation Procedures Act.

xx. The classification and discussion of matters classified as confidential or continued confidential by the State Government Suggestion Award Board.

xxi. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

xxii. Deliberations for decisions of the State Emergency Medical Services Disciplinary Review Board.

xxiii. The operation by a municipality of a municipal utility or the operation of a municipal power agency or municipal natural gas agency when the discussion involves (i) contracts relating to the purchase, sale, or delivery of electricity or natural gas or (ii) the results or conclusions of load forecast studies.

xxiv. Meetings of a residential health care facility resident sexual assault and death review team or the Executive Council under the Abuse Prevention Review Team Act.

xxv. Meetings of an independent team of experts under Brian's Law.

xxvi. Meetings of a mortality review team appointed under the Department of Juvenile Justice Mortality Review Team Act.

xxvii. (Blank).

xxviii. Correspondence and records (i) that may not be disclosed under Section 11-9 of the Public Aid Code or (ii) that pertain to appeals under Section 11-8 of the Public Aid Code.

xxix. Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America.

xxx. Those meetings or portions of meetings of a fatality review team or the Illinois Fatality Review Team Advisory Council during which a review of the death of an eligible adult in which abuse or neglect is suspected, alleged, or substantiated is conducted pursuant to Section 15 of the Adult Protective Services Act.

xxxi. Meetings and deliberations for decisions of the Concealed Carry Licensing Review Board under the Firearm Concealed Carry Act.

xxxii. Meetings between the Regional Transportation Authority Board and its Service Boards when the discussion involves review by the Regional Transportation Authority Board of employment contracts under Section 28d of the Metropolitan Transit Authority Act and Sections 3A.18 and 3B.26 of the Regional Transportation Authority Act.

xxxiii. Those meetings or portions of meetings of the advisory committee and peer review subcommittee created under Section 320 of the Illinois Controlled Substances Act during which specific controlled substance prescriber, dispenser, or patient information is discussed.

xxxiv. Meetings of the Tax Increment Financing Reform Task Force under Section 2505-800 of the Department of Revenue Law of the Civil Administrative Code of Illinois.

xxxv. Meetings of the group established to discuss Medicaid capitation rates under Section 5-30.8 of the Illinois Public Aid Code.

xxxvi. Those deliberations or portions of deliberations for decisions of the Illinois Gaming Board in which there is discussed any of the following: (i) personal, commercial,

financial, or other information obtained from any source that is privileged, proprietary, confidential, or a trade secret; or (ii) information specifically exempted from the disclosure by federal or state law.

d. No final action may be taken in executive session. All persons entitled to or invited to attend executive sessions, and all persons consulted or directed to prepare materials or render services for such meetings, shall consider all topics, discussions, instructions, and materials pertinent thereto, to be confidential and shall not release to any party information concerning such meeting; provided however, that the information may be released upon authorization by the Board following discussion and a majority vote by a quorum of the voting Board of Trustees members.

G. Minutes of the Meeting

Written minutes of meetings, whether open or closed, and a verbatim record of all closed meetings in the form of an audio or visual recording, must be recorded by the Board Secretary. Minutes will include, but need not be limited to:

1. the date, time and place of the meeting;
2. the members of the public body recorded as either present or absent;
3. summary discussion of all matters proposed, deliberated, or decided, and a record of any votes taken.

Minutes of the meetings open to the public shall be maintained by the Office of the President and shall be available for public inspection within 10 days of the approval of such minutes. The minutes of its regular meeting shall be posted on the College website within 10 days of the approval of the minutes by the Board of Trustees and shall remain open to the public posted on the website for at least 60 days.

Both the written minutes and the verbatim record of a closed meeting shall be maintained by the College President in a locked box. The verbatim record may be destroyed no less than 18 months after completion of the meeting, but only after:

1. The Board of Trustees approves the destruction of a particular recording;
2. The Board of Trustees approves minutes of the closed meeting that meet the written minutes requirements of this policy. Approval of minutes of meetings closed to the public shall be done at the next regularly scheduled board meeting.

The Board shall periodically, but no less than semi-annually, meet to review minutes of all closed meetings. At such meeting, a determination must be made and reported in open session that:

1. the need for confidentiality still exists to all or part of those minutes;
2. that the minutes or portions thereof no longer require confidential treatment and are available for public inspection.

Unless a determination has been made that a verbatim record no longer requires confidential treatment or otherwise consents to disclosure, the verbatim record of a meeting closed to the public will not be open for public inspection or subject to discovery in any administrative or judicial proceedings other than one brought to enforce the law.

Minutes of meetings closed to the public shall be available only after the public body determines that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential.

H. Recording a Meeting

Recording of meetings shall be governed by 5 ILCS 120/2.05. Any person may record the proceedings of public Board meetings by tape, film, or other means. A person wishing to record the meeting shall first inform the college President. Such recordings must be done so as not to distract, disrupt or otherwise interfere with the operation of the public meeting. If additional or extraordinary lighting, microphones or other accommodations are required, permission of the President must first be obtained. Recording parties shall provide their own equipment. During any meeting of the Board or committee, video cameras shall not be placed where they impede the view of the Trustees by any persons in attendance.

I. Committee Meetings

The President of the College or the Chair of the Board may call meetings of Board committees. The President shall attend all committee meetings except when the President's employment or salary is under consideration.

1.1405 Consent Agenda

POLICY

The agenda for all regular meetings of the College Board may contain one or more groupings of items referred to as "Consent Agenda". These will be matters that the College Board discussed at a prior meeting and has indicated its willingness to approve and items similar in nature to those previously approved by the College Board and which, in the judgment of the President, appear to be routine and non-controversial. All items on the Consent Agenda will be voted on in one motion, but will be recorded individually by the Board's secretary in the Board minutes. The Chair of the Board will give any other Board member an opportunity to request the removal of any item from the Consent Agenda. Any item that is requested to be removed shall be removed from the Consent Agenda and once removed from the Consent Agenda, the item will be treated as a separate matter under either "Old Business" or "New Business" as appropriate.

1.1410 Self Evaluation

POLICY

At least once each year, the Board may conduct a self-evaluation.

1.1415 Travel

POLICY

The Board recognizes that it is important for the governance of the College that all Trustees engage in educational and trustee development opportunities beyond the local level, as well as serving as advocates for the community college system and Rend Lake College on local, state and national levels.

Members of the Board shall serve without compensation but shall be reimbursed for their reasonable expenses incurred in connection with their service as members. All requests for reimbursement of travel expenses incurred by members of the Board will be approved by roll call vote at an open meeting prior to payment. Eligible expenses of Board members shall be reimbursed in accordance with procedures established for college faculty and staff.

1.1420 Board Committee Meetings

POLICY

The President of the College or the Chair of the Board may call meetings of Board Committees. The President shall attend Committee meetings except when the President’s employment or salary is under consideration**.**

The Chair of the Board shall appoint 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.

PROCEDURE

Any committee of three or more 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 Meeting Act.

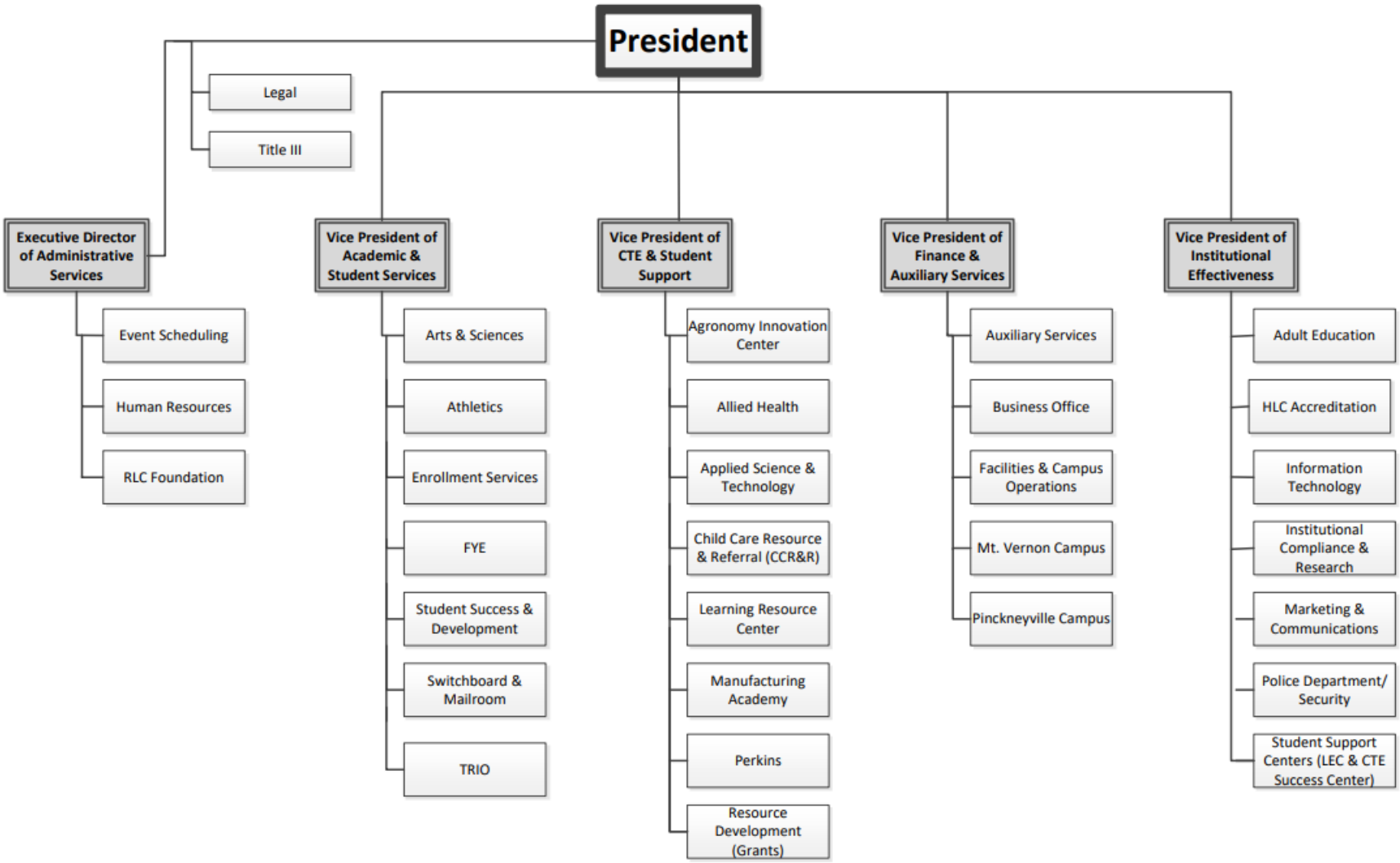
1.5000 Organizational Chart

POLICY

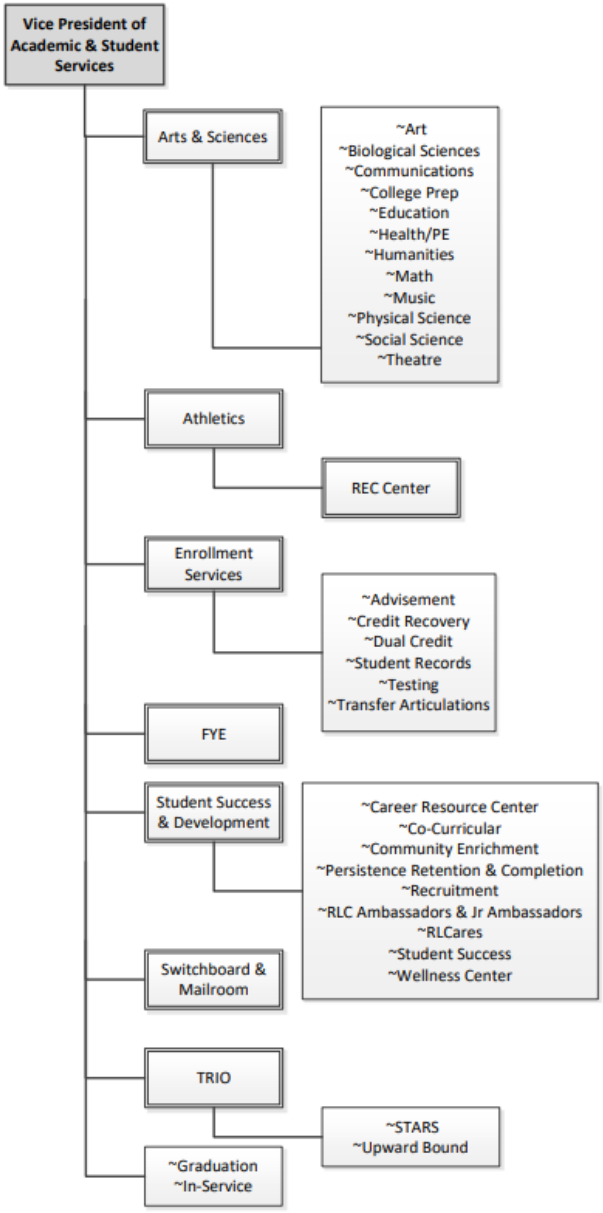
Provisions for administrative organization shall be indicated by the Rend Lake College Policy Manual from time to time.

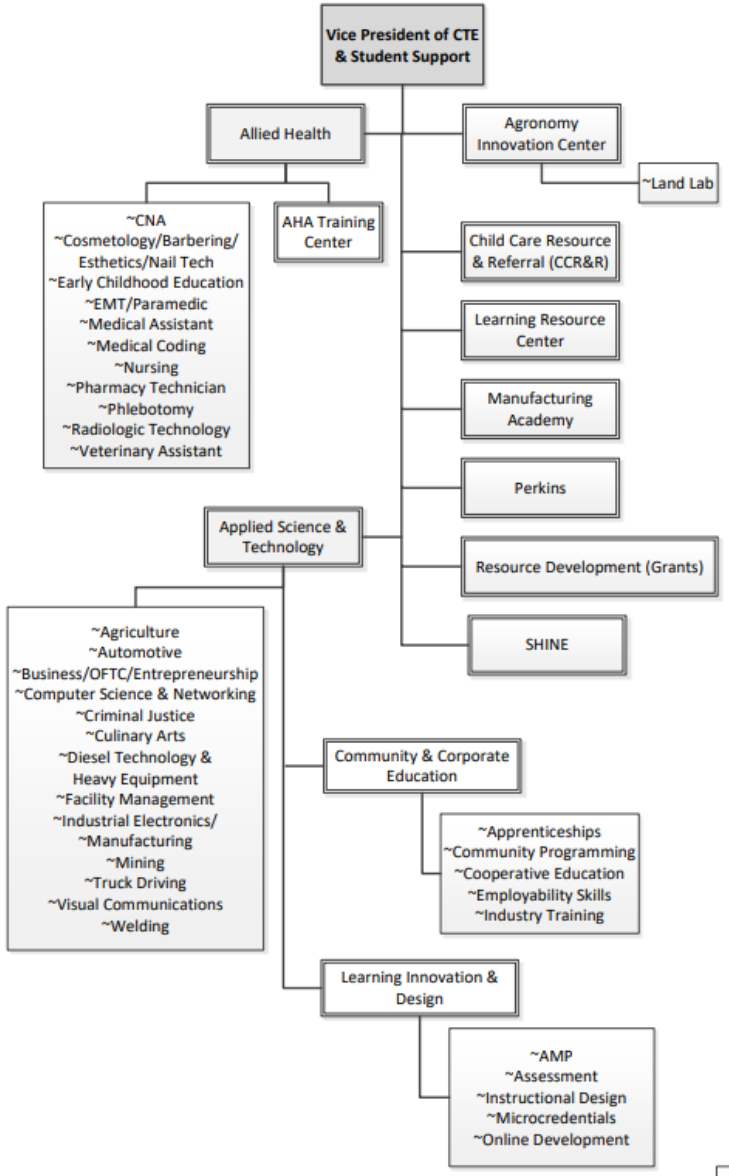
PROCEDURE

See Organizational Chart.

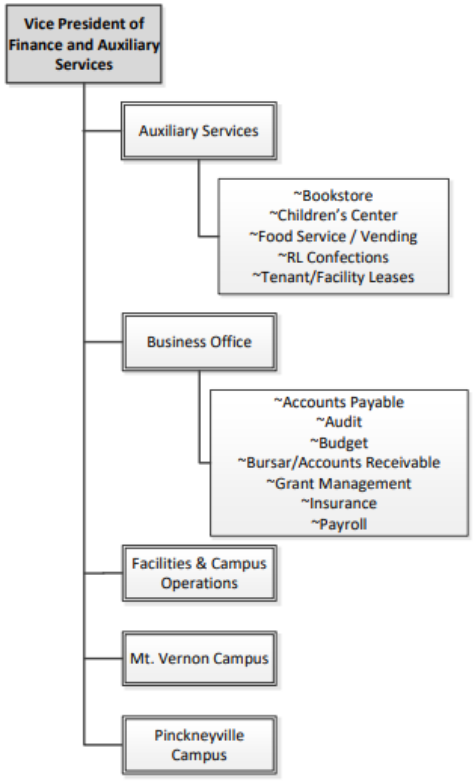

President
Legal
Title III
Executive Director of Administrative Services
Event Scheduling
Human Resources
RLC Foundation
Vice President of Academic & Student Services
Arts & Sciences
Athletics
Enrollment Services
FYE
Student Success & Development
Switchboard & Mailroom
TRIO
Vice President of CTE & Student Support
Agronomy Innovation Center
Allied Health
Applied Science & Technology
Child Care Resource & Referral (CCR&R)
Learning Resource Center
Manufacturing Academy
Perkins
Resource Development (Grants)
Vice President of Finance & Auxiliary Services
Auxiliary Services
Business Office
Facilities & Campus Operations
Mt. Vernon Campus
Pinckneyville Campus
Vice President of Institutional Effectiveness
Adult Education
HLC Accreditation
Information Technology
Institutional Compliance & Research
Marketing & Communications
Police Department/ Security
Student Support Centers (LEC & CTE Success Center)

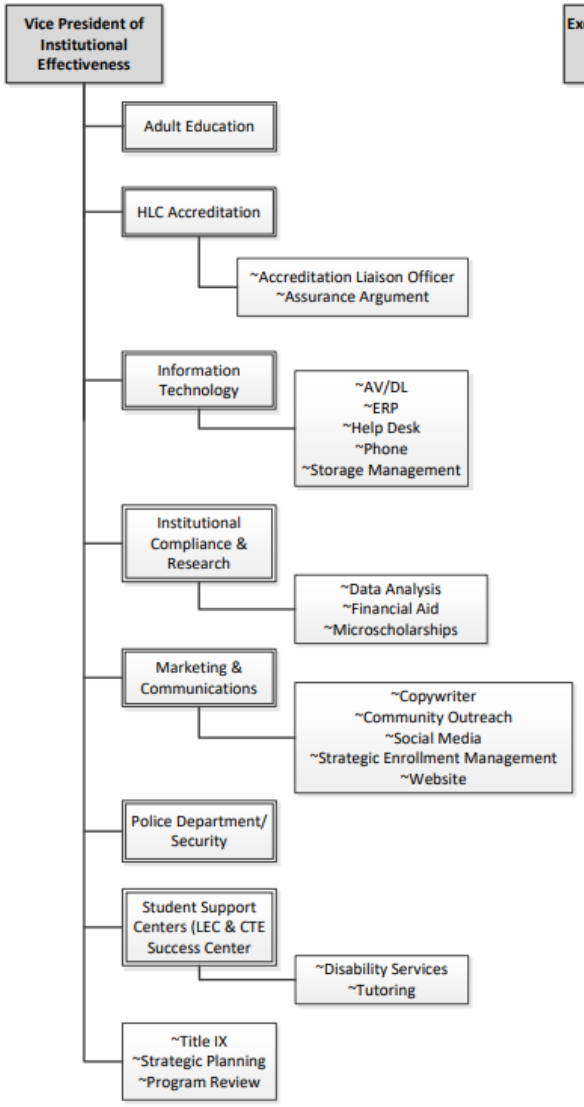
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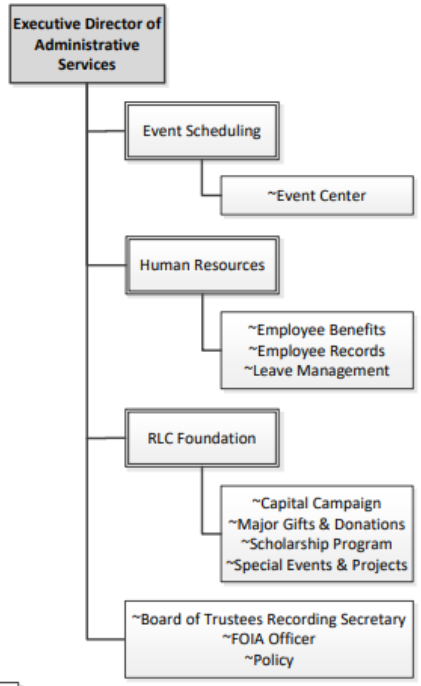

Vice President of Academic & Student Services
Arts & Sciences
~Art
~Biological Sciences
~Communications
~College Prep
~Education
~Health/PE
~Humanities
~Math
~Music
~Physical Science
~Social Science
~Theatre
Athletics
REC Center
Enrollment Services
~Advisement
~Credit Recovery
~Dual Credit
~Student Records
~Testing
~Transfer Articulations
FYE
Student Success & Development
~Career Resource Center
~Co-Curricular
~Community Enrichment
~Persistence Retention & Completion
~Recruitment
~RLC Ambassadors & Jr Ambassadors
~RLCares
~Student Success
~Wellness Center
Switchboard & Mailroom
TRIO
~STARS
~Upward Bound
~Graduation
~In-Service


Vice President of CTE & Student Support
Allied Health
~CNA
~Cosmetology/Barbering/ Esthetics/Nail Tech
~Early Childhood Education
~EMT/Paramedic
~Medical Assistant
~Medical Coding
~Nursing
~Pharmacy Technician
~Phlebotomy
~Radiologic Technology
~Veterinary Assistant
AHA Training Center
Agronomy Innovation Center
~Land Lab
Child Care Resource & Referral (CCR&R)
Learning Resource Center
Manufacturing Academy
Perkins
Resource Development (Grants)
SHINE
Applied Science & Technology
~Agriculture
~Automotive
~Business/OFTC/Entrepreneurship
~Computer Science & Networking
~Criminal Justice
~Culinary Arts
~Diesel Technology & Heavy Equipment
~Facility Management
~Industrial Electronics/
~Manufacturing
~Mining
~Truck Driving
~Visual Communications
~Welding
Community & Corporate Education
~Apprenticeships
~Community Programming
~Cooperative Education
~Employability Skills
~Industry Training
Learning Innovation & Design
~AMP
~Assessment
~Instructional Design
~Microcredentials
~Online Development

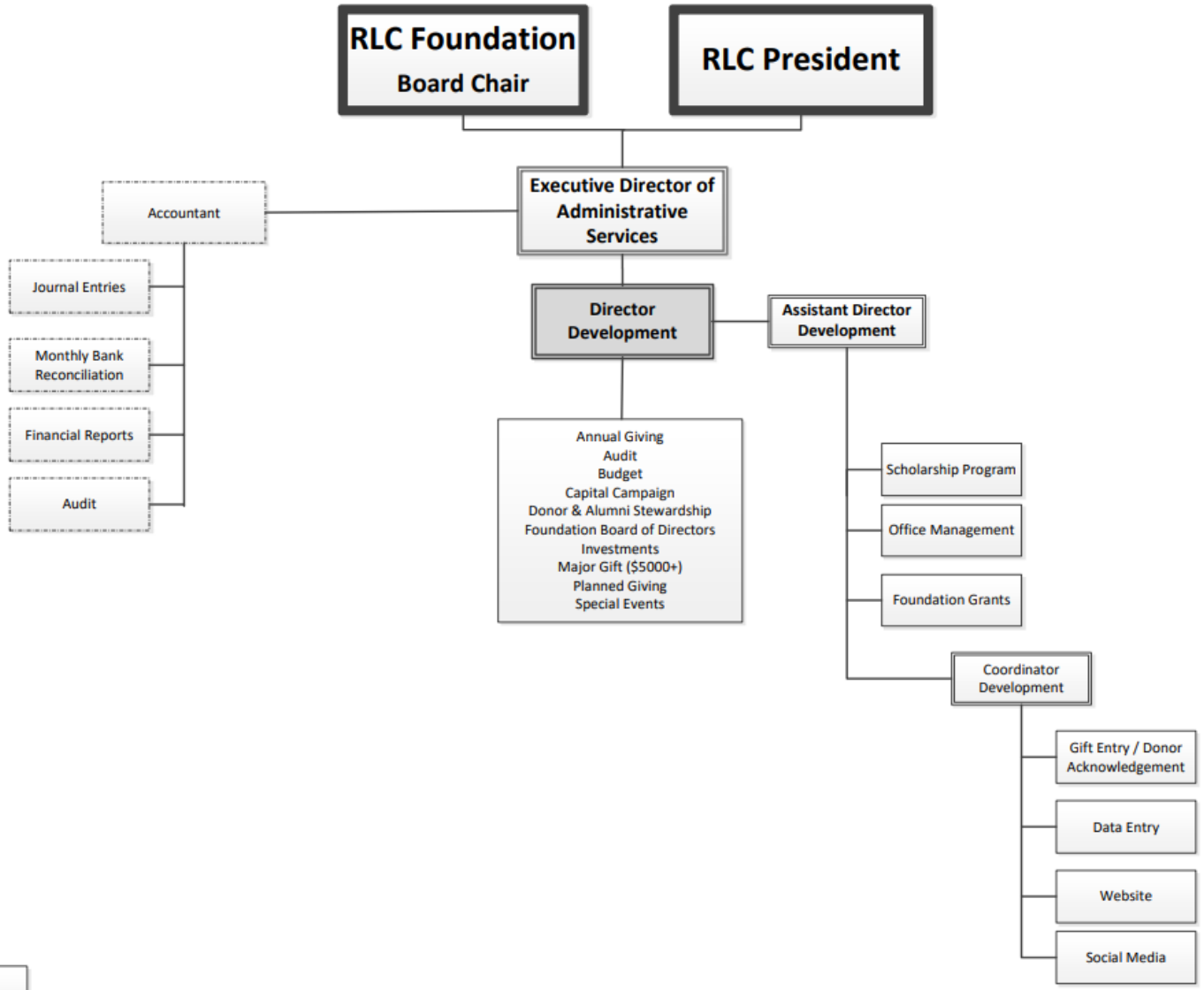
Tier 2, Page 1


Vice President of Finance and Auxiliary Services
Auxiliary Services
~Bookstore
~Children's Center
~Food Service / Vending
~RL Confections
~Tenant/Facility Leases
Business Office
~Accounts Payable
~Audit
~Budget
~Bursar/Accounts Receivable
~Grant Management
~Insurance
~Payroll
Facilities & Campus Operations
Mt. Vernon Campus
Pinckneyville Campus


Vice President of Institutional Effectiveness
Adult Education
HLC Accreditation
~Accreditation Liaison Officer
~Assurance Argument
Information Technology
~AV/DL
~ERP
~Help Desk
~Phone
~Storage Management
Institutional Compliance & Research
~Data Analysis
~Financial Aid
~Microscholarships
Marketing & Communications
~Copywriter
~Community Outreach
~Social Media
~Strategic Enrollment Management
~Website
Police Department/ Security
Student Support Centers (LEC & CTE Success Center
~Disability Services
~Tutoring
~Title IX
~Strategic Planning
~Program Review


Executive Director of Administrative Services
Event Scheduling
~Event Center
Human Resources
~Employee Benefits
~Employee Records
~Leave Management
RLC Foundation
~Capital Campaign
~Major Gifts & Donations
~Scholarship Program
~Special Events & Projects
~Board of Trustees Recording Secretary
~FOIA Officer
~Policy

Tier 2,
Page 2



Revised
12-09-2025

1.5100 President's Duties and Responsibilities

POLICY

The President is responsible to the Board of Trustees for the total College program and shall provide overall leadership and unity of efforts. The President of the College serves at the pleasure of the Board and is responsible for the formulation of policies and procedures which the President recommends to the Board for its consideration and action. The President of the College is also responsible for the implementation of all policies approved by the Board.

The President serves as the liaison between the Board of Trustees and all the employees of the College. As such, communications between the Board and its employees shall be conveyed through the President of the College. In case a matter should arise between the President and an employee that cannot be solved through a grievance procedure and the employee wishes to contact the Board, such an opportunity will be given but it shall be conducted as prescribed in the grievance procedure contained in this manual.

President's Job Description

A. Be responsible for the overall operation and general administration of the College.
B. Prepare agenda for the meetings of the Board of Trustees.
C. Attend all meetings of the Board of Trustees and its committees except when his salary or employment is under consideration.
D. Prepare for approval of the Board such policies and procedures as deemed appropriate.
E. Enforce all policies and procedures adopted by the Board.
F. Submit the annual budget for approval by the Board.
G. Be responsible for accurate and complete records required by state and federal agencies.
H. Be responsible for recommendations regarding appointment, termination, or dismissal of all employees.
I. Fill emergency vacancies as deemed appropriate.
J. Recommend salary and salary schedules to the Board.
K. Write official correspondence as directed by the Board.
L. Assume overall responsibility for establishing and maintaining an adequate public relations program.
M. Direct the development of the building program and utilization of the physical plant.
N. Represent the College as directed by the Board in its relationship with governmental agencies.
O. Attend appropriate professional meetings.
P. Accept resignations from employment on behalf of the Board of Trustees.
Q. Perform any other duties assigned or delegated by the Board of Trustees.

1.5200 General Duties and Responsibilities of Each Administrator

POLICY

All administrators have certain general duties and responsibilities that have a common denominator. These general duties are:

A. To efficiently plan, organize and administer the activities of appropriate departments, offices, or divisions.
B. To keep informed of new developments relating to unit function and to maintain a creative and experimental attitude toward change in order to continuously improve the operation of the unit.
C. To recommend the organization structure and staffing complement.
D. To recommend unit personnel selection.
E. To establish and maintain a unit climate that encourages the development of personnel, the retention of competent personnel, and a high level of morale.

F. To maintain reporting relationships to immediate supervisors, keeping them informed of the unit, apprising them particularly of major or unusual developments, and seeking their advice and counsel.
G. To promote an integrated effort in administration by cooperating with other administrators and staff, and by coordinating activities when such action is needed.
H. To maintain effective relations with members of the staff.
I. To recommend unit budgets for departments, offices, or divisions, and within the limitations thereof, administer these budgets.
J. To serve on committees and councils, and attend professional meetings as directed by or with the approval of immediate supervisors.
K. To assist in the preparation of applications for governmental and private funds.
L. To perform any other duties assigned by the President or immediate supervisor.

1.5300 President's Council

POLICY

President's Council meets quarterly or as needed to receive updates from various programs / departments, and provide those reports as directed. Membership is determined by the President.

1.5305 President's Cabinet

POLICY

President's Cabinet is the principal advisory group to the President's Executive Leadership Team for operational matters and recommendations to be taken to the Board of Trustees. Cabinet assists with strategic planning, proposes new ideas for innovation and efficiency, and facilitates two-way communication by raising pertinent issues and distributing information to their respective departments. Members are chosen by the President, and the group is led by the President or the President's designee.

1.5310 President's Executive Leadership Team

POLICY

The President's Executive Leadership Team (PELT) collaborates to lead Rend Lake College's mission and values. PELT is charged with an institutional outlook including strategic direction, innovation, policymaking, and a futuristic vision. The group works in an atmosphere of trust, enabling candid conversations, and displays RLC's unique strengths, culture and values.

PELT serves as the senior administrative decision-making body at RLC. Members are selected by the college President, who leads the team and may delegate decision-making authority as deemed appropriate. PELT members are empowered to think institutionally, beyond their specific areas of daily responsibility, to bring the broadest perspectives to the table.

GENERAL COLLEGE MATTERS – SECTION 2

2.1000 Enforcement of Policies

POLICY

Violation of a Board policy or procedure, or any promulgated rule or regulation, by an employee shall constitute grounds for disciplinary action. Sanctions for violation of Board policies and procedures, or College rules and regulations, shall include reprimand, suspension and dismissal.

2.1100 Freedom of Information

POLICY

The College will comply with the Illinois Freedom of Information Act, 5 ILCS 140/1 et. seq.

PROCEDURE

Individuals seeking permission to inspect college records and/or obtain copies of records will be instructed by all college employees to make their requests to the FOIA Officer. Rules pertaining to the access to information by the public and instructions for submitting FOIA requests can be found on the RLC website.

The College's FOIA Officer shall process all requests for public records in accordance with the requirements of the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq., including the response deadlines, exemptions from disclosure, and appeal rights established by the Act. Requests should be directed to the FOIA Officer as described above.

2.1125 Mission Statement Review

POLICY

Annually, the Board of Trustees will review the mission documents as part of the strategic planning process. If minor changes in language or formatting are requested by the Board, the President will be asked to contact the relevant college staff to edit the document. The revised document should be presented for review at the next scheduled monthly board meeting. At that time, a decision should be made by the Board as to whether the minor changes require a formal vote of acceptance of the revised mission documents.

PROCEDURE

The Board may also initiate a formal review process that consists of the following:

A. Establishment of a mission documents review committee comprised of members from the college and community selected at the discretion of the President of the college.

B. The committee will focus on aspects of mission revision as instructed by the President that may include but are not exclusive to the following: soliciting public feedback concerning the effectiveness of the college carrying out its mission; revising mission ideas based on shifts in the college's service to its constituents; evaluating awareness levels of its mission documents by employees or external constituents such as business leaders; making significant language changes to mission documents.

C. At the Board's discretion, a period of six to nine months will be allotted for mission review by the Mission Documents Committee.

D. Formal recommendations to the Board will be presented at the end of the specified review period, with the Board having sole discretion as to the course of action it will take following the Mission Document Committee's formal recommendation. This may include rejecting the formal recommendations and requesting a continuation of the review process.

E. Final revisions will be formally adopted by the Board in regular session.

F. All college constituents will be informed of official mission document revisions by the relevant method applicable to each group, including press releases, website publication on both the public and private college sites, and presentation in relevant committee meetings and events.

2.1150 Strategic Planning

POLICY

The College will engage in an annual strategic planning process. Each area of the College will review the strategic focus and priorities to develop objectives and related action items that become part of the College's master plan. The master plan is available to all electronically and will be updated throughout the year. Strategic planning may be started any time, but must be started by midterm of the spring term of any given year and completed by the fiscal year end of that year.

PROCEDURES

The President's Executive Leadership Team will review and update the areas of focus and priorities every three years. Annually, the President's Cabinet will review the campus-wide strategic master plan and either approve or not approve the requested objectives and action items. Approved monetary requests will be included in the budget for the upcoming year. The Business Office will not finalize the budget until the strategic planning process is complete in order to ensure that all identified items within the master strategic plan are reflected in the commitment of College resources.

2.1175 Assessment

POLICY

The College will engage in an annual process to assess student learning. This process will work in collaboration with strategic planning and budgeting in an effort to improve student learning. Individual instructors will assess select courses during the fall and / or spring semester. During each assessment period, full-time instructors will indicate their plan for assessment, gather data, analyze the data, and provide a narrative regarding their findings, all within Canvas. All instructors involved in the assessment process will be expected to enter assessment scores within Canvas or provide assessment scores and/or findings to the lead assessment faculty. Based on the findings, the data will be analyzed to examine trends in student learning and determine any necessary changes to the curriculum and / or program.

The Institutional Assessment Committee and any subcommittees will complete a yearly Assessment Analysis report. All assessment reports will be submitted to the Institutional Assessment Committee, the Vice President of Instruction & Student Affairs, and the President.

2.1200 Addressing Discrimination and Harassment (to Include Sexual Assault, Sexual Misconduct, Sexual Violence, Domestic Violence, Dating Violence and Stalking)

POLICY

The commitment of Rend Lake College to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on merit and be free from discrimination in all its forms. Rend Lake College does not engage in discrimination or harassment, or tolerate discrimination or harassment against any person because of the following protected categories: race, color, religion, sex, pregnancy, disability, national origin, citizenship status, ancestry, age, order of protection status, genetic information, marital status, sexual orientation including gender identity, arrest record status, military status, and unfavorable discharge from military service.

In furtherance of Rend Lake College's commitment to the principles of equality and equal opportunity for applicants, students, faculty, staff, and visitors, this policy and the associated procedures are established to provide a means to address complaints of discrimination or harassment based on the protected categories described herein. The College will comply with all federal, state, and applicable local nondiscrimination, equal opportunity and affirmative action laws, orders and regulations.

Rend Lake College is committed to providing prompt and effective resolution of alleged or suspected incidents of discrimination or harassment. If disciplinary action is warranted, discipline will be imposed in accordance with applicable established College rules and regulations. Retaliation against any person for coming forward with a complaint or a concern, or for otherwise participating in this process, will not be tolerated. Additionally, the College can unilaterally initiate any and all steps under this policy and procedure when it learns, either directly or indirectly, that discrimination, sexual harassment or retaliation is alleged to be taking place.

This policy is designed to promote a safe and healthy learning and work environment and to comply with multiple laws that prohibit discrimination, including: Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act Amendments Act, the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Age Discrimination Act, Title IX of the Education Amendments Act of 1972, the Pregnancy Discrimination Act of 1978, the Uniformed Services Employment and Re-employment Act, the Veterans' Readjustment Act of 1974, the Genetic Information Nondiscrimination Act of 2008, the Illinois Human Rights Act and the Illinois Preventing Sexual Violence in Higher Education Act.

A. Policy Definitions

For purposes of this policy, the following definitions will apply. In the event of a conflict with federal or state definitions, the federal or state definition, in order of supremacy, shall apply.

Actual Knowledge: Notice of sexual harassment or allegations of sexual harassment to the college's Title IX Coordinator or any college official who has authority to institute corrective measures on behalf of the college. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only person with actual knowledge is the respondent. The mere ability or obligation to report

sexual harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the college.

Campus Security Authorities: Campus security authorities (CSAs) are defined as: the RLC Police Department; any individual or individuals who have responsibility for campus security but who do not constitute the RLC Police Department; any individual or organization specified in RLC's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses; and RLC officials who have significant responsibility for student and campus activities. These individuals are normally required to fully document all operative facts of an incident that are reported or that are developed throughout the course of a criminal investigation.

Campus Visitor: Includes any person who is not affiliated with the college as either a student or employee.

Complainant: An individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Consent: voluntary, positive agreement between the participants to engage in specific sexual activity. This definition includes the following parameters:

(1) consent is a freely given agreement to sexual activity
(2) a person's lack of verbal or physical resistance or submission resulting from the use or threat of force does not constitute consent
(3) a person's manner of dress does not constitute consent
(4) a person's consent to past sexual activity does not constitute consent to future sexual activity
(5) a person's consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another
(6) a person can withdraw consent at any time
(7) a person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following:
(a) the person is incapacitated due to the use or influence of alcohol or drugs;
(b) the person is asleep or unconscious;
(c) the person is under age; or
(d) the person is incapacitated due to a mental disability. See 720 ILCS 5/11-1.70 for the Illinois definition of consent.

In Illinois, the age of consent is 17 years.

Course of Conduct: Two or more incidents, including but not limited to acts through which the stalker directly, indirectly, or through a third party, by an action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property.

Dating Violence: violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence: a felony or misdemeanor crime of violence committed: by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Education Program or Activity: Includes locations, events, or circumstances over which the college exercised substantial control over both the respondent and the context in which the sexual harassment occurs.

Employee: Any individual who performs services for the campus or the College in exchange for pay and/or benefits, or designated College volunteer.

Formal Complaint: A document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the college investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in an education program or activity of the college. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under Title 34, Code of Federal Regulations, § 106.8(a), and by any additional method designated by the college. As used in this paragraph, the phrase ''document filed by a complainant'' means a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this part or under § 106.45, and must comply with the requirements of this part, including § 106.45(b)(1)(iii).

Harassment: unwelcome conduct based on (actual or as perceived by the alleged offender) race, color, religion, sex, pregnancy, disability, national origin, citizenship status, ancestry, age, order of protection status, genetic information, marital status, sexual orientation including gender identity, arrest record status, military status, and unfavorable discharge from military service. Harassment becomes unlawful when:

- the conduct is severe or pervasive enough to create a work or learning environment that a reasonable person would consider intimidating, hostile, or abusive; and
- enduring the offensive conduct becomes a condition of continued employment or participating in an educational program or activity.

Mandated Reporters: All faculty and staff are mandated reporters of violations of this comprehensive policy. They must report alleged violations of this comprehensive policy to a Title IX coordinator.

Responsible Employees: Any employee who has the authority to take action to redress sexual violence, who has been given the duty to report to appropriate school officials about incidents of sexual violence or any other misconduct by students, or who a person could reasonably believe

has this authority or responsibility. At RLC, all those designated as "mandated reporters" are also "responsible employees".

Retaliation: any acts, threats, or attempts to discourage a person from reporting prohibited conduct or participating in the investigation or hearing process.

Reasonable Person: Reasonable person under similar circumstances and with similar identities to the victim.

Respondent: An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Sexual Abuse: any nonconsensual sexual act proscribed by Federal or State law, including when the victim lacks capacity to consent. Sexual abuse occurs when a person 1) commits an act of sexual conduct by the use of force or the threat of force, or 2) commits an act of sexual conduct and knows that the victim is unable to understand the nature of the act or is unable to give knowing consent. See 720 ILCS 5/11-1.50 for additional definitions related to the ages of the offender and the victim.

Sexual Assault: is defined as any nonconsensual sexual act proscribed by Federal or State law, including acts committed by force or the threat of force and acts in which the victim lacks capacity to consent.

Sexual Harassment: Conduct on the basis of sex that satisfies one or more of the following:

(1) An employee of the college conditioning the provision of an aid, benefit, or service of the college on an individual's participation in unwelcome sexual conduct;
(2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the college's education program or activity;
(3) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).
Sexual assault is defined in U.S. Code as an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. This includes the following crimes:
- Fondling: The touching of the private body parts of another person for the purpose of sexual gratification without consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or temporary or permanent mental or physical incapacity
- Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- Rape: penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim
- Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent

Sexual Misconduct: includes but is not limited to: intentional and undesired physical contact, stalking, attempted or actual kissing or fondling, intimate partner violence, coerced sexual activity, indecent exposure, repeated unsolicited propositions for dates and/or sexual relations, and any other conduct of a sexual nature that is nonconsensual, or has the purpose or effect of threatening, intimidating, or coercing (physically or psychologically) a person or persons.

Sexual Violence: Physical sexual acts attempted or perpetrated against a person's will or when a person is incapable of giving consent, including without limitation rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Stalking: a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or to suffer substantial emotional distress.

Student: Includes any person enrolled in a course or program of study at Rend Lake College.

Substantial Emotional Distress: Significant mental suffering or anguish that may, but does not necessarily require, medical or other professional treatment or counseling.

Supportive Measures: Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the college's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the college's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The college must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the college to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

Title IX Advisory Committee: This group convenes biannually (or more frequently as needed) to review and discuss reported incidents of sexual harassment (including sexual assault and sexual violence), undergo training, identify educational opportunities for the campus, and make policy recommendations. The committee is chaired by the Title IX Coordinator and is comprised of the Title IX Deputy Coordinators and individuals from select College departments and the community. A regional advisory committee or task force also may perform this function.

Title IX Coordinators: The Title IX Coordinator is responsible for overseeing all of Rend Lake College's Title IX compliance efforts, including gender discrimination, sexual harassment, retaliation, sexual assault, and athletics. The Title IX Coordinator coordinates the College's efforts to end the alleged discrimination, prevent its recurrence, and remedy its effects on the victim and the College community. Title IX Deputy Coordinators are College employees who have been trained and designated by the Title IX Coordinator to receive and investigate allegations of sexual harassment.

B. Discrimination: No Rend Lake College student, faculty, staff, applicant, or visitor shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in connection with any College service, program or activity on the basis of any of the following protected categories (actual or as perceived by the alleged offender): race, color, religion, sex, pregnancy, disability, national origin, citizenship status, ancestry, age, order of protection status, genetic information, marital status, sexual orientation including gender identity, arrest record status, military status, and unfavorable discharge from military service.

Discrimination is prohibited in all contexts at Rend Lake College, including but not limited to the following matters: recruitment, testing, hiring, compensation, assignments and promotions, training and development opportunities, leave, performance evaluations, and access to educational programs, activities, services, or facilities, and access to educational programs and activities, including career technical programs / courses.

Information about CTE program offerings and admissions requirements is available at www.rlc.edu/programs-degrees.

C. **Harassment**: Harassment, including sexual harassment, is a form of discrimination. Rend Lake College does not tolerate any form of harassment in work or study. The College considers such behavior – whether physical or verbal – to be a breach of its standards of conduct. It will seek to prevent such incidents and will investigate and take corrective actions in response to alleged or suspected violations of this policy. Sexual abuse, sexual assault, dating violence and domestic violence are severe forms of sexual harassment and are violations of this policy as well as the State Criminal Code.

D. Title IX: Title IX is a federal law that prohibits sex-based discrimination in education programs and activities receiving federal financial assistance. Title IX states as follows: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

E. Discrimination on the basis of sex (i.e., sex discrimination) includes sexual harassment, sexual assault, and sexual violence. Title IX also prohibits gender-based harassment, which includes acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

F. Title IX also applies to admissions, employment, financial aid, athletics, academic matters, career services, and all other Rend Lake College programs and activities. The Title IX statute applies to persons in the United States with respect to education programs or activities that receive federal financial assistance.

Retaliation: It is unlawful to retaliate against an individual for opposing practices that discriminate based on a protected class or for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or litigation. Rend Lake College strictly prohibits and will not tolerate reprisals or retaliation against persons due to their assertion of their protected civil rights.

Disciplinary Sanctions

If a party is found to be in violation of one or more of the sections of this policy, disciplinary sanctions may be imposed. Imposed sanctions can include, but are not limited to:

- Dismissal of charges
- Oral reprimand of the respondent
- Censure stating further misconduct by the respondent will bring additional sanctions Disciplinary probation of the respondent
- Community service of the respondent
- College-imposed order of protection limiting the respondent's contact with the complainant
- Restitution by the respondent to the complainant Suspension of the respondent
- Expulsion of the respondent
- Barring the respondent from college property

- Referral for charges within the state of Illinois criminal justice system

PROCEDURE

A. Reporting

Individuals alleging violation of the policies herein are encouraged to report the alleged violation immediately upon experiencing the alleged misconduct or learning of the alleged misconduct. Individuals reporting alleged or suspected violations of this policy should contact the Rend Lake College Police Department by visiting their office in the Student Center on campus, by calling them at 618-525-1911, or by email at police@rlc.edu (non-emergencies only). Reports also may be made using the complaint form available on the college's website, www.rlc.edu.

Title IX sexual harassment, as defined above, can be reported directly to the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by e-mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report, including by making a report to the RLC Police Department. Such a report may be made at any time, including during non-business hours, by using the telephone number or e-mail address, or by mail to the office address, listed for the Title IX Coordinator.

The college will respond promptly to Title IX sexual harassment in a manner that is not deliberately indifferent, meaning a response that is not clearly unreasonable in light of the known circumstances.

Notice of or allegations of sexual harassment to the college's Title IX Coordinator, or to any college officials with authority to institute corrective measures on the college's behalf (i.e., the President's Executive Leadership Team), will constitute actual knowledge and thus trigger a response from the college. The Title IX Coordinator shall confer with and/or seek guidance from the President on matters that he/she deems appropriate.

College employees to whom misconduct is reported are required to report the alleged misconduct to the Rend Lake College Police Department immediately. Employees who fail to report alleged or suspected violations of this policy to the appropriate campus office in a timely manner may be subject to disciplinary action, up to and including termination.

Persons visiting the campus who believe that they are subject to conduct that would constitute a violation of the policies herein as perpetrated by a Rend Lake College employee or student should contact the Rend Lake College Police Department on campus or at 618-525-1911.

A student, employee or visitor who has experienced a sexual assault or other act of sexual violence may also contact proper law enforcement authorities (e.g., by calling 911), including Rend Lake College police or local police, about possibly filing a criminal complaint. The Title IX Coordinator

is available to assist students in making contact with appropriate law enforcement authorities upon request. Any pending criminal investigation or criminal proceeding may have some impact on the timing of the College's investigation, but the College will commence its own investigation as soon as is practicable under the circumstances. Rend Lake College reserves the right to commence and/or complete its own investigation prior to the completion of any criminal investigation or criminal proceeding.

Victims of sexual violence are strongly encouraged to report this in a timely manner to the Rend Lake College Police Department. Filing a police report with the Rend Lake College Police Department will not obligate the victim to prosecute, but it will: ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim; provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later; and ensure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

Upon receiving a report of an allegation of sexual violence, dating violence, domestic violence or stalking, the college will provide survivors with concise information, written in plain language, concerning their rights and options.

1. Anonymous & Confidential Reporting
   Crime victims who do not want to pursue action with the College or the Illinois criminal justice system still have the option of making a confidential report. With the reporting person's permission, the Rend Lake College Chief of Police can file a report concerning the details of the incident without revealing that person's identity. The purpose of a confidential report is to comply with the victim's wish to keep the matter confidential, while taking steps to ensure the future safety of the victim and others. Those wishing to file a confidential report will be referred to the Rend Lake College Chief of Police or any of the Campus Security Authorities. Reports filed in this manner are counted and disclosed in the Rend Lake College Annual Security Report crime statistics for the institution. Those who wish to pursue action within the college or the Illinois criminal justice system should be aware that police reports are public record and thus cannot be held in confidence.

2. Third-Party & Bystander Reporting
   Third parties and bystanders who wish to report violations of these policies may use the same reporting procedures outlined above.

CONTACT INFORMATION

Campus Police Department & Local Law Enforcement

Main Campus (Ina)

Rend Lake College Police Department: 618-525-1911 or 618-437-5321, Ext. 1911, police@rlc.edu, 468 N. Ken Gray Pkwy, Ina, IL 62846. Confidential reporting is available through the RLC Police Department.

Jefferson County Sheriff's Office: 618-244-8004, 911 E. Casey Ave., Mt. Vernon, IL 62864

RLC MarketPlace (Mt. Vernon) MarketPlace Security: 618-237-1911

Mt. Vernon Police Department: **Call 911 for emergencies.** 618-242-2131, 600 South 27th St., Mt. Vernon, IL 62864

RLC Murphy-Wall Pinckneyville Campus
Pinckneyville Police Department: **Call 911 for emergencies.** 618-357-8231, 104 South Walnut Street, Pinckneyville, IL 62274

RLC Police Department (non-emergencies): 618-437-5321, Ext. 1911, 468 N. Ken Gray Pkwy, Ina, IL 62846

Community-Based Sexual Assault Crisis Centers
S.A.F.E. (Sexual Assault & Family Emergency) 24-hour Crisis Hotline: 1-800-625-1414 http://safecrisiscenter.org
NOTE: Rend Lake College has partnered with S.A.F.E. for their services. They can provide a referral to an agency closer to the alleged victim if they wish.

The Survivor Empowerment Center 24-hour Hotline: 1-800-334-2094
https://www.empoweringsurvivors.org

Confidential Advisors & Resources
Rend Lake College does not employ pastoral counselors or professionally licensed or certified counselors to provide any counseling services to crime victims. However, confidential advisors are available through S.A.F.E. (see contact information above), which provides confidential counseling, crisis intervention and referrals along with information to victims of sexual assault and sexual abuse. Victims of crime will be provided a copy of the Illinois Attorney General's Crime Victim Rights in Illinois brochure. This brochure explains victims' rights under Illinois law and also provides some resources available to victims.

Hospitals
Crossroads Community Hospital #8 Doctors Park Road
Mt. Vernon, Illinois 62864 (618) 244-5500
http://www.crossroadshospital.com

Franklin Hospital 201 Bailey Lane
Benton IL 62812
618-439-3161
http://www.franklinhospital.net

Pinckneyville Community Hospital
5383 State Route 154
Pinckneyville, IL 62274
618-357-2187
http://www.pvillehosp.org

SSM Health Good Samaritan Hospital
1 Good Samaritan Way
Mt. Vernon, IL 618-242-4600
http://www.ssmhealth.com

Title IX Coordinators
Title IX Coordinator – Chad Copple, 618-437-5321, Ext. 1237 • copplec@rlc.edu • ADM 137
Title IX Deputy Coordinator – Cathy DeJarnette, 618-437-5321, Ext. 1243 • dejarnettec@rlc.edu • ADM 126
Title IX Deputy Coordinator – Henry Leeck, 618-437-5321, Ext. 1790 • leeckh@rlc.edu • ADM 110

B. Procedures for Addressing Violations of this Policy

NOTE: Procedures for addressing Title IX sexual harassment are included in Section C below.

Rend Lake College is committed to the prompt and equitable resolution of all alleged or suspected violations of this policy about which the College knows or reasonably should know, and in the case of Title IX, when the college has received actual knowledge of an allegation. Complainants alleging violation of the comprehensive policy shall have the opportunity to request that the complaint resolution procedure begin promptly and proceed in a timely manner. The College's ability to investigate in a particular situation, or the extent of the investigation in any given situation, may be affected by any number of factors, including whether the complainant iswilling to file a complaint or to consent to an investigation, the location where the alleged conduct occurred, and the College's access to information relevant to the alleged or suspected violation of this policy. Rend Lake College is nonetheless committed to investigating all alleged and suspected violations of this policy to the fullest extent possible under the circumstances. The College may, upon finding good cause, modify these procedures in the interests of promoting full and fair resolution of suspected or alleged violations of this policy in accordance with applicable law.

1. Informal Resolution

To the extent they feel comfortable, individuals are encouraged to first discuss and seek resolution with the individual(s) against whom the complaint is alleged. Any member of the campus community may consult with the Rend Lake College Police Department or the Vice President of Academic and Student Services about conduct that they believe may violate this policy. At any point, an individual may choose to engage the resolution procedures outlined below.

Informal resolutions are designed to operate in an expeditious manner and to empower the parties to reach a mutually satisfactory agreement with the assistance of a neutral third party. The investigator does not make a determination of fact as to whether College policy has been violated as part of the informal resolution process. Instead, the investigator will use conflict resolution techniques to attempt to resolve the concern(s) brought forward in a manner that is satisfactory to all parties. Informal resolution is flexible and invites active participation of all the parties in order to resolve the matter. Moreover, the investigator will only speak to the individuals whose involvement is necessary to facilitate a resolution. In some instances, this might include only the parties directly involved.

Informal resolution techniques will not be employed in instances in which sexual misconduct that constitutes sexual assault or sexual violence, or conduct constituting dating violence, domestic violence or stalking, is alleged.

a. Informal Resolution Request

b. The investigator who receives a complaint or request for informal resolution will attempt to resolve concerns by informal or collegial processes, including mediation if the complaining party seeks such assistance. To request resolution via informal means, individuals must (1) contact the Rend Lake College Police Department or Vice President of Academic and Student Services within 60 days following the last occurrence of the behavior or incident of discrimination that is the subject of the informal resolution, and (2) complete a Complaint Form. This form is available on the RLC website at www.rlc.edu and at the RLC Student Services Office and the RLC Police Department Office. The Complaint Form must provide details sufficient to inform the investigator about the behavior or incident of discrimination. The investigator will review the request for resolution and determine if the matter is appropriate for informal resolution and whether the allegations set forth in the request form, if substantiated, would constitute a violation of this policy. If not, the investigator will make a referral to an appropriate office.

c. If the individual declines to complete the Complaint Form, the investigator will either (1) close the matter; or (2) invoke the formal investigation process below if the alleged or suspected misconduct would constitute prohibited discrimination, harassment, or retaliation in violation of this policy.

d. Informal Resolution Disposition

e. If the investigator determines that the allegations are sufficient to establish a claim of discrimination, harassment, or retaliation, he/she shall initiate the informal resolution process. The investigator will attempt to achieve a mutually acceptable resolution within 15 days from the receipt of the Complaint Form. Any party may pursue a formal investigation if he or she is dissatisfied with a proposed informal resolution.

f. Informal efforts to address the allegations will conclude with one of the following: (1) a resolution of the complaint by agreement of the parties; or

g. (2) a decision to stop further action. Possible resolutions by agreement of the parties may include, but are not limited to: an apology to the initiating party; assisting the responding party to better understand the effects of his or her conduct and ways in which this behavior could be changed; participation in educational programs about equal opportunity or harassment; verbal or written reprimands; or other interventions or actions aimed at ending the alleged misconduct.

In concluding the informal resolution phase, the investigator shall submit a report to the parties involved in the allegation and the appropriate Title IX Coordinator if necessary, but not normally to any other campus-level office. Informal resolution reports will usually be brief. Reports prepared by an investigator, and all records collected during the investigation, shall be kept separate from the official personnel files of the parties.

2.Formal Investigation

If a complaint proceeds to a formal investigation or the matter is not appropriate for informal resolution, a prompt, thorough, and impartial investigation is conducted to determine if a violation

of this policy occurred. A formal investigation includes interviewing the parties and relevant witnesses, and reviewing written statements, documents, records, and other communications. At the conclusion of the investigation, a determination based on all of the evidence is provided to the President and Title IX Coordinator along with a recommendation for further action if warranted.

a.Investigation Request

If there is no mutually acceptable informal resolution, a request for a formal investigation must be submitted within 14 days of the informal resolution disposition, or the College may invoke the formal investigation process on its own. A request for a formal investigation should be submitted in writing. Individuals are encouraged to provide as much information as possible, including a description of the discriminatory decisions and/or alleged incident(s) of harassment or other actions that form the basis of the complaint, together with relevant date(s) and the name(s) of the individual alleged to have violated the policy, i.e. Respondent. The complainant should also include the name(s) of any witnesses, if applicable. Even absent a complaint or investigation request, Rend Lake College will nonetheless investigate suspected violations of this policy to the extent possible and to the extent necessary to comply with applicable law. The complainant and respondent shall (i) receive notice of the individual or individuals with authority to make a finding or impose a sanction in their proceeding before the individual or individuals initiate contact with either party and (ii) have the opportunity to request a substitution if the participation of an individual with authority to make a finding or impose a sanction poses a conflict of interest.

b.Investigation Notification

Prompt notification of a complaint will be provided by the Rend Lake College Police Department to the Vice President of Academic and Student Services and to the Title IX Coordinator by delivery of a copy of the written complaint. The notification to the Respondent(s) will include a copy of any written complaint or a description of any complaint submitted orally, the identity of the Complainant(s), and these procedures. Delivery by electronic means is appropriate. The Respondent(s) will be requested to respond in writing to the complaint within a reasonable time, not to exceed 14 days from the date of delivery of the notification of the complaint. Any extension of time must be approved by the Title IX Coordinator. A copy of the Respondent(s)'s response will be provided to the Complainant.

c. Investigation Assurances

Both the Complainant and Respondent will be provided with the following in connection with the investigation of alleged or suspected violations of this policy:

- The opportunity to speak on their own behalf.
- The opportunity to identify witnesses who can provide information about the alleged conduct at issue.
- The opportunity to submit other evidence on their behalf.
- The opportunity to review any information that will be offered by the other party in support of the other party's position (to the greatest extent possible and consistent with the Family Educational Rights and Privacy Act ("FERPA") or other applicable law).
- The right to be informed of the outcome of the investigation (to the greatest extent possible and consistent with FERPA or other applicable law).

- The opportunity to appeal the outcome of the investigation.
- Any proceeding, meeting, or hearing held to resolve complaints of alleged student violations of the comprehensive policy shall protect the privacy of the participating parties and witnesses.

d. Investigation Dispositoin

All employees and students have an obligation to cooperate in the conduct of these procedures. Failure to do so may result in disciplinary action. In the event that a Complainant does not cooperate by failing to furnish information requested by the investigator or failing to make himself or herself available for interview by the investigator, that may affect the College's ability to investigate the matter and may result in the complaint being dismissed. The investigator shall provide written notice of the outcome of the investigation to the Complainant(s) and the Respondent(s). In the event that a Respondent does not cooperate by failing to furnish information requested by the investigator or to make himself or herself available for interview by the investigator, the investigator may conclude that such information or interview, if provided or conducted, would be adverse to the Respondent.

A disciplinary committee chosen by the College President will preside over hearings. The alleged victim and accused will either be notified in person or by certified return receipt mail of the date, time, and location for the disciplinary hearing which will be conducted by the appropriate Vice President. Both the alleged victim and the accused are afforded the same opportunity to be accompanied by one advisor for a disciplinary hearing if so desired. The advisor may attend the disciplinary hearing to counsel the student. In no event may the advisor participate directly by speaking or questioning either party. At any time during the disciplinary hearing, the advisor may be asked to leave should they not adhere to their role of acting in an advisory capacity only. The complainant and the respondent may not be compelled to testify in the presence of the other party. If a party invokes this right, the college will make arrangements by which each party can, at a minimum, hear the other party's testimony. The complainant and the respondent may not directly cross examine one another, but may, at the discretion and direction of the committee, suggest questions to be posed by the committee and respond to the other party. If either the alleged victim or the accused do not attend the scheduled hearing, it may still be conducted in absentia and the verdict rendered regardless of their attendance or participation in the disciplinary hearing.

Within 7 days following the disciplinary hearing, the Vice President will prepare a report to include (1) the Complainant's allegations or a summary of any other suspected violations; (2) the Respondent's replies to the allegations or suspected violations; (3) information provided by witnesses, documents, or other information obtained during the investigation; (4) a description of the investigation process; (5) the investigator's analysis of evidence and findings of fact on each element of the complaint; and (6) any recommendation(s) disciplinary committee members may consider pertinent to the disposition of the complaint.

The Vice President's findings of fact shall be made using the preponderance of the evidence standard (i.e., more likely than not). Individuals are presumed innocent unless a preponderance of the evidence supports a finding of misconduct. The preponderance of the evidence standard requires that the evidence supporting each finding is more convincing than the evidence offered in opposition to it. If there is evidence that the

complaint was filed without a reasonable basis in fact and honest belief, the investigator shall include that evidence in his or her report. Such conduct could constitute a violation of this policy.

The Vice President shall submit his or her conclusion and recommendation to the Complainant, the Respondent, and the President. The Vice President, in consultation with legal counsel, the President, and his/her designee(s) deemed to be relevant to the decision-making process, shall make his or her decision as to the disposition of the case as soon as possible, but no later than 7 days of the disciplinary hearing (or as soon as feasible when extensions are necessary). This decision shall be in writing and shall include an explanation of the decision, any and all sanctions imposed, and appeal rights. Copies of the decision will be sent to the Complainant, the Respondent, and other appropriate executive officers. The Complainant and Respondent shall be informed of the decision contemporaneously to the greatest extent possible. The College also may disclose to the Complainant information about any sanctions or corrective actions taken that relate directly to the complainant (e.g., a "no contact" order).

3.Appeals

This part of the procedure allows either the Complainant or the Respondent to appeal the Vice President's disposition to the college President.

a. Appeals

The Complainant and the Respondent each have the right to appeal the Vice President's decision within 14 days of his/her written decision from the formal investigation. This appeal may be based on either substantive or procedural grounds. The appeal must be submitted in writing with all supporting materials attached.

b. Appeal resolution

The President shall decide the appeal as soon as possible, but no later than 15 days after the final submission of appeal materials (or as soon as feasible when extensions are necessary). The President's decision shall be in writing, shall include an explanation, and shall be submitted to the Complainant, the Respondent, the appropriate Vice President, and the Title IX Coordinator. This written decision on the appeal shall constitute the final administrative action of the College.

C. Procedure for Addressing Title IX Sexual Harassment Complaints

A report of sexual harassment will first be investigated to determine if it falls under Title IX of the Education Amendments Act of 1972 (see the definition of Sexual Harassment – Title IX above). If the report does fall under Title IX, it will follow this separate process. If not, the matter may still be pursued as an alleged violation of the comprehensive policy and will be addressed as outlined in Section B of Policy 2.1200.

The college will respond promptly to Title IX sexual harassment in a manner that is not deliberately indifferent, meaning a response that is not clearly unreasonable in light of the known circumstances.

The college will treat complainants and respondents equitably by offering supportive measures to a complainant, and by following a grievance process before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant confidentially to discuss the availability of

supportive measures as defined above, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

PROCESS FOR FILING A FORMAL COMPLAINT – To file a formal complaint, the complainant may fill out the electronic complaint form found on the college's website at www.rlc.edu/titleix-policy and check the "Sexual Harassment" box. Alternately, the complainant may make a formal complaint in person at the office of the Title IX Coordinator, by emailing the complaint to the Title IX Coordinator, or by mailing the formal complaint to the office of the Title IX Coordinator. Only the complainant or the Title IX Coordinator may file a formal complaint, which is required before a Title IX investigation can commence.

Upon receipt of a formal complaint, the college will provide to the parties known a written notice including:

- Notice of the grievance process, including the informal resolution process.
- Notice of the allegations of sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known.
- A statement that the respondent is presumed not responsible and that a determination regarding responsibility will be made at the end of the grievance process.
- Notification that the parties each may have an advisor of their choice, who may be but is not required to be an attorney. If a party is not able to secure an advisor, the college will provide one at no cost to that party.

If, during the investigation, the college chooses to investigate any additional allegations against either the complainant or respondent, the college will send an amended notice.

Dismissals under Title IX

1. Under Title IX regulations, the college must dismiss sexual harassment complaints when the conduct alleged in the formal complaint would not constitute sexual harassment as defined in this section even if proved, did not occur in the college's education program or activity, or did not occur against a person in the United States.

2. The college may dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing: A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled or employed by the college; or specific circumstances prevent the college from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

3. If a formal complaint is dismissed for any of the above reasons, prompt notification of the dismissal and the reason for it will be sent to the parties. Dismissals of formal complaints under Title IX do not preclude the college from pursuing matters under the other sections of

Policy 2.1200.

The college may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

1.Informal Resolution Process for Title IX Complaints

If both parties agree in writing, a formal complaint may go through an informal resolution process. In this event, the college will provide both parties with a written notice including the allegations; the requirements of the informal resolution process; any circumstances under which the parties are precluded from resuming a formal complaint arising from the same allegations, provided that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared. The informal resolution process will follow that outlined in section B(1)(b) of this policy.

Informal resolution is not an option in an allegation of an employee sexually harassing a student, nor in instances in which sexual misconduct that constitutes sexual assault or sexual violence, or conduct constituting dating violence, domestic violence, or stalking, is alleged.

2. Formal Resolution Process for Title IX Complaints

The formal resolution process will include a thorough, impartial investigation by a trained Title IX investigator. The investigation includes interviewing the parties and relevant witnesses, and reviewing written statements, documents, records, and other communications or forms of evidence not protected by unwaived privilege.

The formal resolution process must include a live hearing, resulting in a determination of the respondent's responsibility. The respondent is presumed to be not responsible, and the preponderance of evidence standard will be used. The burden of gathering evidence and burden of proof is on the college.

During the formal resolution process, the college will:

- Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the college may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
- Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal

complaint, including the evidence upon which the college does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the college will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report. The college will make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination; and

- Create an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to a hearing or other time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

3. Live Hearings

The live hearing will be conducted by a disciplinary committee formed by the college President and chaired by the appropriate Vice President or other designee of the President. As the decision maker, the committee chair cannot be the Title IX Coordinator nor the investigator. At the live hearing, each party's advisor is permitted to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally.

At the request of either party, the college will provide for the entire live hearing (including cross-examination) to occur with the parties located in separate rooms with technology enabling the parties to see and hear each other.

Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the chair will first determine whether the question is relevant and explain to the party's advisor asking cross-examination questions any decision to exclude a question as not relevant. It is strongly recommended that questions be submitted to the chair prior to the live hearing.

If a party does not have an advisor present at the live hearing, the college will provide, without fee or charge to that party, an advisor of the college's choice who may be, but is not required to be, an attorney to conduct cross-examination on behalf of that party.

Complainants have rape shield protections, deeming irrelevant questions and evidence about a complainant's prior sexual behavior unless offered to prove that someone other than the respondent committed the alleged misconduct or offered to prove consent.

Live hearings may be conducted with all parties physically present in the same geographic location or, at the college's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually.

The college will create an audio or audiovisual recording, or transcript, of any live hearing, and will be made available for inspection or review by the parties.

4. Determination Regarding Responsibility

The decision-maker must issue a written determination regarding responsibility. The written determination must include:

- Identification of the allegations potentially constituting sexual harassment as defined by Title IX A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held
- Findings of fact supporting the determination
- Conclusions regarding the application of the college's code of conduct to the facts
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the college imposes on the respondent, and whether remedies designed to restore or preserve equal access to the college's education program or activity will be provided to the complainant.
- The range of potential sanctions can be found in Section B(2)(d) of Policy 2.1200
- The college's procedures and permissible bases for the complainant and respondent to appeal.

The college will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the college provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely. The Title IX Coordinator is responsible for effective implementation of any remedies.

5. Appeals

The college offers both parties an appeal from a determination regarding responsibility, and from dismissal of a formal complaint or any allegations therein, on the following bases:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

If pursuing an appeal, a party must file notice of appeal within 14 days of the issuance of the written determination. Upon receiving notice of appeal, the college will:

- Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
- Ensure that the decision-maker for the appeal is not the same person as the decision-maker who reached the determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator;
- Ensure that the decision-maker for the appeal has no conflict of interest and has been trained as required;
- Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

The decision maker for the appeal will be designated by the college President. The decision maker will review the written statements of both parties, as well as any relevant evidence from the investigation. The decision maker will issue a written decision describing the result of the appeal and the rationale for the result, and provide that decision simultaneously to both parties. The decision will be issued within a reasonable time frame, generally within 15 days of the receipt of written statements from the parties.
If any portion of this policy regarding Title IX processes conflicts with the provisions of Title IX of the Education Amendments Act of 1972, the provisions of Title IX will control.

D.General Provisions

A. Administrative Responsibility
The Title IX Coordinator will have the lead responsibility for overseeing all aspects of this policy. The President and his designees will share the responsibility for the effective functioning of these procedures within their units.

When a complaint concerns a College Administrative employee, the Office of the President shall be responsible for implementing the procedures described in this policy, and the final decision or concurrence shall rest with the President, or his or her designee.

B. Alteration of Procedure
The College can unilaterally initiate any and all steps under this policy and procedures when it learns, either directly or indirectly, that discrimination, harassment or retaliation is alleged to be taking or has taken place. The Title IX Coordinator may alter any of the requirements of these procedures, including extending timelines, provided that the alteration does not impair the ability of the complainant to bring a complaint or the respondent to defend himself or herself. Any substantive alterations of these procedures will be communicated to the pertinent parties.

C. Bystander Intervention
In instances of sexual assault, a bystander may be able to intervene and prevent harm to others. A bystander should notice and recognize the event as a risky situation, take responsibility for helping the situation, ask for assistance from other bystanders, call 911, record any details as soon as possible, and intervene in a safe and sensitive manner.

D. Confidentiality
Rend Lake College strives to maintain confidentiality to the greatest extent possible and may require those involved to maintain confidentiality, particularly when confidentiality is required to protect witnesses, prevent evidence from being destroyed, avert a threat that subsequent testimony would be fabricated, or prevent a cover-up. Information will be protected to the extent permitted by law. Complainants are advised, however, that confidentiality can only be respected insofar as it does not interfere with the College's obligation to investigate alleged or suspected violations of this policy and to take corrective action.

E. Conflict of Interest
A conflict of interest may arise if a participant, administrator, or investigator has a significant professional or personal involvement with the facts or the parties to a dispute. Any participant, administrator, or investigator, who has a conflict of interest in a dispute covered by these procedures, or a concern about a conflict on the part of another, shall report it to the President. The President shall decide how to address the situation. If there is a conflict of interest

involving the President, the Chair of the Board of Trustees shall decide how to address the situation.

F. Supportive Measures / Interim Corrective Administrative Action

At any time after informal resolution or a complaint has been filed, and before final disposition of the dispute, the Title IX Coordinator may authorize supportive measures (in an alleged Title IX violation, in which such measures must be non-punitive and non- disciplinary; see above definition) or corrective/interim administrative action (in allegations of violations of other components of Policy 2.1200) to protect the best interests of the College. Rend Lake College reserves the right to take any interim administrative action deemed appropriate and permissible by law, pending the outcome of an investigation or grievance, so long as such action is permitted by and taken in accordance with any other applicable disciplinary procedures. Other interim administrative action can include, but are not limited to, removing a student from campus or an employee from a particular work environment, modifying work or course schedules, and issuing a "no contact" order. In situations involving suspected or alleged sexual harassment, sexual violence, domestic violence, dating violence, or stalking, the College also reserves the right to take steps to protect the complainant as deemed necessary during the pendency of the investigationand resolution process (e.g., allowing for a change in academic situation, issuing a "no contact" order to the accused, etc.). Any such interim steps will be taken in a manner that minimizes the burden on the complainant to the extent possible and in accordance with any other applicable disciplinary procedures.

G. Days

All references to days mean calendar days unless specified otherwise.

H. Education and Awareness Programs

Rend Lake College is committed to continually educating and training the campus community about the various forms of discrimination and harassment and the procedures available to address complaints of discrimination and harassment. During new student orientations and as part of the First Year Experience (FYE) courses, students will be provided with Sexual Assault Awareness and Prevention training, safety tips and resources. Verbiage will be included on all College syllabi stating that sexual assault is not tolerated on campus and will provide the necessary contact information to report complaints. The College will utilize an email campaign each semester to remind students of the forms of prohibited conduct, consent, bystander intervention, and other resources available. Informational flyers will be placed in common student and staff areas.

The College will publish its policy and procedures on its website, and also will publish summarized versions in the Student Handbook and in the employee handbook, with reference to the complete policy and procedures on the website. New employees will be informed of the College's policies and procedures as part of the New Employee Orientation and subsequent trainings held in conjunction with Faculty/Staff In-Service programs.

I. Exclusivity

Except as otherwise noted above, these procedures are intended to be the exclusive procedures used for all complaints alleging violations of this policy. However, these procedures shall not deprive students or employees of access to other appeal or problem- solving processes on campus, including those negotiated grievance procedures in collective bargaining agreements.

These procedures may be implemented irrespective of any criminal proceeding or administrative action pursued in accordance with applicable College policies.

J. Impartiality

Investigators, Title IX Coordinator(s) and decision makers do not function as advocates for complainants or respondents. Rather, they are designated to serve as problem solvers, fact finders or investigators as appropriate. Investigators and Title IX Coordinator(s) will inform complainants and respondents about other campus offices where they may seek support or advocacy.

In cases in which a complainant files his/her complaint with a federal or state agency while his/her complaint is pending with the Title IX Coordinator, the internal complaint may be terminated if it is determined that the College's ability to continue its inquiry or investigation in an impartial manner is compromised.

K. Imposition of Sanctions

The imposition of sanctions or discipline, if recommended, will proceed in accordance with state and federal statutes and relevant campus policy, rules and regulations.

L. Records

The reports and other records created or compiled under these procedures are to be generated, distributed and maintained as specified at the different steps. Records are not intended to become part of the official personnel files of the Complainant or the Respondent, although there are circumstances where this may be appropriate. Access to records is to be limited to the disputants and, on a need-to-know basis, to appropriate unit- level or campus-level administrators.

M. Representation

Any party to a dispute may be accompanied by an advisor of choice at any meeting that occurs under these procedures. If any party's advisor of choice at a meeting is to be an attorney, all participants must be informed at least three working days prior to the meeting. The investigator may request the advice of legal counsel at any time. An advisor or support person may not, however, stand in place of either the Complainant or the Respondent, or otherwise participate in the process.

N. Employees

If an employee leaves the College, the employee is encouraged to file a complaint relating to alleged discrimination and/or harassment occurring during that individual's employment with the College within 30 days following the employee's termination of employment from the College.

The procedures described in this document will apply to complaints against any and all Rend Lake College employees engaging in his/her professional capacity.

2.1205 Drug and Alcohol-Free Workplace

POLICY

The College is committed to maintaining a drug- and alcohol-free workplace in compliance with applicable federal and Illinois law, including:

- Drug-Free Workplace Act of 1988 (41 U.S.C. § 8101–8106)
- Government-Wide Drug-Free Workplace Requirements (2 CFR Part 182)
- Drug-Free Schools and Campuses Regulations (34 CFR Part 86)
- Federal Controlled Substances Act (21 U.S.C. § 812)
- Illinois Drug-Free Workplace Act (30 ILCS 580)
- Illinois Cannabis Regulation and Tax Act (410 ILCS 705/10-50)
- Illinois Right to Privacy in the Workplace Act (820 ILCS 55)
- Illinois Smoke-Free Campus Act (110 ILCS 64)
- Illinois Liquor Control Act

This policy applies to all College employees, including full-time, part-time, temporary, and student employees, while working, on call, on College property, or in College vehicles.

Use of alcohol on campus is prohibited except as expressly authorized for approved College events. Smoking and vaping of tobacco or cannabis are prohibited anywhere on campus, indoors and outdoors.

Although cannabis may be lawful under Illinois law, it remains prohibited on campus and during work and is restricted to comply with federal law and to protect federal funding.

Definitions

- Alcohol: Ethanol in any beverage intended for consumption.
- Illegal Drugs: Any drug or controlled substance that is illegal to possess, sell, or use under federal, state, or local law; any controlled substance obtained without a valid prescription, or a legally prescribed drug used in a manner, for a purpose, or by a person other than for whom it was originally prescribed; or other prohibited substances not intended for human consumption.
- Controlled Substance: Any substance listed in Schedules I–V of the Federal Controlled Substances Act (21 U.S.C. § 812).
- Conviction: A finding of guilt, plea of no contest, or imposition of sentence for a violation of a criminal drug statute.
- Employee: Any individual receiving compensation from the College.
- Workplace: College buildings, grounds, vehicles, off-campus sites used for College business, or any location where College work is performed.
- Cannabis Impairment: Observable symptoms that create a good-faith belief an employee is under the influence or impaired while working or on-call, as permitted by 410 ILCS 705/10-50.

Prohibited Conduct

Employees may not:

- Unlawfully manufacture, distribute, dispense, possess, or use controlled substances in the workplace or while working
- Report to work or remain at work while impaired by illegal drugs, cannabis, alcohol, or misused legal drugs

- Possess, use or distribute alcohol on College property or while working, except as authorized by the President or designee under limited exceptions.

Cannabis-Specific Provisions
Consistent with the Illinois Cannabis Regulation and Tax Act:

- The College prohibits cannabis possession, use, or impairment while working, on-call, or on College property
- The College does not discriminate against lawful off-duty cannabis use that does not result in workplace impairment or violate federal law
- Disciplinary decisions based on cannabis impairment will be supported by a good-faith belief, documented observable symptoms, and the employee will be given a reasonable opportunity to contest the determination
- Nothing in this policy limits the College's ability to comply with federal law or avoid loss of federal or state funding

Approved Alcohol Events (Limited Exceptions)
Alcohol may be permitted at approved College events and other events on campus under the following conditions:

- Approval: Advance approval by the College President
- Incidental Use: Alcohol must be incidental to the primary purpose of the event
- Licensed Vendor: Alcohol that is sold must be served exclusively by a properly licensed vendor
- Licensing and Insurance: Required state/local licenses and dram shop liability insurance must be obtained
- BASSET & Age Enforcement: BASSET-certified servers; valid ID required; no service to minors or intoxicated individuals
- Controls & Safety: Food, non-alcoholic beverages, drink limits, and event security must be provided
- Time & Location Limits: Alcohol may not leave the approved event area
- Smoke-Free & Cannabis-Free: Campus smoking/vaping prohibitions remain in effect

Events Where the Employee is Working
If an employee is attending an on-campus or off-campus event as part of their job duties – including presenting, recruiting, staffing a table or booth, supervising students, operating college-owned equipment, or performing any function that constitutes work duties as part of their job – the employee may not consume alcohol while performing work duties or while in an official working capacity.

Professional, Networking, and Social Events
Employees who are not performing work duties, are not on-call, and are not in safety sensitive roles may consume alcohol at approved College events, provided they comply with policy, and conduct themselves in a professional manner.

To provide clarity regarding employee conduct at events that involve other colleges, agencies, businesses, or professional organizations, the following provisions apply:

<u>College Hosted Events</u>
If the College is hosting or co-hosting an event where alcohol is served, the event must follow the College's Approved Alcohol Events (Limited Exceptions) requirements, including presidential approval.

Events Not hosted by the College

When an employee attends a professional, social, or networking event as a representative of the college, that is not hosted, sponsored, or controlled by the College, and where alcohol is lawfully served by the host organization, an employee may consume alcohol provided that:

- The employee is not performing work duties;
- The employee is not on-call; and
- The employee remains fit for duty and does not engage in conduct that could reflect poorly on the College.

Professional Conduct Expectations

At all professional, networking, and social events, regardless of host, employees attending as a representative of the college are expected to maintain professional behavior consistent with College standards and must remain able to safely travel, act responsibly, and uphold the College's reputation.

Condition of Employment & Employee Obligations

As a condition of employment employees must:

- Receive and comply with this policy
- Notify Human Resources in writing within five (5) calendar days of any criminal drug statute conviction for a workplace violation

Nothing in this policy is intended to alter, waive, or supersede the rights of employees under state or federal employment laws.

Drug and Alcohol Testing

The Drug-Free Workplace Act does not require testing; however, where permitted by law and applicable agreements, the College may require testing under circumstances such as:

- Reasonable suspicion of impairment
- Post-accident investigations
- Safety-sensitive positions

Testing will be conducted in a lawful, non-discriminatory manner and consistent with Illinois law and College procedures.

Sanctions

Violations of this policy may result in disciplinary action up to and including termination, referral to law enforcement, and/or mandatory participation in counseling or rehabilitation programs, consistent with law and College procedures.

Following a criminal drug statute conviction for a violation occurring in the workplace, the College shall, within thirty (30) days, take appropriate personnel action against the employee, up to and including termination, or require the employee to satisfactorily participate in an approved drug abuse assistance or rehabilitation program, consistent with the Drug-Free Workplace Act of 1988.

PROCEDURE

The President is authorized to take such action or actions as may be necessary to give effect to this Board Policy and to comply with the terms of the Drug & Alcohol-Free Workplace Act.

In order to educate and assist employees in understanding this Board Policy and the goals of achieving a drug-free workplace, the President shall take the following actions and such other as may appear appropriate:

A. The President or designee shall provide to those currently employed and all other employees upon being employed access to Board Policy. An appropriate statement may also be included in any employment manuals or otherwise disseminated.

B. The President or designee shall undertake a drug- & alcohol-free awareness program to inform employees about:

   1. The dangers of drug & alcohol abuse in the workplace;

   2. The Board of Trustees' policy of maintaining a drug- & alcohol-free workplace;

   3. Any available drug & alcohol counseling, rehabilitation, and employee assistance program;

   4. The penalties that may be imposed on employees for drug & alcohol abuse violations.

C. The College shall notify any federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice of the conviction from an employee or otherwise upon receiving actual notice of such conviction. To facilitate the giving of notice, any employee aware of such conviction shall report the same to the President.

D. The College shall conduct a biennial review of its drug and alcohol prevention programs to determine their effectiveness and to ensure that disciplinary actions are consistently enforced, in accordance with 34 CFR Part 86. Records of the biennial review shall be maintained and made available as required by law.

Last Revised: September 2026

2.1210 Smoking Policy

POLICY

It is the policy of Rend Lake College to adhere to, and enforce, the Smoke Free Illinois Act (410 ILCS 82/1 et seq.) and the Smoke-Free Campus Act (110 ILCS 64/1 et seq.). Specifically, no person shall carry, smoke, burn, inhale, or exhale any kind of lighted pipe, cigar, cigarette, e-cigarette or any other lighted smoking equipment. This policy extends to all buildings, grounds, parking lots, and vehicles which are owned and operated by the College.

PROCEDURE

The College will communicate its policy to all students, staff and visitors by posting at every entrance to buildings, to College grounds, on parking lots, and within vehicles a conspicuous sign clearly stating that smoking is prohibited. In addition, the college will create and post upon its website a smoke-free campus map indicating the locations where smoking is prohibited.

2.1250 Affirmative Action

POLICY

It is the policy of Rend Lake College to provide equal employment and educational opportunities for all qualified persons without regard to race, color, religion, sex, national origin, age, disability, pregnancy or status as a protected veteran, sexual orientation or marital status.

Rend Lake College is committed to the principles of equal employment opportunity and affirmative action and will continue to conduct all personnel actions in accordance with the letter and spirit of applicable state and federal statutes and regulations, including Executive Order 11246 as amended. Personnel actions

include, but are not limited to: recruitment, hiring, position assignments, compensation, training, promotion, tenure considerations and award, retention, layoff, termination, and benefits.

2.1255 HIPAA

POLICY

It is the policy of Rend Lake College to comply with all applicable provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The College is subject to the HIPAA Privacy Rule requirements as both a health plan, based on the College's flexible benefits spending plan, and as a plan sponsor based on the College's other health plans.

The College has always valued and has always preserved the confidentiality of employee health information. It remains the policy of the College that an employee's health information will not be used or disclosed for employment-related actions or decisions affecting the benefits of an individual employee.

The College as a whole shall comply with all of its obligations under HIPAA which are applicable to a plan sponsor as defined under HIPAA.

2.1270 Abused and Neglected Child Reporting Policy

POLICY

The college shall fully comply with the Abused and Neglected Child Reporting Act (325 ILCS 5/1 et seq.)

PROCEDURE

Mandated Reporters: (1) All college personnel are mandated reporters who, if they have reasonable cause to believe a child known to them in their professional or official capacity may be an abused child or a neglected child, shall immediately report or cause a report to be made to the Illinois Department of Children and Family Services; (2) students enrolled in courses which include observation, supervision or mentoring of children in a school or child care setting are also mandated reporters under the Act.

Cooperation: Employees and students are required to cooperate in the investigation of any report made pursuant to the Act.

Immunity for Good Faith Reports: The Act provides immunity for anyone who makes a report in good faith.

No Retaliation: Retaliation against any employee, student, volunteer or other individual who makes a good faith report of abuse or neglect or who participates in any investigation of abuse or neglect under the Act is prohibited. Anyone found to have engaged in prohibited retaliation may be subject to discipline, up to and including termination, expulsion and / or other sanctions.

2.1275 Code of Ethics

POLICY

In order to ensure public confidence in the College and to comply with the State Officials and Employees Ethics Act (5 ILCS 430/1-1, et seq.), employees must perform their duties in a proper and ethical manner and avoid even the appearance of impropriety. Thus, in the best interests of the College, employees shall subscribe to the following Code of Ethics:

A. General Provisions
   a. Definitions – The following terms shall be given the definition as set forth in Section 1 of the Act
      (a) Campaign for elective office
      (b) Candidate
      (c) Collective bargaining
      (d) Compensated time

(e) Compensated time off
(f) Contribution
(g) Gift
(h) Leave of absence
(i) Political activity
(j) Political organization
(k) Prohibited political activity
(l) Prohibited source

b. For the purposes of this policy, "employee" shall mean any person employed by the Board, whether on a full-time or part-time basis, or pursuant to a contract, whose duties are subject to the direction and control of the Board and / or its administrative employees with regard to the material details of the work performed. The term "employee" does not include a volunteer or an independent contractor. "Employer" shall mean the Board of Trustees (sometimes referred to herein as the "Board").

B. Prohibited Political Activities – Prohibited political activities are enumerated in 5 ILCS 430/5-5 through 5-15. It is the policy of Rend Lake College to adhere to the requirements as outlined in these sections.
C. Gift Ban – Gift ban regulations are enumerated in 5 ILCS 430/10-10 through 10-40. It is the policy of Rend Lake College to adhere to the requirements as outlined in these sections.
D. Employees shall keep in confidence information that has been obtained in the course of professional service, unless disclosure is required by law or is otherwise authorized by the Board.
E. Employees shall not use College time, supplies and materials, funds, facilities, equipment, property, or students for personal financial gain.
F. Employees shall not seek to influence the purchase of products or services by the College when such influence may result in personal gain.
G. Employees owe their first responsibility to fulfilling the terms of their contracts or employment obligations to the College. Employees may not obligate themselves for additional services inside or outside the College if such obligations would interfere with fulfilling their primary responsibilities to the College.

If any employee of Rend Lake College believes he / she has a potential conflict of interest based upon this policy, the employee should review the situation with the College President, who shall make a determination.

2.1280 Nepotism

POLICY

Rend Lake College is committed to hiring individuals solely on the basis of their qualifications and shall make every effort to hire the most qualified candidate. While the college is committed to hiring the most qualified candidates, family members of the Board of Trustees, the President, and the Vice Presidents may not be considered for employment at Rend Lake College. In reference to other employees of the college, persons who are their immediate family (mother, father, sister, brother, mother-in-law, father-in-law, son-in-law, daughter-in-law, husband, wife, and children), or who are cohabiting or living as a family unit, or have a guardian/dependent relationship, may not be employed by Rend Lake College in a situation in which:

A. One person would have the authority or practical power to supervise, appoint, remove, or discipline the work of another;
B. One person would be responsible for auditing the work of the other person; or
C. Other circumstances exist which would place the person in a situation of actual or reasonably foreseeable conflicts between their interests and the interests of the college.

This policy does not affect student workers, grant-funded positions, part-time employees, or any individuals who are already employed by the college prior to becoming family members.

2.1285 Domesticated Animals on Campus

POLICY

Animals are prohibited from Rend Lake College campus.

PROCEDURE

Animals, including but not limited to pets, are prohibited on campus with the exception of 1) Service animals as defined by the Americans with Disabilities Act (ADA); 2) Service animals in training in compliance with Illinois Compiled Statute 720 ILCS 5/48-8 Sec. 48-8; 3) Animals for instructional purposes as approved by the President or his/her designee; 4) Working dogs used by law enforcement.

Specifically, emotional support animals are not considered service animals and are not permitted on Rend Lake College campus.

2.1290 Demonstrations on Campus

POLICY

The College recognizes the constitutional rights of students, citizens and employees, including the right to go about one's business without interference.

The College is dedicated to intellectual development by the process of rational thought and to the freedom of expression of ideas and opinions. Therefore, the College welcomes responsible dissent and discourse on the issues of our time.

Freedom to protest by lawful means must and shall be protected by all the authority available to the College. However, when actions of individuals interfere with the legitimate rights of others and/or are directed at disrupting the normal process of College life, appropriate action shall be taken.

In summary, interference with the normal function and proper conduct of the College forces the College to take appropriate disciplinary action, including suspension or expulsion from the College when the College regulations are disregarded, and invoking legal action by civil authority when the laws of the State of Illinois are broken.

2.1295 Posting of Signs on Campus Bulletin / Information Boards

POLICY

The Board of Trustees has determined that it is necessary and important to regulate posting of flyers, information, signs, billboards, decals, notices, the use of table tents, placards, poster, banner and hand held signs. This policy shall be regulated by the Office of the Vice President of Student Services.

PROCEDURE

The Administration has been delegated the authority to establish procedures and penalties for sign posting on campus. Individuals and campus organizations have and assume full responsibility and liability for the signs that they post.

The Vice President of Student Services Office has the right to deny the approval of any sign that fails to comply with any of the general policies of Rend Lake College. Such policies can be found in the current Student Handbook.

No object, other than a sign, may be posted on Rend Lake College property unless approved by the Vice President of Student Services Office. All signs must be stamped and dated by a member of the Vice President of Student Services Office staff.

No signs are to be posted on any college door or window, unless the Vice President of Student Services grants special permission.

The person or group responsible is responsible for providing thumbtacks for posting the signs on bulletin boards and tape for posting on the information boards.

Signs are to be posted in a neat and orderly fashion on the bulletin boards (no overlapping other signs if possible). Only one sign of a particular announcement may be posted on an individual bulletin / information board.

The person responsible for posting the sign must remove the signs no later than the stamped removal date. Signs relating to a particular event must be taken down by 5:00 p.m. on the next class day after the event. The person or organization shall clean and remove any litter that resulted from the posting of its signs. In the event that such persons or organizations fail to abide by this provision of the posting policy, the Student Services Office staff shall be authorized to remove the sign(s) and issue a penalty.

Future posting of signs may be prohibited for failure to follow the reasonable time, place, and manner restrictions included in the posting procedure policy.

Failure to comply with any of the aforementioned procedural policy guidelines will result in a penalty to the club or individual. The degree of the penalty shall be decided at the discretion of the Vice President of Student Services.

2.1300 Informal Complaints

POLICY

Rend Lake College recognizes that disputes or issues may sometimes arise. Students, employees, and members of the community are encouraged to seek informal resolution of their complaints or concerns. Informal complaints (concerns or expression of dissatisfaction or disagreement) should be handled through direct communication (conversation, email, or letter) with the student, employee, or member of the community and the Rend Lake College staff member or department/division involved. The majority of complaints can be addressed and resolved through communication with the individual(s) involved.

PROCEDURE

If the issue remains unresolved, students, employees, and members of the community should be directed to report informal complaints to either the staff member's supervisor or to the person responsible for the area involved. The supervisor will engage in direct communication with the parties involved to address the situation. He/she will seek a remedy which is acceptable to all parties involved. Students, employees, and members of the community may also consult with the Vice President of Student Services if they are unsure about where or how to address a complaint or concern.

In the event that a staff member feels that the situation may warrant further action or should be documented, he/she should report the issue to his/her respective Cabinet member who may choose to complete an electronic informal complaint form. The electronic submission will include the type of complaint, the parties involved, description of complaint, and actions taken as a result of the issue. Submissions will be forwarded to the Vice President of Student Services and compiled in a database. He/she may forward the informal complaint to the appropriate member of the President's Cabinet for further review if needed. A list of the informal complaints received will be reviewed by Cabinet on a quarterly basis to determine if future action is necessary.

2.1500 Security Awareness and Acceptable Use of Computer Equipment Policy

POLICY

The purpose of this policy is to outline the acceptable use of computer equipment at Rend Lake College. These rules are in place to protect the employees and Rend Lake College. Inappropriate use exposes Rend Lake College to risks including virus attacks, compromise of network systems and services, and legal issues.

Rend Lake College is committed to protecting all employees, partners and the organization from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems are the property of Rend Lake College. These systems are to be used for business purposes or in serving the interests of the organization, and of our students in the course of normal operations.

Effective security is a team effort involving the participation and support of every Rend Lake College employee, contractor, consultant, temporary employee, and all other workers at Rend Lake College, including all personnel affiliated with third parties. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

This policy applies to all equipment, software, and systems that are owned, leased, or affiliated with Rend Lake College.

General Use and Ownership

A. While network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the corporate systems remains the property of Rend Lake College. There should be no expectation of privacy toward personal information stored on devices / services belonging to / provided by Rend Lake College.

B. Employees are responsible for exercising good judgment regarding the reasonableness of personal use. If there is any uncertainty, employees should consult their supervisor or manager.

C. All information containing personally identifiable or confidential information must be encrypted. Only encryption products approved by Rend Lake College and configured to standards set by Rend Lake College may be used. It is a violation of this policy for anyone to attempt to bypass, to penetrate, to alter the configuration of, or otherwise affect the operation of the encryption.

D. For security and network maintenance purposes, authorized individuals within Rend Lake College may monitor equipment, systems and network traffic at any time.

E. Rend Lake College reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

F. Each user of a College-owned laptop, tablet, or other mobile device is responsible for the security of that device, regardless of whether the device is used in the office, at one's place of residence, or in any other location such as a hotel, conference room, car or airport. Users are expected to provide reasonable care and effort to protect the device.

G. All users are responsible for the security and safety of their assigned device(s) and will be financially accountable if the device is not returned, or if it is stolen, lost, or destroyed as a result of misuse or neglect. The cost to repair or replace the device will be determined by the Information Technology Department at the time of the loss, based on current market value.

H. Additional application software should not be loaded onto a device unless approved by the Information Technology Department. For all applications that require a license, Rend Lake College must own the license.

I. Report the loss of a device immediately to the Information Technology Department. For loss as the result of theft, immediately notify local law enforcement authorities and provide the Information Technology Department a copy of the police report. Personal devices that have been configured to connect to Rend Lake College systems using credentialed authentication are to be immediately reported to the Information Technology Department.

Security and Proprietary Information

A. The user interface for information contained on Internet/Intranet/Extranet-related systems is classified as confidential. Examples of confidential information include but are not limited to the following:

1. Personal Information
    a. Social Security Number
    b. Social Insurance Number
    c. Date of Birth
    d. Mother's Maiden Name
    e. Driver's License Information
    f. Professional License Information
    g. Paycheck, Pay stubs, Pay Stubs, Pay Rates
    h. Passport Information
    i. Grades
    j. Transcripts
    k. Academic Records
2. Financial Information
    a. Credit Card Numbers
    b. Credit Card Expiration Dates
    c. Credit Card CCV Numbers
    d. Bank/Credit Union Account Numbers
    e. Credit Reports
    f. Billing Information
    g. Payment History
3. Medical Information
    a. Medical Records
    b. Doctor Names and Claims
    c. Insurance Policy Information
    d. Prescription Information
4. Business Information
    a. Federal ID Numbers
    b. Proprietary Information
    c. Trade Secrets
    d. Business Systems
    e. Security Systems
    f. Employee Identifiers
    g. Access Numbers/Passwords
    h. Customer, Student, Patient Identifiers
    i. Vendor Numbers
    j. Account Numbers
    k. Student Account Information

B. Employees should take all necessary steps to prevent unauthorized access to this information.

C. Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. System and user level passwords should be changed every 90 days.

D. Employees should secure their PCs, laptops, tablets, mobile devices, and workstations by logging off or locking when the host will be unattended.

E. Employees of Rend Lake College should reserve use of their RLC email account to business use only and refrain from posting to newsgroups, social media, or other online public forums unless posting is in the course of business duties.

F. All hosts used by the employee that are connected to the Rend Lake College Internet/Intranet/Extranet, whether owned by the employee or Rend Lake College, shall utilize approved real-time virus-scanning software with a current virus database.

G. Employees must use extreme caution when opening e-mail attachments which may viruses or other malicious software.

Unacceptable Use

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is an employee of Rend Lake College authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Rend Lake College-owned resources.

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

System and Network Activities

The following activities are strictly prohibited, with no exceptions

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Rend Lake College.

2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Rend Lake College or the end user does not have an active license is strictly prohibited.

3. Post, store, send, transmit, or disseminate any information or material which a reasonable person could deem to be objectionable, offensive, indecent, pornographic, harassing, threatening, embarrassing, distressing, vulgar, hateful, racially or ethnically offensive, or otherwise inappropriate, regardless of whether this material or its dissemination is unlawful.

4. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.

5. Use or distribute tools designed or used for compromising security, such as password guessing programs, decoders, password gatherers, unauthorized keystroke loggers, analyzers, cracking tools, packet sniffers, encryption circumvention devices, or Trojan Horse programs. Network probing or port scanning tools are strictly prohibited. Special permission may be granted for

Rend Lake College technology classes that incorporate wireless spectrum analysis and access point identification as part of their curriculum;

6. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
7. Make available to anyone outside the premises the ability to use the service (i.e. Wi-Fi, or other methods of networking), in whole or in part, directly or indirectly, or on a bundled or unbundled basis, without Rend Lake College's expressed written permission.
8. Using a Rend Lake College computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
9. Making fraudulent offers of products, items, or services originating from any Rend Lake College account.
10. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
11. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
12. Port scanning or security scanning is prohibited unless prior expressed written permission from IT is received.
13. Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty or expressed written permission from RLC administration is received in advance.
14. Circumventing user authentication or security of any host, network or account.
15. Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).
16. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
17. Providing personal information about, or lists of, Rend Lake College employees to parties outside Rend Lake College.
18. Impersonate any person or entity, engage in sender address falsification, forge anyone else's digital or manual signature, or perform any other similar fraudulent activity

Email and Communications Activities

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
2. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
3. Unauthorized use, or forging, of email header information.
4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.

5. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
6. Use of unsolicited email originating from within Rend Lake College's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by Rend Lake College or connected via Rend Lake College's network.

Enforcement
Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment and/or legal action.

2.1505 Email

POLICY

Email originating and disseminated from Rend Lake College should primarily be used for College business, education of its students, and communication between faculty, staff and administration.

Email of a personal nature should be kept to a minimum. Email originating and disseminated from Rend Lake College that contains jokes, chain letters, and any other materials that have the potential to expose the College to litigation is prohibited.

Except where excluded by copyright, intellectual property rights, or prior agreement, Rend Lake College owns all electronic documents that are produced on and disseminated from College-owned technology, regardless of the format, platform or program used in their creation. The College reserves the right to monitor emails, including incoming emails, and take appropriate disciplinary actions for those faculty, staff, and administration who violate the email policy as defined above.

2.1507 Media Relations

POLICY

Media relations is an important piece of the college's operations which allows the institution to tell its story, respond to current events, address new developments and promote a positive image. This policy is designed to assist the various departments of the college in their communications with news media outlets.

Direct contact between media agencies will be initiated by or handled through the college's Marketing and Public Information Department. This will ensure that information conveyed to the media is communicated in one voice and is timely and accurate, and will ensure that regulations restricting the release of protected information are followed.

PROCEDURE

Inquiries from Media – Employees contacted by media representatives will direct the representative to the Marketing and Public Information Department. Staff there will determine how to best handle the inquiry and, if necessary, generate a response or assist the employee in communicating with the representative. An exception to this policy will be coaches or their designees at events, where they may be approached by reporters to comment on games, matches and tournaments. However, should a media representative inquire about subjects other than those related to the event or team, such requests should be forwarded to the Marketing and Public Information Department.

Press Releases – The Marketing and Public Information Department assists departments in promoting their programs and accomplishments and will work to create press releases on relevant topics. College representatives who want press releases generated should consult with the Marketing and Public Information Department. The department also can assist in inviting media and area dignitaries to campus events.

2.1510 Social Media

POLICY

The Rend Lake College Social Media Policy only applies to social media accounts created to represent Rend Lake College groups, departments, programs, entities, etc., and does not apply to private individual accounts.

This policy governs the publication of and commentary on social media by employees of Rend Lake College (RLC), as well as the creation and administration of social media accounts. For the purposes of this policy, social media means any facility for online publication and commentary, including without limitation blogs, wikis, and social networking sites. This policy is in addition to and complements any existing or future policies regarding the use of technology, computers, email and the internet.

RLC employees are subject to this policy to the extent they identify themselves as an RLC employee on a college-affiliated social media platform.

Publication and commentary on social media carry similar obligations to any other kind of publication or commentary. All uses of social media must follow the same professional standards expected of RLC employees.

The College reserves the right to remove content for any reason, including but not limited to content which is defamatory, offensive, pornographic, libelous, discriminatory or otherwise inappropriate, injurious or illegal. The college also reserves the right to delete or shut down a college-affiliated social media presence at its discretion. Employees who fail to follow this policy may be subject to disciplinary action.

PROCEDURE

Anyone wishing to create a social media presence affiliated with RLC must first obtain permission from the appropriate President's Cabinet member. The individual must have read the RLC Social Media Guidelines published by the Marketing and Communications Department and accept responsibility for the administration of that site within said guidelines. A faculty or staff member of RLC must be an administrator of the account at all times. Should that person choose to give up the administrator duties, it is his or her responsibility to designate another faculty or staff member as the administrator or shut down the site. Additionally, the Web & Social Media Specialist and/or Director of Marketing & Communications must be given an administrator role or provided the working username and password for the account. The Marketing and Communications Department must be notified of the social media presence and alerted if its status should change.

2.1512 Responsible AI Use

POLICY

Rend Lake College encourages the responsible use of artificial intelligence (AI) tools to support student success and employee productivity. The college permits responsible use of artificial intelligence tools, including large language models (LLMs), AI agents, and tools that can take actions or complete tasks on a user's behalf, only in a manner consistent with applicable law, College policy, and information security requirements.

For purposes of this policy:

- "Consumer AI tool" means an artificial intelligence application or service offered for general individual use, whether free or paid, that a user can access directly without a college approved contract, security review, or institutional administrative oversight.

- "Public AI tool" means an artificial intelligence application or service that is publicly accessible over the internet and has not been specifically approved by Rend Lake College for use with protected, confidential, or restricted College data.
- "Approved AI tool" means an artificial intelligence application or service that has been formally reviewed and approved by Rend Lake College for an identified institutional use.
- "AI agent" means an artificial intelligence application or service that can initiate actions, carry out multi-step tasks, access files or applications, interact with websites or systems, make decisions, or act on behalf of a user with limited direct human intervention.

No employee, contractor, or other authorized user may enter, upload, paste, transmit, or otherwise disclose protected, confidential, or restricted College data into any consumer, public, unapproved AI tool, or unapproved AI agent.

For purposes of this policy, protected data includes student education records and Personally Identifiable Information (PII) governed by the Family Educational Rights and Privacy Act (FERPA), employee confidential information, nonpublic personal financial information governed by the Gramm-Leach-Bliley Act (GLBA), and payment cardholder data subject to Payment Card Industry Data Security Standard (PCI DSS) requirements.

The following data may not be used in consumer, public, or unapproved AI tools:

- Student records, grades, schedules, advising notes, accommodation information, disciplinary information, financial aid information, and any other FERPA-protected education record.
- Employee personnel records, health-related records, background check information, salary data, disciplinary information, or other confidential employment information.
- Bank account information, tax information, student financial records, loan data, or other GLBA-covered financial information.
- Credit card numbers, cardholder data, payment processing data, or other information subject to PCI DSS controls.
- Passwords, multifactor authentication codes, API (application programming interface) keys, security configurations, vulnerability data, or incident response information.

Employees remain responsible for ensuring the accuracy, appropriateness, and lawful use of AI-generated output and may not delegate final decisions involving student status, financial aid, discipline, employment, or other legally significant matters solely to AI.

Violations of this policy may result in removal of access, disciplinary action, and any other corrective measures authorized by Rend Lake College policy or related laws.

PROCEDURE

The AI Task Force will serve as a clearinghouse for requests for use of LLMs and AI tools. Requests must include the particular tool being requested and the intended purpose of its use. The AI Task Force will vet the tool and make a recommendation to PELT. Any AI tool used with protected College data must be reviewed and approved by the Chief Information Officer and the President's Executive Leadership Team before use.

If a particular LLM or AI tool is deemed to be a security risk or pose other threats, the use of that tool will be prohibited, and the IT Department will make efforts to prevent its use.

Last Revised: August 11, 2026

2.1513 Gramm-Leach-Bliley Act (GLBA) Information Security

POLICY

This Policy establishes the College's written information security program in accordance with the Gramm–Leach–Bliley Act (GLBA) and the FTC Safeguards Rule (16 C.F.R. Part 314). The purpose of the program is to protect the security, confidentiality, and integrity of nonpublic personal information (NPI) maintained by the College in connection with financial services, including administration of federal student financial aid.

This Policy is adopted pursuant to:

- The Gramm–Leach–Bliley Act and the FTC Safeguards Rule
- U.S. Department of Education requirements applicable to Title IV-participating institutions
- Applicable Illinois law governing data protection, records retention, and breach notification

This Policy applies to all College trustees, officers, employees, student workers, contractors, and third parties that access, maintain, process, or transmit NPI on behalf of the College, regardless of format (electronic or paper).

PROCEDURE

The College shall develop, implement, and maintain a risk-based information security program containing reasonable administrative, technical, and physical safeguards designed to:

- Ensure the security and confidentiality of NPI
- Protect against anticipated threats or hazards to the security or integrity of NPI
- Prevent unauthorized access to or use of NPI that could result in substantial harm or inconvenience

Governance and Oversight

The Chief Information Officer (CIO) is designated as the College's GLBA Coordinator and is responsible for overseeing and administering the information security program. The Board of Trustees retains oversight responsibility and shall receive updates at least annually regarding the status of the College's GLBA information security program, material risks, and significant incidents, as appropriate.

Under the direction of the CIO, the College shall maintain a written information security program that is appropriate to the size, complexity, and activities of the institution and the sensitivity of the information it maintains.

The CIO may delegate operational responsibilities to appropriate personnel while retaining overall program coordination and accountability.

Risk Assessment

The College shall periodically identify and assess reasonably foreseeable internal and external risks to the security, confidentiality, and integrity of NPI. Risk assessments shall inform the selection, implementation, and modification of safeguards.

Safeguards

Based on identified risks, the College shall implement and maintain reasonable safeguards, which may include administrative, technical, and physical measures designed to control access to NPI, protect information systems and records, and reduce the likelihood and impact of unauthorized disclosure. Specific safeguards and standards shall be documented and maintained administratively and may be updated as technology, risks, or regulatory guidance change.

Workforce Training and Awareness

Employees and others with access to NPI shall receive periodic training appropriate to their roles and responsibilities regarding information security, privacy, and incident reporting.

Service Provider Oversight
The College shall take reasonable steps to select and retain service providers capable of maintaining appropriate safeguards for NPI. Contracts with service providers shall include provisions requiring the protection of NPI and compliance with applicable law.

Incident Response
The College shall maintain procedures for responding to suspected or confirmed security incidents involving NPI, including investigation, mitigation, notification, and remediation in accordance with applicable federal and Illinois law.

Monitoring and Program Adjustment
The information security program shall be monitored and adjusted as necessary in response to:

- Changes in risk, operations, or technology
- Results of assessments, testing, or audits
- Security incidents or emerging threats

Records Management
NPI and related documentation shall be retained and disposed of in accordance with the Illinois Local Records Act and applicable College records retention schedules.

Review and Updates
This Policy and Administrative Procedure shall be reviewed periodically and updated as necessary to maintain compliance with applicable law and regulatory guidance. Substantive changes shall be presented to the Board of Trustees for approval.

Created 04/14/2026

2.1515 Identity Theft Pursuant to Red Flags Rule

POLICY

The purpose of this policy is to ensure the compliance of Rend Lake College with the "Red Flags Rule" regulations, to identify risks associated with identity theft, and to mitigate the effects of identity theft. The scope of Red Flags applies to accounts that are credit accounts, such as students' deferred payment plans, and other accounts with risks of identity theft including students, employees, and 1099 vendors.

Under the Red Flags Rule, Rend Lake College is required to establish an Identity Theft Prevention Program to include reasonable policies and procedures for detecting, preventing and mitigating identity theft and enable the entity with covered accounts to:

· Identify relevant Red Flags for new and existing covered accounts and incorporate those Red Flags into the program;

· Detect Red Flags that have been incorporated into the program;

· Respond appropriately to any Red Flags that are detected to prevent and mitigate Identity Theft;

· Ensure the policy and procedures are updated periodically to reflect changes in risks.

DEFINITIONS
Red Flag: A pattern, practice, or specific activity that indicates the possible existence of Identity Theft.

Identity Theft: Fraud committed using the identifying information of another person.

Covered Account:

The Red Flags Regulations define the term "covered account" to mean:

(1) An account that the College offers or maintains, primarily for personal, family, or household purposes that involves or is designed to permit multiple payments or transactions.

(2) Any other account that the College offers or maintains for which there is a reasonably foreseeable risk to customers, or to the safety and soundness of the financial institution, or creditor from identity theft, including financial, operational, compliance, reputation, or litigation risks.

The accounts or records that have been identified as covered accounts by Rend Lake College are:
· Student Accounts and Records
· Financial Aid Accounts and Records
· Employee Accounts and Records
· Direct Deposit Records
· Individual vendor (1099) types of account
· Library Records

Identifying information: Any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including:

· Name
· Address
· Social security number
· Date of birth
· Government issued driver's license or identification number
· Alien registration number
· Government passport number
· Employer or taxpayer identification number
· Student identification number
· Telecommunication Identifying Information or access device
· Unique biometric data or other unique physical representation
· Unique electronic identification number, address, or routing code

IDENTIFICATION OF RED FLAGS
A "Red Flag" is a pattern, practice, or specific activity that indicates the possible existence of identity theft. In order to identify relevant Red Flags, the College considers the types of accounts that it offers and maintains, the methods it provides to open its accounts, the methods it provides to access its accounts, and its previous experiences with actual and attempted Identity Theft. The Red Flags considered for inclusion are organized in five categories and can be found at https://www.ftc.gov/tips-advice/business-center/guidance/fighting-identity-theft-red-flags-rule-how-guide-business

OVERSIGHT
As permitted by the Red Flags Rule regulations, responsibility for overseeing the administration of the program, as well as responsibility for compliance monitoring, to the appropriate staff in the Information Technology Department.

DETECTION OF RED FLAGS
The program includes detection of Red Flags on both new and existing accounts. The appropriate staff from Information Technology, along with other employees deemed necessary, will develop and implement specific methods and protocols appropriate to meet the goals and requirements of this program.

New Accounts

In order to detect any of the Red Flags associated with the opening of a new account, procedures and processes will include appropriate elements from the following steps in order to obtain and verify the identity of the person opening a new account:

· Require certain identifying documentation and all requested information such as name, date of birth, Social Security Number (SSN), academic records, residential or business address, driver's license or other identification;
· Review documentation to detect alteration or forgery;
· Review information and documentation for consistency;
· Verify the account holder's identity at time of issuance of an identification card (for instance, review a driver's license or other government-issued photo identification card);

Existing Accounts

In order to detect any of the Red Flags during the use of an existing account, procedures and processes will include appropriate elements from the following steps in order to provide a reasonable assurance of the identity of the person:

· Verify the identification of account holders if they request information (in person, via telephone, via facsimile, via email)
· Review documentation to detect alteration or forgery
· Verify the validity of requests to change billing / payment addresses
· Verify changes in banking information provided for billing / payment purposes (may only be submitted in person to Payroll and/or Human Relations staff)

RESPONDING TO RED FLAGS AND MITIGATING IDENTITY THEFT
In order to mitigate the risk and impact of an identity theft, procedures and processes will include appropriate elements such as those listed in the following example steps in response to observance or notification of one or more Red Flags. The actual response may vary depending on the nature and degree of risk posed by the Red Flag:
· Investigate the incident further to verify and gather information
· Continue to monitor an account for evidence of Identity theft
· Contact the account holder
· Change any passwords or other security devices that permit access to accounts
· Decline opening the new account
· Close an existing account
· Reopen an account with a new number
· Notify law enforcement
· Determine that no response is warranted under the particular circumstances

OVERSIGHT OF THIRD-PARTY SERVICE PROVIDERS
In the event the College engages a service provider to perform an activity in connection with one or more covered accounts, the college will take the following steps to ensure the service provider performs its activity in accordance with reasonable policies and procedures designed to detect, prevent and mitigate the risk of identity theft:
· Require, by contract, that service providers have such policies and procedures in place.
· Require, by contract, that service providers review the College's program and report any Red Flags to the appropriate Information Technology staff member or the College employee with primary oversight of the service provider relationship.

TRAINING
Staff training is required for all employees, officials, and contractors for whom it is reasonably foreseeable that they may come into contact with accounts or personally identifiable information that may constitute a risk to the College or its customers.

The appropriate Information Technology staff member, in coordination with the Human Resources Specialist, will maintain records related to the assignment and completion of staff training for designated

2.1516 Record Retention

POLICY

Rend Lake College will retain and maintain all records in accordance with regulations prescribed by the U.S. Department of Education, Illinois State Board of Education, and the Illinois Community College Board. Records will be retained and disposed of in accordance with the regulations and standards of the Local Records Act, except where a record is subject to federal and/or state regulations. In conjunction

with various types of information and corresponding retention requirements, the College will follow the guidelines referenced in the Rend Lake College Record Retention Handbook.

2.1520 Whistleblower Protection

POLICY

Rend Lake College requires all employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. The College is committed to compliance with the laws and regulations to which it is subject. However, even the best systems of control cannot provide absolute safeguards against irregularities. The College provides various mechanisms to assist and encourage employees to come forward in good faith with reports or concerns about suspected compliance issues. The College encourages this reporting of suspected wrongdoing on a timely basis.

Whistle-Blower Policy

The Whistle-Blower Policy governs only the reporting and investigation of suspected violations of law, external regulations or College policy of a financial nature or misuse of College resources. The policy is not intended and may not be used for personal or employment grievances, general compensation and benefit complaints, opinions on policy, etc.

Protection from Retaliation

An employee who, in good faith, reports a suspected violation of law or College policy shall not suffer harassment, retaliation or adverse employment consequence from other employees or the College. An employee who retaliates against someone who has reported a suspected violation in good faith is subject to discipline up to and including termination of employment. Any employee who believes that he/she has been retaliated against after making a good faith report may report this alleged retaliation to the Human Resources Specialist or Campus Police Chief.

Confidentiality under the Whistle-Blower Policy

Confidentiality of the reporter will be maintained to the extent practicable within the limitations of the law, College policy and the legitimate needs of the investigation.

Sanctions for a False Report

A report made under this policy can have considerable impact on the personal and professional lives of those charged both during the investigation and long term. An employee shall not intentionally misuse the College's Whistle-Blower Policy and procedures. Individuals who knowingly make false accusations will be subject to appropriate discipline.

Whistle-Blower Procedures

Individuals who wish to report a suspected violation of law or College policy may file a confidential report with the Rend Lake College Chief of Police. The Chief of Police will file a report concerning the details of the incident without revealing that person's identity. The Chief of Police will forward the report to the President or his designee. The President or his designee will be responsible for investing the reported violation and for taking corrective and/or disciplinary action.

2.1600 College Calendar

POLICY

The Vice President of Instruction shall annually (but not later than November 15) appoint a committee to prepare a calendar for recommendation to the Board of Trustees. Such committee shall include at least three (3) tenured faculty members who shall be selected from a list of not less than four (4) provided by the Union president or his designee no later than November 1.

2.1605 Advisory Councils

POLICY

Advisory councils shall be established to provide communication between the College and leaders in various professional and career fields. Through this communication, the faculty of Rend Lake College will maintain a constant awareness of the changing career and professional needs of business, industry and government and thus respond to these needs by providing a relevant educational program.

The term of office of council members shall be one year; however, members may be reappointed from year to year.

The council for each career program will consist of no less than five.

The number of administrators and full-time faculty serving on the council shall not constitute a majority.

The organization, structure, and rules for the conduct of advisory councils are established by each council with approval of the Vice President of Instruction.

The Advisory Council is required to meet at least once a year.

2.1700 Background Checks for Potential and Current Employees

POLICY

In an effort to provide a safe and secure environment for all students, employees and visitors at Rend Lake College; to safeguard the College's property and resources; and to help ascertain suitability for employment, the College has established the following Policy for conducting background checks for (1) ~~for~~ prospective new employees, (2) for current employees transitioning into positions that require a background check due to the nature of the position for grant requirements - allied health clinical sites, children center employees, security/police officers and accountants, and (3) prospective volunteers.

Rend Lake College will not inquire about or into, consider, or require disclosure of the criminal record or criminal history of an applicant until a conditional offer of employment has been made to the applicant by the college.

The College may revoke any conditional offer of employment to an individual who does not consent to applicable background checks. This policy does not change or limit the authority of the Board of Trustees to approve or disapprove appointments, reappointments, or promotions as described in the college policies.

If an individual's criminal background check results indicate that the individual has a criminal record, the College will conduct an interactive assessment to determine if there is a substantive relationship between one or more of the previous criminal convictions and the duties of the position being sought or if granting employment would pose an unreasonable risk to property or the safety of individuals on campus. If the College determines that a conviction record disqualifies the applicant, the College will notify the applicant of the decision and reasoning. The applicant has five (5) business days to respond where the applicant can dispute the accuracy of the relevant conviction and mitigating evidence. If the applicant responds with evidence disputing the conviction of record, administration will evaluate the evidence presented and make a determination of whether or not to proceed with the hiring process. If the decision is made that the evidence is inconclusive, the applicant will be notified that the college is withdrawing the contingent offer of employment. A criminal record will not automatically exclude an individual from being considered for or being offered employment with the College, as consideration is given to such factors as, but not limited to, age at conviction, the number of convictions which appear on the conviction record, the nature and seriousness of the underlying offense/conduct, the relatedness of the

offense/conduct to the position being sought, the length of time that has elapsed since the conviction/end of sentence/conduct, and demonstrated rehabilitative efforts.

In addition, the College may conduct pre-employment background checks other than criminal background checks for their respective employees, consistent with the job description and applicable federal and state law **(Illinois Public Act 101-0656)**. These separate background checks may relate to such items as the verification of education and other credentials, verification of employment history, motor vehicle records or credit records, if such checks are required based on the specific position. The College will allow the individual to explain or provide additional information.

Candidates may not serve in any capacity or perform any job duties related to Rend Lake College until all background checks are complete and the supervising individual is informed of the approval of status of the background check. In the event that a supervising individual allows a person to serve in any capacity without receiving the proper authorization as established within this policy, disciplinary action to the individual may result and corrective action may be taken.

PROCEDURE

1. Candidates will be asked to complete a background form on which they must provide their demographic information. It is the responsibility of the candidate to provide complete and accurate information relating to the subject of the background checks(s) that will be performed as requested. They will also be asked to sign an authorization form giving Rend Lake College permission to conduct the background screen.

2. Demographic information will be shared with an outside vendor who has been contracted to perform background checks according to the established protocol per contractual requirements.

3. When the background check is complete, a copy of the results is printed and attached to the request form and filed in the new employee's personnel file (assuming that the job offer is accepted). If the results are favorable, an email is sent to the hiring supervisor indicating that the applicant has been authorized to begin work.

2.1705 Medical Examination For Current, Transferred and Prospective Employees

POLICY

The College may require post-offer and pre-employment medical examinations and drug screens in circumstances where the nature of the position renders it appropriate or where it is required by law. Medical examinations may also be required to determine a current employee's ability to perform essential functions of his or her employment position if there are legitimate concerns about an employee's performance and/or whether or not an employee poses a direct threat to the employee or others.

PROCEDURE

Determination of the need for all such examinations will be made by the President of his/her designee and will be paid for by the College.

All medical examinations required by the College will be conducted by a Board Certified medical physician, psychiatrist, or equivalent chosen by the College.

2.1710 Volunteer Staff

POLICY

The College is authorized to recruit and utilize people who desire to provide voluntary services to College departments, programs, and activities. Volunteer staff members are not considered employees and are not

entitled to receive any compensation or benefit for their services and/or work. However, with prior approval from the appropriate Vice President, the volunteer staff member may receive reimbursement for authorized meal expenses, mileage expenses, and overnight accommodations in accordance with established College policy.

PROCEDURE

Individuals who are responsible for overseeing any College department, program, or activity must receive the approval of the appropriate Vice President before recruiting or utilizing an individual who wishes to be considered as a Rend Lake College Volunteer.

After the appropriate approval is secured, the responsible party should provide the individual with a Volunteer Registration Form and a Background Check Request Form. The individual wishing to serve as a Rend Lake College Volunteer must complete and return both forms to the designated Rend Lake College supervisory staff member in charge of the department, program, or activity. Completed copies of both forms should be forwarded to the Human Resource Department which will be responsible for completing the background check and informing the supervisor if and when the volunteer may begin to serve as a Rend Lake College Volunteer. A copy of the Volunteer Registration Form will be maintained by the Human Resource Department.

Individuals may not serve as a Rend Lake College Volunteer until all background checks are complete and the supervising individual is informed of the approval of volunteer status. In the event that a supervising individual allows a person to serve as a Rend Lake College Volunteer without receiving the proper authorization as established within this policy, disciplinary action to the individual may result and corrective action may be taken against the College department, program, or activity.

2.1720 Community Use of College Facilities

POLICY

Rend Lake College allows the use of its facilities by outside entities. However, in all cases, the College reserves the right to approve or disapprove any event and to cancel any reservation at any time. Outside entities using College facilities must follow all College policies including, but not limited to, the following:

- Under the direction of the Board of Trustees, per Illinois Community College Act 235 ILCS 5/6-15, alcoholic beverages may be delivered to and sold or served on campus for receptions, cultural events, conferences or convention type activities provided that:
    - The alcoholic beverages are sold or served only at an event authorized by the College President.
    - The alcoholic beverages are limited to participants attending receptions, cultural events, conferences or convention type activities (non-student related activities).
    - Alcohol usage and consumption is compliant with the “Terms and Conditions” provided with the facilities contract.
- The College reserves the right to alter or change fees without prior notification to the general public.
- The College reserves the right to alter or change the facilities that are available for use by the general public without prior notification to the general public.
- Because of specialized equipment in the Theater, Gymnasium and Event Center, or if specialized equipment is required in other facilities, the College may require the presence of College trained personnel; additional fees may be incurred by the User.
- Laptop computers, smart phones, tablet computers or other devices may be connected to the college public Wi-Fi.

- All entities using College facilities will be required to complete a Rend Lake College Use of Facilities Agreement form, sign a Terms and Conditions form, and provide proof of insurance, either through an existing policy or through the purchase of a special events policy naming Rend Lake College as the venue that covers the scope of the event. The amount of liability coverage must meet or exceed $1,000,000 for a business, and $100,000 for an individual user. The President may waive the requirement to provide proof of insurance at their discretion.
- The College reserves the right to cancel the reservation if the fee balance is not submitted to the college at least three business days prior to the event.
- Fees for damages to Rend Lake College equipment or facilities will be charged to the User.

The following procedures are established to ensure compliance.

PROCEDURE

The College will not confirm reservations for an event occurring between the dates of January 1 and August 15 prior to the preceding October 1, and for the dates August 16 and December 31 prior to March 1.

Facility scheduling will be done through the President's Office or appointed, trained personnel.

Event Center, Main Hall, Gymnasium, SIMA Bay area, and AIC Bay area reservations will require a $500.00 non-refundable booking fee. All other facility reservations will require a $25 non-refundable booking fee payable at the time of the reservation. Booking fee will be applied toward the total bill due. The Rend Lake College Use of Facilities Agreement form, proof of insurance and fee balance must be received at least three business days prior to the event to avoid cancellation.

The following fee schedule is established for the use of facilities, equipment, and/or personnel. Fees may be waived by the President or designee for governmental or educational agencies, individual groups or organizations that have a working relationship with the College or its Foundation, or as deemed appropriate.

Facility Fees:	**First Hour**	**Each Add'l Hour**
Theatre	$100.00	$50.00
Rec Center	$100.00	$50.00
Computer Lab	$30.00	$15.00
Pat Kern Private Dining Area	$30.00	$15.00
Classrooms and Other Facilities	$20.00	$10.00
Warrior Lounge	$75.00	$25.00
Gymnasium	$250	$100 (up to $1,000 max/day)
• Visitor Locker Room (4 total)	$25.00 per locker room per day	
• Concession Stand	$150.00/day	
• Concession Stand Cleaning Fee	$100 flat fee per use	
S.IL Manufacturing Academy (SIMA)		
• Classroom	$100.00	$50.00
• Bay area	$250.00	$100.00
• Special events – will be determined by the President or their designee		
Agronomy Innovation Center (AIC)		
• Classroom	$100.00	$50.00
• Bay area	$250.00	$100.00
• Special events – will be determined by the President or their designee		

Event Center

- Conferences and Meetings $250.00 $100.00 (up to $1,000 max/ day)
- Special Events (weddings, receptions, etc.) – will be determined by the President or their designee
- A refundable $500 damage deposit will be required for special events (weddings, receptions, etc.) held in the Event Center.

Educational Partners (classroom) $175 per credit hour per course

Specialty Fees (when applicable):

AV/Computer Technician Fee (ex: for Video Board/Scoreboard/Theater Lighting/Etc.)	$30.00/hour
Security Fee	$30.00/hour
Event Coordinator Fee	$30.00/hour
Event Center Cleaning Fee	$100 flat fee per use

(Licensing fees for videoconferences, webinars, etc. are the sole responsibility of the individual, group or organization)

Last Revised: April 2026

2.1800 Recycling, Waste Reduction and Procurement of Recycled Products

POLICY

The three components of this policy are designed to save resources, reduce solid waste, and improve markets for recycled products. Active participation of all College constituents is crucial if Rend Lake College recycling programs are to be successful.

A. Recycling – The College is committed to campus-wide recycling collection and supports the development and implementation of such for all campus units.
B. Waste Reduction – The College considers volume reduction as a number one priority of the Solid Waste Management Plan. All campus constituents must reduce the volume of their solid waste stream.
C. Procurements of Recycled Products – The College will not discriminate against, and preference must be given to, products made with recycled material content whenever cost, specifications, standards, and availability are comparable.

PROCEDURE

Specific procedures for the development and implementation of programs regarding recycling, waste reduction, and procurement of recycled products can be found at the Physical Plant Department office.

EMPLOYEE MATTERS – SECTION 3

3. EMPLOYEE MATTERS

3.1005 Appointment of President

POLICY

It shall be the responsibility of the Board of Trustees to make the appointment and fix the salary of the President.

PROCEDURE

The Board of Trustees, when carrying out its duties, will:

A. Determine the qualifications, experience, necessary academic preparation, and other skills and characteristics which members seek in a President.
B. Determine the processes and procedures to be followed in selecting the President.
C. Determine whether the Board will function as a committee of the whole in the selection process or whether a board presidential selection committee will be appointed.
D. Delegate the responsibility to arrange for the processing of applications, announcements, and materials to facilitate the nomination of candidates.
E. Determine the composition and functions of any advisory search committee which Board members feel may be necessary.
F. Determine the terms, conditions and compensation for consultants if the Board wishes to employ a firm or individuals.
G. Select and interview the final candidates and offer opportunities for the campus community to meet the finalists.

3.1010 Selection of Personnel

POLICY

All full-time positions and salaries at the College will be considered for creation and elimination by the Board of Trustees based upon the recommendation of the President.

All personnel shall be selected on the basis of merit. Applicants will be judged on evidence of professional, educational and /or vocational qualifications.

It shall be the responsibility of the President to ensure that all candidates recommended for employment meet the qualifications established by the Board of Trustees and by statutes for the positions recommended.

When a vacancy occurs in an existing and budgeted position, the President is authorized to transfer an existing employee to the position with subsequent appointment or ratification by the Board of Trustees.

When advertising an open position, current employees may apply for the position. College employees will undergo the same screening process as any applicant.

PROCEDURE

APPROVAL

If the position is an existing and budgeted position, the President can make the decision to either advertise the position or transfer an employee to fill the vacancy. If the decision is made to advertise for the position, the appropriate President's Executive Leadership Team member should review the current job description to make sure it is current. If the active job description is current, the next step is to advertise the position. If the job description needs revision, the proposed revisions should go to the Board of Trustees for approval. Once the revised job description has been approved by the Board, the process moves to advertisement.

If the position is a new position, the appropriate Executive Leadership Team member or their designee should create a job description to be taken to the Board of Trustees for approval to create and advertise. Once approval to move forward has been granted by the Board, the process moves to advertisement. A job description should include duties, tenure status, exempt status, classification, and grant funding (if applicable).

These guidelines refer to all full-time positions at all levels within the College with the exception that vacancies may be filled by the President with temporary or substitute help.

ADVERTISEMENT

After approval by the President and/or the Board of Trustees to fill the vacancy, the appropriate President's Cabinet member in cooperation with the immediate supervisor and Human Resources will develop a job posting which includes the following information:

A. Name of position
B. Job description
C. Qualifications
D. Salary Information
E. Type of contract
F. Application deadline and/or until filled
G. Name / title and address of persons to contact to obtain further information
H. Starting date or date as negotiated

With the exception of the position of the President, the President or the President's designee will determine whether a position should be advertised internally, locally, regionally, or nationally. For the position of the President, the Board of Trustees will determine the whole selection process.

The advertisements will contain information about the position. Generally, advertisements should be published no less than 10 days prior to the application deadline and should be released to at least the following:

A. Campus-wide email
B. College website and social media platforms
C. Other appropriate employment platforms

SELECTION

Human Resources will be responsible for ensuring that the appropriate people have access to all applicant materials and for printing and logging all application materials from candidates.

All applicants for full-time positions should submit the following minimum application materials:

A. Cover letter
B. Rend Lake College application
C. Resume
D. Transcripts or copies of transcripts required of all professional positions
E. Any relevant credentialing information required / relevant for the position

The interview committee lead or designee shall:

A. Form an interview committee, consisting of an appropriate representation of campus. The appropriate President's Executive Leadership Team member or designee will be a member of the selection committee.
B. Review applications and share materials with all members of the selection committee.
C. Arrange and conduct interviews with prospective candidates.
D. Perform any applicable reference checks and work with the selection committee to decide upon recommended candidate.
E. With the consent of the President, the appropriate Executive Leadership Team member or their designee will make the offer to the recommended candidate subject to Board approval and successful completion of the background check process. The offer of employment should include conditions of employment, salary, fringe benefits and starting date.
F. Notify the President of the candidate's decision. With the acceptance of the offer of employment, the Board will consider the employment of all full-time candidates.
G. Contact Human Resources to initiate the kick-off of the New Employee Recommendation Form and the background check process. The interview committee lead or designee will be responsible for providing Human Resources with a list of search committee members, candidates interviewed, and the recommended candidate for the position.
H. All candidates receiving an interview should be notified by the interview committee lead or designee that the position has been filled following the sooner of either ratification to hire or Board action.
I. Ensure that the Recommendation Form has been completed and signed by all selection committee members.
J. After the President makes the recommendation of the selected candidate to the Board of Trustees, it will be the responsibility of the interview committee lead to schedule an appointment with the Human Resources department prior to or on the first day of employment to initiate the onboarding process.

Human Resources will provide written notification to all applicants who were not selected for an interview. Application materials for these candidates will be maintained for a one-year period and can be re-activated for open positions upon the request of the candidate.

Last Revised: March 2026

3.1012 Faculty Qualifications

POLICY

Faculty qualifications for both full-time and part-time instructors will be in accordance with the Higher Learning Commission standards and with other applicable state regulations and guidelines.

PROCEDURE

Qualified faculty members are identified primarily by credentials but other factors, including but not limited to equivalent experience, may be considered by the college in determining whether a faculty member is qualified. Instructors possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines minimum threshold of experience and an evaluation process that is used in the appointment process. The justification of experience and evaluation process must be provided by the Dean, with the approval of the appropriate Associate Vice President, the Vice President of Instruction and Student Affairs, and the President. Ongoing professional development programs will be offered to all faculty members in order to continuously promote

enrichment and enhancement of qualifications. Faculty will submit their acquired professional development annually.

A. General Education Courses

Faculty teaching general education courses, or other non-occupational courses, hold a master's degree or higher in the discipline or subfield. If a faculty member holds a master's degree or higher in a discipline or subfield other than that in which they are teaching, that faculty member should have completed a minimum of 18 graduate hours in the discipline or subfield in which they teach. When assessing graduate hours, Rend Lake College considers 400+ level courses (or the equivalent) in our assessment as meeting the threshold for graduate credit if the courses were taken as part of a graduate program.

Faculty teaching 1.1 courses in physical education and other activity based courses must have equivalent experience in the form of an industry accepted credential in the activity area (e.g. aerobics, weight training, applied music, etc.), specialized training in the activity area, or two years of experience teaching the particular activity in another setting.

B. Career and Technical Education Courses

For instructors teaching career and technical education (1.2 PCS) courses, these qualifications shall include 2,000 hours of work experience and appropriate recognizable credentials and demonstrated teaching competencies appropriate to the field of instruction.

C. Developmental Education Courses

Faculty teaching in developmental education courses should hold a bachelor's degree in the field and/or a combination of education, training and equivalent experience. Individuals who have completed certification programs in specific areas may submit their credentials for review and evaluation.

3.1015 Terms of Appointment and Termination of Full-Time Employees

A. Full-Time Non-Tenured Positions

POLICY

Upon an individual's initial employment at Rend Lake College, a six-month probationary contract will be issued. During the first three months of a newly hired individual's employment or transfer, the employee will be given the opportunity to provide campus staff with feedback via a formalized process to improve job satisfaction and/or retention. At any time during the first four months of an individual's initial employment, a supervisor, if he/she feels job performance is less than satisfactory, may choose to formally evaluate the employee using a standardized evaluation tool and issue a remediation plan. The employee will be given at least sixty (60) days to correct any performance deficits. If performance deficits are not satisfactorily corrected, the employee's probationary contract will not be renewed. Non-renewal of the employee's employment will be done by action of the Board and notification will be given by the President prior to the ending date of the probationary contract.

Employees in continuing full-time non-tenured positions are appointed for a specific period of time (beginning and ending dates) and do not have a right to continued employment beyond the ending date. This employment does not lead to tenure or to any continuing employment rights. Non-renewal of the appointment of a non-tenured employee may be with or without cause; an employee may be terminated for cause prior to the ending date of the appointment letter / contract by action of the Board based upon recommendation of the President. The contract automatically terminates on the stated ending date without the need for further written notice.

Termination of employees prior to the stated ending date will be done by action of the Board based upon recommendations of the President. Non-renewal of the employee's employment will be done by action of

the Board and notification will be given by the President prior to the ending date indicated in the appointment letter.

PROCEDURE

Employees in full-time non-tenured positions will receive an appointment letter/contract from the President. The letter should be signed and returned to the President's Office within 15 calendar days. This letter / contract will indicate:

A. job title and nature of the position and fact that it is non-tenured;
B. beginning and ending dates;
C. wage or salary;
D. exemption status;
E. a statement that the employee is subject to all relevant College rules and regulations;

B. Full-Time Non-Tenured Positions Funded by a Grant or Other External Source

POLICY

The appointment of full-time non-tenured personnel funded by grant funds or other outside sources will coincide with the grant or source designation. This position will terminate without notification at the ending date indicated on the appointment letter, or if the grant funds or the external source is insufficient or eliminated.

Adjustments to salary will become effective at the beginning of the new grant period. Fringe benefits will be adjusted at the same time adjustments are made for faculty and staff on institutional funds provided grant funds are available. The College shall have no obligation to make any payments to a grant employee from the institutional funds, or retain the employee in the event there is a reduction in the funding of the grant.

C. Full-Time Tenured Instructional Staff (Faculty and Academic Support)

POLICY

Appointment of full-time tenured instructional staff shall be by vote of the Board of Trustees as recommended by the President. The President's Executive Leadership Team shall be responsible for the primary determination of the number and manner of instructional and academic support personnel utilized in accordance with the established policy of the College.

PROCEDURE

Full-time tenured instructional staff will receive an annual appointment letter from the President indicating the title of the position, employment date, salary, position on the salary schedule and type of contract (for contracts see union contract). Determination will be in accordance with Illinois Tenure Law.

3.1016 Terms of Working Remotely for Full-Time Employees

POLICY

In an effort to be responsive to the needs of the current workforce, Rend Lake College will support remote work options in situations where it is reasonable and practical to do so, and where the operational needs of the college will not be adversely affected. Remote work may also be required by employees whose duties can be performed in part or in whole from a remote working location in times of crisis in order to protect the health, safety and welfare of faculty, staff and students of Rend Lake College and the surrounding communities.

Rend Lake College is an equal opportunity employer that is committed to the success of all its employees. Each request for remote work will be subject to the guidelines set forth in procedures and will be approved or denied on a case-by case basis by the appropriate Vice President and the President on behalf

of the Board of Trustees. With regard to full-time faculty, the terms of the faculty contract will supersede any items of conflict. In case of a discrepancy with regard to a staff member, the individual contract will supersede.

For a proposed remote work agreement to be considered, an employee must have performed the duties of their position in a satisfactory manner without any disciplinary measures or corrective actions. All remote work will be subject to a 3-month probationary period. The need for an employee to remain remote will be evaluated on an annual basis at the end of the current fiscal year. A new remote work agreement request must be approved following that review in order to continue remote work. Rend Lake College also reserves the right to revoke a remote work agreement at any time with or without notice when it is in the best interest of the college to do so.

Employees that have been approved for remote work will continue to be covered by the College's workers' compensation and liability insurance programs provided the employee is abiding by the requirements of the agreement and the conditions set forth in that agreement. Rend Lake College assumes no responsibility for activity, damage or injury that the employee may inflict or incur that is not directly related to, resulting from, or caused by the employee while performing their job duties; nor does the college assume any responsibility for activities engaged in by the employee over which the college has no reasonable control or for any damage or loss of the employee's personal property.

When working remotely, an employee's job duties and expectations do not change. The employee will be held to the same job performance standards as those established for the employees working on-site (*see policy 3.1225* – Discipline and Dismissal – Non-Tenure Track Employees). Violations of the remote working agreement or board policy and procedures will be subject to discipline up to and including termination for serious misconduct. A remote worker should also be expected to participate in on-campus events when practical to do so or when required by their supervisor. Every employee should also have the same training and advancement opportunities as traditional employees.

Remote workers will not be eligible for mileage to and from Rend Lake College. The college will provide necessary equipment for remote work such as laptop and printer but will not compensate the employee for expenses incurred as a result of remote work, such as cell phones and internet (*see policy 5.1220 – Reimbursement of Miscellaneous Department Expenses*). Any remote worker requests for compensation of unforeseen expenses involving the remote work must be approved in advance by the college.

PROCEDURE

Initiating a Remote Work Situation

In order to be considered for remote work, all of the following must be met:

- The employee makes a request to the supervisor to establish a remote work situation.
- If the supervisor agrees to allow the employee to work remotely, the supervisor must present the request to a President's Executive Leadership Team member. The PELT member must then request that the remote work agreement form be initiated by Human Resources.
- The agreement must be approved and signed by all designated persons including the appropriate Vice President and the President.
- The fully executed agreement with appropriate documentation will be housed in-Human Resources.

Documentation Required

As outlined on the Remote Work Agreement form, the following documentation is required in order to establish a remote work agreement:

- An explanation of how productivity will be monitored (example: remote worker weekly report).
- A brief description of the work to be accomplished at home (job description)
- The dates for working at home (where applicable) and the daily work hours
- Acknowledgement that office calls will be forwarded to personal phone when remote.
- Acknowledgement that needed equipment and software are accessible remotely.

Procurement of Necessary Equipment and Supplies

- In rare instances where supervisor approval has been obtained, ~~E~~employees should use the Network Access Request Form (NARF) or other designated form to request necessary equipment, software and licenses, and IT will assign the employee the appropriate work items.
- All necessary office supplies will be requested from the college bookstore and a delivery option coordinated.

Evaluation of Remote Work Assignments

- The supervisor may use the Remote Work Weekly Report to coordinate and monitor weekly assignments in an effort to maintain contact with the remote employee.
- It will be the responsibility of the supervisor to ensure that the remote worker is following policies and procedures and to monitor weekly assignments and maintain contact with the employee.
- It is the responsibility of the supervisor to ensure that remote workers are kept informed of campus activities.
- The supervisor will evaluate the employee in accordance with policy and address concerns in an appropriate timeframe (*see Policy 3.1225 – Discipline and Dismissal – Non-Tenure Track Employees*).
- The need for an employee to remain remote will be evaluated on an annual basis at the end of the current fiscal year by the President's Executive Leadership Team with recommendations from President's Cabinet. A new remote work agreement request must be approved following that review in order to continue remote work.

Time Off from the Predetermined Work Schedule

- An employee must be available during the hours agreed upon in the remote work agreement.
- A remote employee will be given the same benefits, time off and breaks as campus employees.
- Overtime for non-exempt employees is allowed only when it is pre-approved by the supervisor in writing.
- Vacation, sick or personal leave must be submitted according to policy and procedure when unable to maintain regular business hours or availability.
- Any modification to the established schedule must be pre-approved by the supervisor.

Using College Equipment, Supplies or Records at Home

- A remote employee is to safeguard all Rend Lake College confidential information.
- A remote employee is not permitted to meet with third-party representatives at an employee's place of residence to conduct college business.
- ALL original records should remain on campus.
- Copies of all records and correspondence must be safeguarded by the employee to protect them from unauthorized disclosure, loss or damage and for the return to main campus.
- Equipment and supplies may be provided by the college on a case-by-case basis.

- Protection of college owned equipment, supplies and records is the responsibility of the employee. No personal software programs are to be installed on college issued equipment, all equipment is to be used only for business related purposes and all college security protocols are to be followed (*see policy 2.1500 – Security Awareness and Acceptable Use of Computer Equipment*).
- Release or destruction of any records is only done at the college according to policy and procedure.
- The employee is responsible for operating costs, home maintenance and all other incidental costs associated with the use of their own residence.

Injury During Predetermined Remote-Work Schedule

- If injured in the course of performing official duties at the work location in the home, an injured employee should notify human resources and complete the necessary paperwork within 24 hours of the incident as well as follow all other requirements as related to returning to work (*see Policy 3.1420 – Return to Work Certification*).

Lost, Stolen or Damaged College Equipment

- If college equipment is lost, stolen, or damaged, the employee agrees to participate in any investigation and follow all other requirements (*see Policy 2.1500 – Security Awareness and Acceptable Use of Computer Equipment*).

Termination of Employment or Remote Work Agreement

- Either party can at any time terminate the employment contract or the remote work agreement.
- At the time an employment contract or remote work agreement is terminated, a remote worker will be required to return all Rend Lake College issued equipment, property, and records to campus by the end of the business day on their last day of employment.
- If the equipment is not returned, returned damaged or determined to have been misused, the employee agrees to have the depreciated value of the equipment deducted from their final pay (not to exceed the net amount of their final pay.)

3.1020 Terms of Appointment and Termination of Full-Time Temporary Employees

POLICY

A full-time temporary employee is appointed into a position that automatically ceases to exist on a stated date, or at the end of a completed project. In no event shall it last more than two (2) semesters for faculty or one (1) year for other staff. A temporary employee has no right to continued employment at the end of the date established in the appointment letter. Such employment automatically terminates on the stated date, and without the necessity of notification from the College. Benefits provided to a temporary full-time employee shall be the same as a regular employee but prorated based upon the length of the appointment and subject to the requirements of said benefit.

PROCEDURE

Temporary employees will receive an appointment letter / contract indicating:

A. job title and nature of the position and fact that it is non-tenured;
B. beginning and ending dates;
C. wage or salary;
D. exemption status;
E. a statement that the employee is subject to all relevant College rules and regulations;

F. a statement that they do not have a right to continued employment beyond the dates specified, and that the contract automatically terminates without the necessity of further written notice;
G. A statement that the employee may be terminated for cause prior to the ending date of the appointment letter/contract by action of the Board based upon recommendation of the President.

3.1025 Terms of Appointment and Termination of Part-Time Employees

POLICY

Part-time employees are those individuals who are employed on a less than full-time basis. The Board delegates to the President or designee the responsibility for the recruitment, appointment, evaluation of performance and termination of part-time personnel. Appointment of a part-time employee does not lead to tenure or a right to continued employment. Part-time employees working less than thirty (30) hours per week on a consistent basis are not entitled to any benefits. Part-time employees who are scheduled to consistently work 30-35 hours per week will be eligible to participate in the Health Savings Account Insurance Plan as established for all full-time employees. In the event that a part-time employee did not work an average of 30-35 hours per week during the prior fiscal year or the portion of the fiscal year they were employed, the employee will no longer be eligible to participate in the Health Investment Plan at the time of plan renewal. Part-time employees who consistently work 30-35 hours per week will also receive five (5) personal days per year, as is established in board policy 3.1520.

Prior to the employment of any part-time employee, supervisors must receive from the Human Resources Department a verification of the current employment status of the person in question in order to ensure that the potential employee is not currently employed by the College in another department and will not exceed the established limits on hours worked as follows:

Part-time instructors engaged in teaching credit classes which require a reasonable amount of both prep and post teaching time and who are not paid on a documented per hour basis may not have teaching assignments which result in more than 24 hours during any one-week period engaged in teaching duties. For each (1) hour of time spent in the classroom during the week an additional two (2) hours of work will be added to the weekly total to account for the hours which are spent in pre and post teaching duties. For each (1) hour of time spent in a lab setting no additional hours will be added for pre and post duties. In most cases, part-time instructors will be restricted to teaching assignments only and no other types of employment by the College will be allowed. No deviations from this policy will be permitted without first securing the approval of the appropriate Vice President, the Chief Financial Officer, and the President.

In very limited situations, deans may request and the appropriate Vice President, the Chief Financial Officer, and the President may allow a part-time instructor to be employed on a part-time basis engaging in other types of activities. The sum total number of hours worked by these employees may not exceed a combined total of 24 hours per week using the appropriate conversion method for hours engaged in teaching as follows: For each (1) hour of time spent in the classroom during the week an additional two (2) hours of work will be added to the weekly total to account for the hours which are spent in pre and post teaching duties. For each (1) hour of time spent in a lab setting no additional hours will be added for pre and post duties.

Part-time Instructional Trainers or Instructional Supervisors engaged in teaching credit classes which require minimal amounts of either prep or post teaching time & which are paid at an hourly rate of pay based upon documented hours worked may not exceed more than the sum total of 24 hours per week. The 24-hour limit is to include hours worked in multiple departments and/or multiple positions within the same department.

General part-time employees may not exceed more than the sum total of 24 hours per week. The 24-hour limit is to include hours worked in multiple departments and/or multiple positions within the same department.

Persons employed as a head coach or an assistant coach may not exceed more than the number of hours of documented time as stated on the stipend list and documented on the stipend letter received for the stipend position (as determined by regulations established within the Fair Labor Standards Acts guideline) worked during any one academic year. Each sport will be allowed to have only one individual designated as the head coach and may be allowed to have one individual as an assistant coach. Additional assistant coaches would be permitted only if the individual signs a volunteer agreement with the College stating that no financial payments would be received for hours worked while engaged as a volunteer assistant coach. Head coaches and assistant coaches who are not employed by the College as a full-time employee with coaching responsibilities included as part of his / her job description will be paid a stipend and will not be paid on an hourly basis.

Head coaches and assistant coaches who are not employed by the College as a full-time employee with coaching responsibilities included as part of his/her job description may be employed by the College only as a coach or an assistant coach. In most situations, no other type of employment by the College will be allowed. No deviations from this policy will be permitted without first securing the approval of the Athletic Director, the Vice President of Academic & Student Services, the Executive Vice President, the Chief Financial Officer, and the President.

Only after securing the approval of the Athletic Director, the Vice President of Academic and Student Services, the Chief Financial Officer, and the President, a coach or an assistant coach who has worked less than the above referenced limits of documented time (as determined by regulations established within the Fair Labor Standards Acts guideline) within an academic year may be allowed to work additional part-time hours as long as the total combined hours worked do not exceed a combined total of 24 hours per week. In the event that a head coach or assistant coach is allowed to teach part-time, the sum total number of hours worked by these employees may not exceed a combined total of 24 hours per week using the appropriate conversion method for hours engaged in teaching as follows: For each (1) hour of time spent in the classroom during the week an additional two (2) hours of work will be added to the weekly total to account for the hours which are spent in pre and post teaching duties. For each (1) hour of time spent in a lab setting no additional hours will be added for pre and post duties.

Persons employed as tutors will be restricted to the same limits as established for all other part-time general employees. No deviations from this policy will be permitted without first securing the approval of the Vice President of Academic and Student Services, the Chief Financial Officer, and the President. Only after securing the approval of the Vice President of Academic and Student Services, the Chief Financial Officer, and the President, a part-time tutor may in very limited situations be allowed to be employed on a part-time basis engaging in other types of activities.

3.1030 Adjunct Teaching Assignments for Full-Time, Non-Faculty Employees

POLICY

Prior approval must be received from both the Vice-President of Instruction and Student Affairs and from the Chief Financial Officer before teaching assignment can be made for full-time employees who are not a part of the faculty bargaining unit.

Classes taught as part of the full-time, non-faculty employee's assigned duties and/or that are taught during the employee's normal working hours will not be eligible for additional compensation.

3.1035 Paid Leave for All Workers (Part-Time Employees)

POLICY

General part-time non-instructional employees that are hired to work a regular schedule for at least one semester that works a regular schedule less than 30 hours average per week will accrue 1 hour of personal leave for every 40 hours worked with a cap of 40 hours in any 12-month period. Once accrued, employees may request this time in no less than 2-hour increments. Non-instructional employees will be allowed to carry over up to 40 hours per year. Any unused, accrued personal leave for non-instructional employees will not be paid out upon separation of employment. If any employee returns to work within the period of time allowed under the Paid Leave for All Workers Act any accrued, unused remaining balance will be reinstated.

Part-time instructional employees that are paid from an instructional contract will be fronted personal time based on the amount of personal time that they are entitled to under the provisions set forth in the Paid Leave for All Workers Act. Upon receipt of the instructional contract, human resources will front each instructor the amount of personal leave due them according to the 3 to 1 multiplier rule which allows for an hour of prep and an hour of post class for grading and assessment. The calculation will be based on the 3.0 multiplier for each classroom hour taught. For example, an instructor assigned to teach 6 credit hours will be fronted (6 x 3.0 = 18 hours X 16 weeks=288 hours/40 hours = 7.2 hours of personal leave time). All personal leave must be requested in 2-hour increments. Employees that are fronted leave will not be allowed to carry over any unused time and therefore any unused balance on June 30th of each calendar year will be forfeited. Unused personal leave will not be paid out at the time of separation or at the end of the fiscal year.

Part-time instructional employees or trainers that are paid on an hourly basis will accrue 1 hour of personal leave for every 40 hours worked with a cap of 40 hours in any 12-month period. Once accrued, employees may request personal leave in 2-hour increments. Non-instructional employees will be allowed to carry over up to 40 hours per year. Any unused, accrued personal leave for non-instructional employees will not be paid out upon separation of employment. If any employee returns to work within the period of time allowed under the Paid Leave for All Workers Act any accrued, unused remaining balance will be reinstated.

Head coaches, assistant coaches, and other stipend positions that are not employed by the college as a full-time employee will be fronted the number of hours of personal leave at the beginning of their contract period based on the maximum hours indicated on their contract. The calculation will be the maximum number of hours allowed on their contract /40 hours. For example: Head coaches have a maximum hours of 1200 per semester so they would receive 30 hours of personal leave in a 12-month period. All leave granted under the Paid Leave for All Workers Act is limited to a maximum of 40 hours of leave in a 12-month period and must be requested in 2-hour increments. Since leave will be fronted to part-time stipend employees, any remaining leave on June 30th will be forfeited. Unused personal leave will not be paid out at the time of separation or at the end of the fiscal year.

Employees offered and agreeing to work 30-35 hours per week on a regular basis will receive personal time as defined in policy and procedure **3.1520 Personal Leave.** Pursuant to the Paid Leave for All Workers Act short-term employees with no reasonable expectation of continued employment such as community education instructors, secondary education instructors, or intermittent part-time employees will not be eligible for personal leave.

PROCEDURE

All personal leave will be available for use once accruals have either been earned or fronted to employee personal leave accrual banks. All personal leave must be taken in 2-hour increments and will be requested via the TimeClock system or the system being utilized for paid-time off. Employees intending to use personal leave must notify their supervisors prior to the start of their work day, shift or class and with as much advance notice as foreseeably possible.

3.1100 Salary Advancement for Full-Time Employees

POLICY

Salaries for employees covered under an existing labor agreement will be determined by the term and conditions of the relevant contract.

Salaries for full-time employees not governed by a negotiated labor agreement will be established by the college Board of Trustees.

Employees must have been employed by the college six (6) months in order to be eligible for a raise in the beginning of a new fiscal year. Full-time non-tenured employees who are funded by a grant must have been employed by the college six (6) months to be eligible for a raise at the beginning of a new grant period. Full-time non-tenured employees who are funded by a grant and have not been employed by the college worked 6 or more months at the start of the new grant period will not be eligible for a regular raise until the second grant year after their employment.

3.1105 Workweek and Computation of Hourly Rate of Pay for Full-Time Employees

POLICY

The College workweek shall be Sunday through Saturday.

A. Non-exempt Personnel (Office Support, Administrative, & Academic Support, Physical Plant)

During the regular school year, a non-exempt employee shall work a 37 hour work week. It is understood and agreed upon by the College and employees that this is the default work week and that any and all deviations from this work week have to be pre-approved by an employee's supervisor and the applicable Vice-President. Meal periods are not included as part of the paid work day. The President of the College or his designee shall, based upon the best interest of the College, have the authority to alter or amend the regular work day for non-exempt personnel.

In the event that an employee will be required to work hours outside the default work week or in a situation deemed to be an unforeseen or emergency situation, the employee will be required to receive prior approval from their direct supervisor to modify the default weekly work schedule. In the event that a supervisor is not able to allow for the flexibility needed to modify an employee's weekly work schedule while still ensuring that the required work duties are met, the employee will be entitled to compensatory work time for time worked outside the default work week. Supervisors will be required to properly record the number of hours worked outside the default work week which are to be considered for compensatory time on a quarter-hour basis within the electronic time keeping system. For all approved hours worked outside of the default work week, employees will receive compensatory time on an hour to hour basis for hours which are required in the normal default work week up to 40 hours. For those approved hours worked in excess of 40 hours in a workweek, employees understand and agree that they will be awarded compensatory time at a rate of 1.5 hours of compensatory time for each hour worked in excess of 40 hours in a workweek.

In the event of a College closure due to inclement weather, full-time physical plant employees, because of the nature of their responsibilities, will report to duty as assigned by the Dean of Facilities Management and Campus Operations and will be awarded compensatory time at a rate of time-and-one half.

In coordination with their supervisor, employees will make every effort to work to use compensatory time earned within the following pay period. Failure to use time earned within the next pay period will not void the time earned. An employee who has compensatory hours earned but unused at the end of the calendar year and the end of the fiscal year will be compensated at their applicable hourly rate of pay on the first payroll of the subsequent calendar and fiscal year.

In limited situations when it has been deemed to be in the best interests of the College, the President or their designee may agree to a cash payment for hours worked in excess of those included in the default work week. Employees must receive prior approval from their supervisor to work any hours outside of the default work week if the hours are going to be considered for cash payment. In the event that employees will be receiving a cash payment, overtime hours will be paid as required by the federal Fair Labor Standards Act and the Illinois Minimum Wage and Overtime Act. Employees working beyond the 37 hours defined in the default work week will be paid at a straight-time hourly rate according to the employee's current regular hourly rate of pay for hours worked between 37 hours included in the default work week -40 hours. Any hours worked in excess of 40 hours per week will be paid at an overtime rate equal to one-and-one-half (1½) times the employee's current regular straight-time hourly rate of pay.

Starting the week after Commencement, the normal work week shall consist of a 28 hour work week; this will continue through the second week before the start of Fall classes. During the week prior to the start of Fall classes, the normal work week shall consist of a 35 hour week. It is understood and agreed upon by the College and employees that this work week is the default work week and that any and all deviations from this work week have to be pre-approved by an employee's supervisor and the applicable Vice-President. Employees working beyond the 28 hours defined in the default work week will be paid at a straight-time hourly rate according to the employee's current regular hourly rate of pay for hours worked between 28 the hours included in the default work week -40 hours. Any hours worked in excess of 40 hours per week will be paid at an overtime rate equal to one-and-one-half (1½) times the employee's current regular straight-time hourly rate of pay.

This provision is intended to define the normal hours of work and to provide the basis for calculation of compensatory time and / or overtime pay. Nothing herein shall be construed as a guarantee of hours per day or per week.

This provision is not applicable for those employees whose positions are dependent upon a College contract with an outside private, county, state, or federal agency for financial support.

1. Computation of Hourly Pay – Non-exempt Personnel

Computation of straight-time hourly rate of pay for Non-exempt personnel will be made as follows:

- Annual salary = monthly salary x 12
- Annual hours = 156 days x 7½ hours per day = 1,170 hours
- 93 -days x 7 hours per day = 651 hours
- Total annual hours 1,821 hours
- Hourly rate of pay = annual salary divided by annual hours

This computation of hourly pay is intended for use only in computing overtime pay and payments for new or terminating employees between normal pay period dates.

B. Administrative and Academic Support Exempt Personnel

During the regular school year, an exempt employee shall work a 37- hour work week Meal periods are not included as part of the paid work day. The President of the College shall, based upon the best interest of the College, have the authority to alter or amend the regular work day for office support personnel.

Starting the week following the commencement service until the week before the start of Fall classes, the normal work week shall consist of a 28-hour work week. During the week prior to the start of Fall classes, the normal work week shall consist of a 35-hour week.

Due to the nature of their responsibilities and the corresponding classification of employee status defined on the job description, exempt employees are not entitled to overtime pay or compensatory time. In the event that job duties and/or responsibilities must be carried out at a time outside of the default work week, an exempt employee must receive prior approval from their direct supervisor to modify their default work schedule in such a way to ensure that the required job duties are met.

3.1110 Computation of Hourly Rate of Pay for Part-Time Employees

POLICY

The hourly rate of pay for all part-time employees shall be established by the Board based upon recommendations from the President.

Classification 1 — Part-time Instructors (Credit Classes which require a reasonable amount of both prep and post teaching time and which are not paid on a documented per hour basis.)

(The following schedule is predicated upon a part-time instructor teaching a minimum of one (1) semester per year, attending all required meetings, demonstrating overall support of the College, and receiving positive evaluations.)

Step	Semesters Taught	Rate
1	0-19	$36.00
2	20+	$38.00

During any one (1) academic year (consisting of a Fall, Spring, and Summer term), if a part-time faculty fails to teach for the College, in any capacity, the individual will be returned to Step 1 of the schedule.

Classification 2	Part-time Instructional Trainers or Instructional Supervisors (Credit Classes which require minimal amount of either prep or post teaching time and which are paid at a hourly rate of pay based upon documented hours worked). Hourly rates of pay will be based upon the trainer or supervisor's educational experience and prior work experience. Deans will be required to secure the approval of hourly rate of pay from the appropriate Vice President prior to the employment of the part-time trainer or supervisor.	
Classification 3	Community Education Instructors (non-credit)	$20.00/hour
Classification 4	Part-time Teacher Aide – Children's Center	$15.00/hour
Classification 5	Part-time Applied Music Instructors/	$30.00/hour
Classification 6	Part-time Tutors & Educational Support Specialists HS grad Associate degree Bachelor's degree + Master's degree +	 Minimum Wage $16.00/hour $18.00 /hour $20.00/hour
Classification 7	Part-time Specialized Skilled Laborers Hourly rates of pay will be based upon the specialized skilled laborer's educational experience and/or prior work experience. Approval of hourly rate of pay from the appropriate Executive Leadership Team member will be required prior to the employment of the part-time specialized skilled laborers.	$17.00 to $25.00/hour
Classification 8	Part-time Specialized Skilled Professional Hourly rates of pay will be based upon the specialized skilled professionals educational experience and/or prior work experience. Approval of hourly rate of pay from the appropriate Executive Leadership Team member will be required prior to the employment of the part-time specialized skilled professional.	
Classification 9	Part-time Food Service Managers	$17.00/hour
Classification 10	Part-time Library Specialists	$15.00/hour
Classification 11	Part-time Maintenance, Custodial, Grounds	$17.00/hour

Classification 12	Part-Time Office Support Specialists	$16.00/Hour
Classification 13	Part-time Lab Assistants	$16.00/Hour
Classification 14	Student Workers	$15.00/hour
Classification 15	Part-time Assistant Teacher - Children's Center (possessing an Associate Degree in child care or higher credentials)	$17.00/hour
Classification 16	Part-time Retail	$15.00/Hour
Classification 17	Part-time Food Service	$15.00/Hour
Classification 19	Part-time Security Officer	$17.00/hour
Classification 20	Part-time Police Officer (graduate of Illinois Training and Standards Board)	$20.00/hour

These hourly wages will apply to those employees paid out of institutional funds. Any deviations from the above schedule for positions paid from institutional or grant funds must be approved in advance by the President and Vice President Finance & Auxiliary Services.

Last Revised: September 2026

3.1112 Student Employment

POLICY

Student worker employees are those individuals who are employed at Rend Lake College while being a full-time student. Appointment of a student worker employee does not lead to continued employment from semester to semester or year to year. Student workers are not entitled to any benefits. Students desiring employment each year at Rend Lake College are required to complete the Free Application for Federal Student Aid. Exception to this requirement may be made on a case-by-case basis by the Director of Financial Aid.

PROCEDURE

Student are required to complete a Rend Lake College Student Employment Application via the online application accessible on the website.

During the fall and spring semesters, students will be allowed to work a maximum of twenty (20) hours per week to allow for sufficient study in all subjects. During the summer and during breaks when classes are not being held, students may work a maximum of twenty-four (24) hours per week. The number of hours to be worked per week is not guaranteed and should not be expected if the department does not have enough work demand.

Students who graduate or terminate enrollment will no longer be allowed to work effective the date of graduation or termination of enrollment. Exception will be made during the summer for students who have graduated, but will be enrolled in at least (3) credit hours during the summer semester. These students may work through the end of the summer semester.

Students who are enrolled full-time during the fall semester may work the preceding summer without being enrolled in any summer credit hours.

Students should be informed of unsatisfactory work performance and be given the opportunity to improve performance.

Student workers who drop below six credit hours in the fall or spring semester are required to meet with the Financial Aid Director in order to determine continuing work eligibility.

Student workers must maintain an overall 2.0 grade point average, which will be monitored by a designee in the Financial Aid Office.

Student workers who are working a 7 ½ hour shift are required to take a ½ hour break (non-paid) no later than the 5th hour.

Prior approval must be obtained from the appropriate Executive Leadership Team member and the President should a department determine that a student worker is needed to work in excess of twenty (20) hours a week during the fall and spring semesters, or in excess of twenty-four (24) hours during the summer and during breaks when classes are not being held. Justification should be provided outlining the number of hours, rationale, and the accounts to be charged.

Student workers are required to enroll in and successfully complete BUSI 1202 during the first semester they are employed. BUSI 1202 is a hybrid course which begins with a mandatory face-to-face workshop followed by online modules.

Last Revised: July 14, 2026

3.1115 Stipends

POLICY

Stipends may be awarded for performance of duties which are not included in contractual job descriptions and that are outside the scope of an employee's regular job duties. Hours worked in stipend positions are not paid on a per hour basis and do not count toward full-time status. Due to the nature of some of the duties involved with a stipend position, the Board of Trustees may choose to limit the hours worked per fiscal year for specified positions.

The Board of Trustees approves the creation of the position and the amount of the stipend. The President of the College is authorized to appoint personnel to stipend positions and at the end of the appointment period to remove personnel from such positions or terminate the positions. The President may, with Board approval, terminate a stipend position with or without cause at any time during the appointment term.

PROCEDURE

Letters of appointment to stipend positions will be issued by the President. An appointment to a stipend position is for one year or less and does not imply continuous employment. Stipends will be paid throughout the fiscal year and prorated as needed for partial years. The Board of Trustees will be provided an annual report of stipend positions and appointments at the July meeting.

Stipend may be:

POSITION	STIPEND	MAX HOURS WORKED PER FISCAL YEAR

Archery Coach	$12,000	800
Archery Assistant Coach	$5,000	330
Assessment or Dual Credit Mentor(s)/Reviewer(s)	$100per semester	
Athletic Director	$21,000	
Chocolate Factory Facilitator	$10,000	
Coordinator Of CNA	$4,500	
EMT / Paramedic Medical Director	$3,000	
EMT / Paramedic Program Director	$3,000	
Entrepreneurship coordinator	3 equated load hours per semester	
Lab Manual Developer	$500 per manual + $100 per lab activity	
Men's Baseball Assistant Coach	$12,000	800
Men's Basketball Coach	$18,000	1200
Men's Golf Coach	$12,000	800
Mine Training Coordinator	$3,000	
Online Quality – Reviewer(s)	$50	
OSHA Coordinator	$2,500	
Smart Start Workforce Grant Expert	$11,690	
Smart Start Workforce Grant Technical Assistant	$5,010	
Softball Coach	$18,000	1,200
Softball Assistant Coach	$12,000	800
Sustainability and renewable energy coordinator	$5,000	
Trap Shooting Coach	$18,000	1,200
Women's Basketball Coach	$18,000	1,200
Women's Basketball Assistant Coach	$12,000	800
Women's Golf Coach	$12,000	800
Women's Volleyball Coach	$18,000	1,200

Last Revised: July 14, 2026

3.1120 Industrial Contracts

POLICY

An industrial contract is defined as a full-time contract other than the school calendar contract. The specific number of weeks to be worked (example: 50 weeks) and the beginning and ending dates of the time period will be specified in the individual contract

PROCEDURE

The accrual of sick leave and personal leave for individuals employed as part of an industrial contract will follow Rend Lake Policy 3.1505 – Sick Leave and 3.1520 – Personal Leave. Individuals employed as part of an industrial contract which is for a period of less than 50 weeks will not be entitled to vacation days.

The following conversion table is to be used to determine the daily rate of pay for employees with an industrial contract. This conversion table is intended for use only in the computation of payments for new or terminating employees between normal pay periods.

The number of days to be worked in an industrial contract is computed on the following schedule:

Months		
	37 weeks =	167 days
	38 weeks =	172 days
	39 weeks =	176 days
10	40 weeks =	180 days
	41 weeks =	184 days
	42 weeks =	188 days
	43 weeks =	192 days
11	44 weeks =	196 days
	45 weeks =	200 days
	46 weeks =	204 days
	47 weeks =	208 days
	48 weeks =	212 days
	49 weeks =	216 days
12	50 weeks =	220 days (365 days – 104 weekend – 5 Christmas – 14 official holidays – 10 (2 weeks vacation) – 12 (Friday closures during Summer term)

3.1200 Evaluations of Non-Faculty Personnel

POLICY

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 full-time employees will be required to participate in this program. When circumstances warrant, an employee's supervisor may conduct an employee assessment / appraisal at any time, or subject to grant guidelines for employees working under grants.

All evaluations will be based on an employee's overall performance in relationship to their job responsibilities and will also take into account their conduct, demeanor, and record of attendance and tardiness. The following procedures are established to ensure compliance.

PROCEDURE

The supervisor will, on a continuing basis, observe the employee's performance and will communicate any concerns. A standardized evaluation and feedback tool with supporting instructions will be made available for use. If at any time during the first four months of an employee's initial probationary employment period, a supervisor feels that job performance is less than satisfactory, they may choose to formally evaluate the

employee using a standardized evaluation tool and issue a remediation plan. The employee will be given at least sixty (60) days to correct any performance deficits.

The written evaluation for all personnel shall be completed by June 30th of each even numbered year, and copies of each evaluation shall be sent to the President's office or designee by August 1st. Written evaluations of grant employees shall be completed as required by any applicable grant requirements. Copies of the evaluation will be placed in the employee's personnel file

3.1205 Performance Evaluation and Tenure of Faculty Members

POLICY

The single most important responsibility of the Rend Lake College Board, faculty, and staff is to provide a quality instructional program designed to promote effective student learning. Excellence of instruction can be achieved when the College employs only fully qualified faculty members. Faculty members should be familiar with the best pedagogical approaches and work in an atmosphere where the freedom to teach and learn is encouraged.

Evaluation is properly a function and responsibility of the administration. This evaluation program is not intended to be a punitive instrument. The purpose of evaluation is to improve the learning process, to apprise instructional staff of their strengths, weaknesses, progress, and overall status, to determine the desirability of tenure when an individual is eligible, and to provide information for use in making personnel decisions in accordance with 110 ILCS 805/3B.

The administration has developed systematic and professional procedures for the primary purpose of assessing the quality of instruction and academic support services at Rend Lake College and to determine which instructors shall have continued employment with the College. Certain guidelines for evaluation of faculty may be set forth in an applicable Collective Bargaining Agreement.

Because tenure confers special rights and privileges on the recipient, it is the policy of the Board to extend tenure to only the most qualified individuals who are otherwise eligible. For this policy and subsequent procedures, the following definitions will apply:

A. Faculty Member means a full-time employee of the district regularly engaged in teaching or academic support services, but shall exclude supervisors, administrators, and all office support and physical plant employees.
B. Academic Support Services includes counseling and the Learning Resources Center.
C. Academic Support Personnel means contractual employees including counselors and professional librarians, excluding supervisors, administrators, office support and physical plant employees.
D. School Year means the fall and spring semesters which constitute the regular academic year and shall exclude the summer session.
E. Term means the fall or spring semesters within a school year.
F. Notice means a written notice delivered in person or deposited in the U.S. Mail by Certified or Registered Mail, postage prepaid, addressed to the faculty member's last known address.
G. Tenure means continuous contractual employment unless dismissed for adequate cause or due to a decision of the Board to decrease the number of faculty members employed by the Board or to discontinue some particular type of teaching service or program.
H. Full-Time Employment for the purposes of this tenure policy shall be defined as follows:
    1. Faculty Members: Faculty members must have an instructional load of at least thirty (30) equated semester hours per school year. An instructional load of less than thirty (30) equated semester hours per school year shall not be considered full-time employment. Faculty members on extended contract must have a proportionately higher load. See applicable Collective Bargaining Agreement.

2. Academic Support Personnel: Academic support personnel must have a normal work week of at least 35 hours during the regular school year, i.e., the fall and spring semesters, but excluding the summer session. A normal work week of less than 35 hours per week during the regular school year shall not be considered full-time employment.

I. Seniority means the length of continuous full-time employment since the last date of hire as a full-time faculty member. Conflicts in seniority among faculty members with the same beginning date of continuous employment shall be resolved on the basis of the earliest date on the initial contract of employment.

J. Eligibility: Faculty members shall be eligible for tenure in accordance with the provisions of 110 ILCS 805/3 B-2. The Board reserves the right to extend the probationary period to four years in accordance with the Illinois Revised Statutes 110 ILCS 805/3 B-2.

PROCEDURE

Tenure recommendation for eligible faculty and staff members shall be initiated by the appropriate dean, director or coordinator. Recommendations shall generally be submitted in writing by February 1 (October 1 for staff members hired at the start of the spring semester) to the appropriate Vice President who in turn shall generally make recommendations by February 5 (October 5 for faculty and staff members hired at the start of the spring semester) to the President for their review and recommendation to the Board of Trustees.

The President shall generally submit any recommendations on the granting of tenure to the Board of Trustees by the second Tuesday in February (second Tuesday in October for staff members hired at the start of the spring semester). If the Board of Trustees decides to dismiss a non-tenured faculty or staff member, the Board shall generally give notice thereof to the faculty or staff member not later than sixty (60) days before the end of the school year or term, whichever is applicable. The Board may, at its option and pursuant to 3 B-2 of the Tenure Act, extend the probationary period for one additional school year by giving the faculty or staff member notice no later than 60 days before the end of the school year or term during the school year or term immediately preceding the school year or term in which tenure would otherwise be conferred. Should the Board determine to extend the probationary period for one year, such notice must state the corrective actions which the faculty member should take to satisfactorily complete service requirements for tenure, and all provisions of Section 3 B-2 of the Tenure Act shall be followed.

A list of the tenured / tenure-track individuals will be maintained by the Chief Academic Officer (CAO) and will be reviewed and approved by the Rend Lake College Board of Trustees no later than their regularly scheduled October and February meetings.

TENURED/TENURE TRACK FACULTY AND STAFF SENIORITY LIST
BEGINNING DATE OF

SEPTEMBER 8, 2026

CONTINUOUS, FULL-TIME
EMPLOYMENT ON TENURE TRACK

Individuals who are tenured or who may be eligible to achieve tenure as defined by the Act are listed below. This list will be revised by February 1 of each year.

	Effective Date	Name
Agriculture		
	08/17/2009	Helmers, Kathy
Allied Health		
	08/17/2009	Fann, Amber

Art		
	01/12/2004	McClement-Engler, Melissa
Automotive	08/23/1999	Perkins, Shannon
	08/21/2023	Copple, Jay
Biology		
	08/22/2005	Ragan, Caroline
	08/15/2013	Jones, Emily
	08/16/2018	Duncan-Gunter, Karla
Business		
	08/12/2010	Jornd, Mark
Chemistry		
	08/22/2005	Sandrock, Paul
Communications		
	08/14/2026	Jarmon, Scott
Computer Networking		
	08/08/2017	Edwards, Chris
Computer Science		
	08/18/2000	*Carpenter, Shari
	01/09/2006	Helm, Bradley
Cosmetology		
	06/01/2005	Mitchell, Daphne
	01/06/2025	Beltz, Andrea Jo
Criminal Justice		
	08/12/2010	Meek, Ronald
Culinary Arts		
	08/01/2011	Fairbanks, Jeff
Diesel Technology		
	08/08/2017	Jones, Colin
English		
	08/23/1999	Biggs, Rebecca
	01/07/2008	Ervin, Joseph
	08/10/2026	Christian, Joshua
Health & P.E.		
	08/18/1992	Wills, Tim
Heavy Equipment		

	08/12/2010	Vahlkamp, Zachary
History		
	08/16/2004	* Leeck, Henry
	08/17/2009	Brouwer, Nathan
Industrial Electronics		
	08/23/1999	*Sink, Chris
	08/11/2022	Chambliss, Andrew
	01/06/2025	Doolin, Johnnie
	09/09/2026	Greene, Mark
Math		
	08/18/2000	Caldwell, Cindy
	08/18/2014	Martin, Alex
	08/16/2018	Keen, Jeff
Music		
	08/20/2007	Sanders, Sara
Nursing		
	07/19/2017	*Wiley, Susan
	07/16/2018	Hopfinger, Sarah
	09/12/2022	Hostetter, Zachary
	08/01/2024	McCoy, Cheyenne
	07/27/2026	Lively, Angela
Office Technology		
	01/08/2007	Bilderbeck, Sarah
Philosophy		
	08/16/2018	Kemling, Jared
Physical Science		
	08/21/2006	*Hollmann, Greg
	08/17/2015	Holland, Richard
Psychology		
	01/08/2001	Mitchell, Jeannie
Radiologic Technology		
	06/04/2007	* Wilkerson, Kim
	01/03/2011	* Robinson, Bria
	01/02/2014	Heisner, Holly
	01/01/2019	Smith, Racheal
Sociology		
	08/12/2010	* Draper, Sarah
Theater		

	01/07/2002	Webb, Tracey
Visual Communication Design		
	08/17/2001	Tarantino Linsin, Jennifer
Welding		
	08/15/2019	Meinert, Mike

STAFF TENURE

Reference, Librarian		
	08/16/2003	* West, Sandy
Academic Advisor		
	03/20/2005	* Jensik, Jena
	07/01/2019	*Bauersachs, Heather
	11/15/2019	*Bertolozzi, Jessica
	08/16/2021	*Sean Carley
	07/22/2024	*Deanna Hamilton

*Names with asterisk indicate tenured/tenure track but not members of bargaining unit.

Last Revised: September 2026

3.1220 Dismissal and Reduction in Force – Tenure Track Employees

POLICY

The dismissal of a faculty member or academic support employee shall be in accordance with the provisions of 110 ILCS 805/3 and 805/3 B-4 and / or applicable Board policies and procedures. The provisions of 110 ILCS 805/3 B-5 shall be applicable with respect to the dismissal of a tenured faculty member or academic support personnel due to a decision by the Board of Trustees to decrease the number of faculty members and tenured academic support personnel employed by the Board of Trustees or to discontinue some particular type of teaching service or program.

PROCEDURE

A. Dismissal for Cause of Non-Tenured Faculty Member and Academic Support Personnel

A non-tenured faculty member or administrative support personnel may be terminated during the term of their appointment if there is a sufficient just cause to justify termination.

A non-tenured faculty member or academic support personnel shall be evaluated according to the terms prescribed in the collectively bargained contract. Pursuant to 110 ILCS 805/3 B-3, if there is a decision to dismiss (not to offer a contract) a non-tenured faculty member for the ensuing school year or term, they shall be given notice not later than sixty (60) days before the end of the school year or term.

The specific reasons for the dismissal (non-renewal of the contract for the ensuing year or term) shall be confidential but shall be issued to the employee upon request.

B. Dismissal of Full-time Tenured Faculty and Academic Support Personnel Procedure

The dismissal for cause of a tenured faculty member and tenured academic support personnel shall be in accordance with the provisions of 110 ILCS 805/3 B-4.

C. Reduction in Number of Faculty Members

Each tenured faculty member or academic support person who was subject to dismissal due to a reduction in the number of faculty members or academic support personnel employed by the Board of Trustees shall be given the opportunity prior to honorable dismissal to advise the Board of Trustees in writing of any position(s), if any, held by non-tenured faculty members or academic support personnel, or any other employees with less seniority, which such faculty member or academic support person believes they are competent to fill together with the documentation upon which such belief is based. It shall be the responsibility of the Board of Trustees, acting upon recommendations of the President or the President's designee, to determine whether or not the tenured faculty member or academic support personnel is, in fact, competent to render the services for the position or positions identified by the tenured faculty member or academic support person.

3.1225 Discipline and Dismissal – Non-Tenure Track Employees

POLICY

A. Performance Standards

In keeping with its mission of delivering high-quality education to students, the college requires high standards of performance from its employees. However, situations sometimes arise when an employee's job performance or conduct does not meet these required standards. While the college wishes to assist employees encountering difficulties, it reserves the right to terminate employees at its discretion. Non-renewal of a probationary contract may occur if the employee has been formally evaluated due to non-satisfactory job performance and ha failed to correct behaviors identified in a remediation plan.

Employment at Rend Lake College is on an at-will basis and therefore either party may end the employment relationship at any time with or without cause.

B. Misconduct

The following are examples of misconduct that warrant immediate disciplinary action. These examples do not preclude the college's right to discipline, suspend or discharge employees for other causes. The college may also discipline, suspend, or discharge employees for criminal or felonious acts which occur off college property. In cases of serious misconduct, the President may immediately suspend an employee pending investigation of the incident.

While employment is "at-will", it is appropriate to state conduct that is not acceptable and which may cause an employee to be discharged. Actions which the college considers serious breaches of acceptable conduct include, but are not limited to:

- assaulting, threatening, intimidating, harassing, or coercing co-workers, students, or others;
- transporting or possessing weapons, firearms (except as permitted by concealed carry laws), fireworks, or explosives on college property;
- fighting or provoking or instigating a fight or engaging in dangerous "horseplay" which could result in injury to others or damage to property;
- insubordination or willful refusal to perform assigned duties or any type of verbal or physical abuse of a supervisor, or delay of carrying out an assignment;
- possessing or using alcohol or illegal drugs during scheduled work hours;
- reporting to work or working under the influence of alcohol or non-prescribed drugs and/or the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances;
- speeding or reckless driving on college property or violating college safety rules or procedures;
- stealing, destroying, or defacing college, co-workers', or students' property or the improper or unauthorized use of college property;

- sleeping on the job;
- indecency in behavior;
- supplying false or misleading information on the employment application, personal information questionnaire, or benefits forms, or altering or falsifying any college record (e.g., attendance records, financial records, student grades, inventories, etc.);
- accepting gifts, gratuities, trips, or favors from firms, organizations (their employees or agents), or other individuals who provide goods and services to the college, or otherwise taking advantage of your position for personal gain;
- taking advantage of the office or department where you work to request or receive favored treatment or special privileges and services which are not available to other staff members at the college;
- duplicating or loaning college keys;
- absenteeism or tardiness that, in the judgment of the college, is unexcused or excessive;
- consistently using an authorized leave granted for a specific purpose for any purpose other than that for which it was granted;
- failing to report for work at the end of an authorized leave;
- disclosing confidential records or information (College or employee);
- any act of harassment, sexual, racial or other; telling sexist or racial-type jokes; making racial or ethnic slurs.

For other types of misconduct which are less serious, the employee's supervisor may, at their discretion, choose to utilize progressive disciplinary action to give the employee a chance to correct their behavior. A supervisor may with appropriate approvals, skip steps or repeat steps, depending on the circumstances, but the basic progressive disciplinary process includes:

1. Oral warning.
2. Written warning as set forth in procedure.
3. Suspension with or without pay.
4. Demotion or dismissal.

All disciplinary action resulting in suspension, demotion or dismissal must have the prior approval of the President.

Note: The College reserves the exclusive right to discontinue any position at the end of the term of the employee's employment contract.

PROCEDURE

Disciplinary action should normally take place outside of the presence of other employees.

Except for an oral reprimand, the discipline and the basis for the same should be in writing using the approved form and with the appropriate approvals; reviewed with the employee; and a copy provided to the employee as well as a copy be placed in the personnel file housed in Human Resources.

In the event that an employee wishes to dispute a disciplinary process, he/she may use the grievance procedure as found in Policy 3.1230.

3.1230 Grievance Procedure

POLICY

Unless otherwise stated in the employee's contract, the following will apply. Nothing stated herein shall be construed to grant an employee the right to file a grievance based on any action taken by the Board concerning matters such as employee discipline, suspension, and dismissal.

Definition
A grievance shall mean a complaint by an employee that there has been as to him / her a misapplication or misinterpretation of this policy manual.

PROCEDURE

Informal Resolution
The parties are encouraged to resolve through informal discussions any grievances as defined herein. Such informal discussions are not to be confused as a part of the grievance procedure.

If such informal discussions do not lead to a satisfactory resolution of a grievance as defined herein, the grievance shall be processed according to the following procedure. The term "days" as used in the following procedure refers to days the College is open (i.e., when administrative offices are open), unless otherwise indicated.

First Step:

1. If the employee is unable to resolve a grievance informally, a written statement of the grievance shall be prepared, signed and delivered to the employee's immediate supervisor within ten (10) days after the first event giving rise to the grievance. The written grievance shall specify the section or sections of the Rend Lake College Policy Manual that are allegedly violated, misinterpreted, or misapplied, the full facts on which the grievance is based and the specific relief requested. The immediate supervisor will inform the appropriate Cabinet member that a grievance has been received.
2. Within five (5) days after the written grievance is submitted, a meeting shall be held with the grievant's immediate supervisor or his or her designee to resolve the grievance at a time mutually agreed to by all parties concerned.
3. The immediate supervisor or his or her designee will answer the grievance in writing within five (5) days after such meeting. Failure of the immediate supervisor to provide a written answer to the grievance within the five (5) days will be a basis for the employee taking the grievance to the second step.

Second Step:

1. If the employee is not satisfied with the First Step decision, the grievance may be referred to the appropriate Vice President or his or her designee within five (5) days after the First Step answer is provided.
2. Within five (5) days thereafter, a meeting shall be held between the employee, and the appropriate Vice President or his or her designee.
3. The appropriate Vice President or his or her designee shall deliver a written answer to the grievant in writing within five (5) days after such meeting. Failure to provide a written answer within the five (5) days after such meeting is a basis for the employee taking the grievance to the Third Step.

Third Step:

1. If the employee is not satisfied with the Second Step decision, the grievance may be referred to the President within five (5) days after the Second Step answer is provided.
2. Within ten (10) days thereafter, a meeting shall be held between the grievant, the President or his or her designee, and other appropriate administrative personnel.
3. The President or his or her designee shall deliver an answer to the grievant in writing within fifteen (15) days after such meeting. Failure to answer the grievance within the fifteen (15) days after the meeting is a basis for the employee taking the grievance to the Fourth Step.

Fourth Step:

1. If the employee is not satisfied with the decision at the Third Step, the employee may refer the grievance to the Board of Trustees within fourteen (14) days after the decision is provided at the

Third Step by providing a written notice to the President. The Board, at its discretion, may discuss the grievance with the employee, or may render its decision by review of the documents and records from the previous steps. The Board shall give its written answer to the grievance within fifteen (15) working days following its review of the grievance or fifteen (15) working days following a meeting between the grievant and the Board. The answer of the Board shall be final and binding on all parties.

Time Limits
No grievance shall be entertained or processed unless it is submitted within ten (10) days after the first event giving rise to the grievance. If a grievance is not presented within the time limits set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the specified time limit or an agreed extension thereof, it shall be considered settled on the basis of the last answer. Failure at any step of this procedure to hold a meeting or communicate a decision on a grievance within the specified time limits or an agreed extension thereof shall permit the aggrieved party to treat the grievance as denied and to proceed immediately to the next step. The parties may by mutual agreement in writing extend any of the time limits set forth in this policy.

Note: This policy is limited to work created specifically for institutional purposes in the course of a person's employment with the College.

3.1235 Professional Development

POLICY

Rend Lake College recognizes that the professional growth of its employees enhances their productivity and benefits the college as well as the individual employees. The Board of Trustees therefore supports financially and encourages both on-campus and off-campus professional development activities for all full-time employees and adjunct faculty.

PROCEDURE

All full-time employees and adjunct faculty will be required to keep a log of all professional development activities completed throughout the fiscal year. At the end of each fiscal year, all full-time staff will need to send the completed Professional Development form to their supervisors for signature. All completed and signed Professional Development forms should then be forwarded to Human Resources.
All full-time faculty will be required to follow the guidelines set forth in the union contract with regard to Professional Development approval and submission for salary movement.

Workshops and Professional Meetings
Within the budget constraints of the college, employees may attend workshops and/or professional meetings related to their job assignment. All such requests are handled on an individual basis for off-campus activities, and requests must be approved in advance by the employee's immediate supervisor and/or Cabinet member. Priority will be given to requests which directly relate to institutional goals and objectives.

Approved time away from the campus is considered regular hours worked. Registration fees, meals, lodging, mileage reimbursement and/or other transportation costs will be paid according to current travel reimbursement guidelines.

Rend Lake College Courses
Rend Lake College employees may have tuition and non-course specific fees waived for Rend Lake College credit courses. Courses must be taken during an employee's non-working hours. The employee will be responsible for the cost of books, workbooks, other consumable materials and course specific fees.

In the event that the College determines that a credit course may be either necessary or beneficial for professional development purposes relating to and providing skills specific to the employee's current job, the College may waive tuition, fees, and book costs. Courses may be taken during an employee's working hours if approved by the employee's immediate supervisor and/or Cabinet member.

The College realizes the value in having skilled employees and will attempt to schedule such courses at convenient times. Employees may request a change in work schedules from their immediate supervisors in order to participate in a designated class. This approval must be received in writing prior to registering for a course.

3.1300 Conduct and Appearance

The reputation of Rend Lake College is reflected by one's attitude toward students, staff, and visitors with whom they come in daily contact. Personal conduct should be in keeping with the highest standards and ideals with which Rend Lake College is operated. Regardless of the position, it is important to remember that good manners, appropriate dress and a willing, cooperative attitude are expected as part of the job.

An individual's personal appearance on the job reflects the image of Rend Lake College. Employees are expected to care enough about themselves and their positions to be neat and well-groomed at all times on the job and at campus events. Inappropriate or unclean clothes detract from the College's image and cannot be allowed.

3.1305 English Proficiency for Faculty

POLICY

The College shall maintain a program to assess the English language proficiency of all persons providing classroom instruction to students and to ensure that English language proficiency be attained prior to providing classroom instruction to any students except those enrolled in foreign language courses.

PROCEDURE

All faculty members for whom English is the native language will be assumed to be orally proficient unless two or more student complaints concerning their proficiency are received by the administration.

A. Applicant:

1. All potential faculty members considered for employment and for whom English is not their native language shall demonstrate oral proficiency through an interview with the Dean of the department in which the applicant is to be employed.
2. No applicant will be hired that cannot demonstrate English proficiency during the interview.

B. Current Faculty Members

1. If there is a complaint or allegation that any member of the faculty who provides classroom instruction, whether employed full-time, part-time or as adjunct, is not proficient in the English language, the English proficiency of the faculty member for which the complaint has been received shall be assessed during an interview with the appropriate Dean.

2. If the faculty member is not able to demonstrate English proficiency to the interviewer, the faculty member shall not be permitted to provide classroom instruction.

    a. If the faculty member for which the complaint has been received is non-tenured, such faculty member shall continue to be employed only so long as any existing contract may require. At the discretion of the College, such faculty member may be afforded a) a non-instructional position, if one is available; b) the opportunity to take the Test of Spoken English administered by the Educational Testing Service (ETS) and, if a score of 230 or above is attained, may be considered for return to classroom instruction.

b. If the faculty member for which the complaint has been received is tenured, such faculty member shall be afforded: a) a non-instructional position; and b) the opportunity to take the Test of Spoken English administered by the Educational Testing Service (ETS) and, if a score of 230 or above is attained, shall be returned to an instructional position as soon as is feasible.

   If the faculty member for which the complaint has been received declines to take the Test of Spoken English, or a score of 230 or above is not attained on the Test of Spoken English within a reasonable time, the faculty member for which the complaint has been received may be suspended without pay.

c. Faculty members electing to take the Test of Spoken English shall assume the full cost and responsibility for such study and preparation as may be required and for ensuring that a copy of the Test results is provided to the College.

3. The Vice President of Instruction and Student Affairs shall make or approve all recommendations for actions to be taken to effect compliance with policy of the Board of Trustees and the law and regulations, if any, pertaining to the English proficiency of the classroom instructors employed by the College.

3.1310 Access to Personnel Records

POLICY

The Board of Trustees acknowledges that the maintenance, inspection and dissemination of personnel records must reflect an appropriate balance between the needs of the Board for administrative effectiveness, the employee's confidentiality and privacy, and third parties who have a legitimately verified interest in such information.

The Board of Trustees hereby states its intention to comply with the laws of Illinois concerning personnel records. All personnel records shall be maintained, inspected and disseminated in accordance with this policy and regulations for implementation of the policy, and any applicable Collective Bargaining Agreement provisions.

3.1315 Driver's License Policy

POLICY

The College recognizes the importance of public confidence in individuals authorized to drive vehicles for College work purposes.

Any employee driving any vehicle for college-related activities is required to comply with applicable laws by

A. not driving with an inactive, canceled, suspended or revoked license
B. maintaining appropriate liability insurance
C. refraining from driving while distracted or under the influence of alcohol or drugs
D. abiding by any applicable license restrictions; and driving lawfully and courteously

PROCEDURE

Prior to operating a College-owned vehicle or a vehicle that has been rented by the College for a work purpose, employees and volunteers will provide the Physical Plant Department with a copy of his / her current license and insurance information. In addition, the Human Resource Department will obtain a Motor Vehicle Report from the Illinois Secretary of State which details any prior ticketed traffic violations.

3.1320 Americans with Disabilities (ADA)

POLICY

The College has a policy not to discriminate against qualified individuals with disabilities with regard to application procedures, hiring advancement, discharge, compensation, training or other terms, conditions and privileges of employment. Consequently, the College intends to comply with the Americans with Disabilities Act (ADA) as now in effect or as may be amended.

PROCEDURE

Any employee seeking a "reasonable accommodation" under the ADA should submit their request to the Human Resources Department and shall include such information as requested by Human Resources. A determination on the requesting employee's request for "reasonable accommodation" shall then be made by the President and conveyed to the requesting employee.

3.1325 Ownership and Royalties of Patents and / or Copyrights

POLICY

This policy applies to inventions, discoveries, processes, computer software, genetic materials, plants, and intellectual material, other than online courses which are covered in a separate side letter to the contract, that are patentable or copyrightable which have been created by faculty or staff, paid with funds or facilities provided or administered in whole or in part by the college. Instructional materials, programs or any other work product ("Intellectual Property") developed by a faculty member exclusively on the faculty member's time and exclusively at the faculty member's expense shall belong to the faculty member.

If the intellectual property is subject to an agreement between an external sponsor and the college that contains restrictions as to the disposition of inventions or works, the terms of the agreement take precedence over this policy. All participants in externally sponsored research are required to accept in writing the conditions in any agreement between the college and the sponsor before permitted to participate in sponsored research. In negotiating with sponsors, representatives of the college should strive to obtain the greatest latitude and rights for the individual inventor and the college consistent with the public interest and with this policy.

If the discovery is outside of the scope of this policy (that is, no funds or facilities provided or administered by the college have been used), the individual may elect to pursue the patenting of the discovery or copyrighting the intellectual material without the assistance of the college. In that event, the individual is entitled to all royalties or to other income resulting from the discovery and the college disclaims both ownership and responsibility pertaining to any such inventions or copyrightable materials.

Any person who creates an invention or creates copyrightable material covered by this policy shall promptly disclose the same to the President's office. The college and the employee are entitled to shared ownership when the discovery or creation was made in part with funds or facilities provided or administered by the college and the employee. If the college determines not to pursue the patent or copyright, the employee may proceed to do so; however, the college's name, trademarks, and service marks may not be used in the marketing of the intellectual property. The President shall notify the employee of the college's decision to seek or not seek a patent/copyright as soon as possible after submission of the intellectual property to the President's office.

Income from intellectual properties developed by the employee exclusively on college time and exclusively at college expense shall belong to the college.

Profits from all intellectual properties with shared ownership or works covered by this agreement will be distributed on a quarterly basis as follows:

A. 50% of any profit will be distributed to the employee with an equal share to the college.

In no event shall video or audio tapes or recordings of a faculty member's lecture, performance or presentation be made or used by the College without the consent of the faculty member.

In the event of a dispute arising under this policy, including, without limitation, the ownership of intellectual property or allocation of royalties, the college shall arrange for arbitration of the dispute following the rules of the American Arbitration Association.

POLICY

A. Definitions

Research, development or writing conducted by an employee which is directly related to the duties and responsibilities of which a person has been compensated by or through the College, shall be considered **"Employer Intellectual Property Rights."**

B. Ownership

Any invention capable of legal protection, or any original work of authorship which is protectable by copyright, which has been created or written under this policy, shall be the property of Rend Lake College.

C. Obligation of Inventor/Author

1. Disclosure – Any person to whom this policy is applicable must furnish to the College a full and complete disclosure of any invention or copyrightable material promptly after it is created or authored. Any such person shall cooperate in a timely and professional manner with the College or with the patent/copyright counsel in protecting the invention, writing, or creation.
2. Assignment – Any person to whom this policy is applicable, shall, upon request, assign all invention and patent rights, or copyrights, to the College.

D. Waiver

If the College chooses not to protect or commercialize the invention, right or work, the College may, at its sole discretion, waive its rights to the same.

3.1326 Accident / Incident Reporting

POLICY

In the event that an accident or incident takes place on the campus of Rend Lake College which involves the health and safety of students, staff, or campus visitors, the Rend Lake College Police Department must be contacted immediately. Members of the Rend Lake College Police Department are First Aid and CPR trained and qualified to evaluate the need for treatment. It will be the responsibility of the Rend Lake College Police Department to make the determination if an ambulance service is required. For the protection of the employee, individuals should not directly contact an ambulance service.

The purpose of this policy is for the protection of employees and the College as a whole. The Police Department is responsible for the timely and accurate record keeping of all information related to the accident/incident, conveying of information to outside entities/agencies, notifying Human Resources and restricting the release of protected information as needed.

The Athletic Department has an athletic trainer on hand for practices and sports events. In the event that an athlete is injured during either practice or game time, the athletic trainer will be responsible for administering care. The athletic trainer will be responsible for the proper

documentation of all incidents when treatment was administered. This documentation will be forwarded to the Athletic Department within 24 hours of the incident/accident.
In the event that the athletic trainer feels that an ambulance is needed, the Rend Lake College Police Department will be contacted immediately to assist. The RLC Police Department will be responsible for the proper documentation of the accident/incident in the event that the individual denies treatment or ambulance transport.

Following reporting the accident/incident to the Police Department, employees should notify their supervisor. In addition, employees should complete any reports as directed by the Police Department within 24 hours.

Failure to report an accident/incident or to follow any portion of the above-mentioned policies may result in disciplinary actions.

3.1330 Employee's Failure to Comply with Emergency Procedures

POLICY

Any Rend Lake College employee who refuses to immediately follow proper procedure when alerted to report to a safe area due to a weather or other type of threatening situation will be assessed a $250 fine. Employees who fail to comply or to properly direct students to designated safe areas will have the offense documented in their personnel file and could result in dismissal or termination of employment.

3.1340 Sexual Offender / Sexual Predator Registration for Employment Applicants and Employees

POLICY

The Illinois Sex Offender Registration Act, 730 ILCS 150/3, requires students and employees to register at the College or University in which they attend or are employed. The purpose of this policy is to outline the College's registration requirements for both individuals seeking employment and employees who are convicted sex offenders or sexual predators who are required to register as such pursuant to the Illinois Sex Offender Registration Act, and to set forth the College's policy for maintaining the sex offender or sexual predator registration data that is received by the College.

PROCEDURE

Upon application, hire, or upon the conviction of a sexual offense that requires registration pursuant to the Illinois Sex Offender Registration Act, any applicant or employee that is required to register as a sex offender or sexual predator pursuant to the Illinois Sex Offender Registration Act must, within three (3) days of hire or within three (3) days after the conviction of a sexual offense that requires registration pursuant to the Illinois Sex Offender Registration Act, register with the College's Police department and provide the following accurate personal information:

A. Current photograph;
B. Address;
C. Telephone number; including cellular number
D. Place of employment;
E. Employer's telephone number;
F. E-mail addresses;
G. Instant messaging identities;
H. Chat room identities;
I. Other internet communication identities used;
J. URLs, blogs or websites maintained or to which the offender has uploaded content or posted messages or information;

K. County of conviction;
L. License plate numbers for every vehicle registered in the name of the sex
    a. offender or sexual predator;
M. The age of the sex offender or sexual predator at the time of the
    a. commission of the offense;
N. The age of the victim at the time of the offense;
O. Any distinguishable marks on the body of the sex offender or sexual predator.

In addition to the information required above, registrants convicted under Sections 11-6, 11-20.1, 11-20.3 or 11-21 of the IL Criminal Code shall provide:

A. IP addresses at the offender's place of employment or residence

Upon receipt of the registration data identified above from the sex offender or sexual predator, who is an individual seeking employment at the College, the College's Police Department will provide the registration data to the President of the College who will determine, on a case by case basis, if other notifications need to be made.

All sex offender or sexual predator registration data received by the College's Police Department pursuant to this Policy will be maintained in a secure location. Only those employees who are required to use or handle the sex offender or sexual predator registration data received by the College pursuant to this Policy will have access to such data or documents.

The Rend Lake College Police Department shall direct individuals who inquire about the sex offender status of any student or employee to the State Sex Offender Registry**.**

Compliance and Penalties

Applicants for Employment and Employees:

Any employee who fails to register as a sex offender or sexual predator with the College's Security Police Department within three (3) days after beginning employment, as required by the Illinois Sex Offender Registration Act, 730 ILCS 150/3 (ilga.gov) , will be subject to immediate dismissal from employment with the College.

The College reserves the right to deny employment to or discharge a convicted sex offender or sexual predator upon notification by local authority, as designated by State Police and/or upon registration by the sex offender or sexual predator with the College's Police Department to set forth specific limitations and/or restrictions on the employee.

The College reserves the right to evaluate and document special cases and to refuse employment if the College determines that the convicted sex offender or sexual predator is a threat or a potential danger to the college community or if such refusal is considered to be in the best interest of the College.

An employee who has been discharged pursuant to this policy shall be notified of his/her right to appeal the discharge decision and provided with information regarding the appeal process.

3.1400 Family and Medical Leave Act

POLICY

This policy incorporates rights and obligations guaranteed by the Family and Medical Leave Act | U.S. Department of Labor (dol.gov) ("FMLA").

Employees who have worked at least one year and at least 1,000 hours in the past 12 months, are eligible for up to a total of 12 work weeks of leave during any 12-month period for specific circumstances defined below. The 12-month period will be measured from the start of a leave. For example: An employee begins an FMLA leave on June 10, 2000. The employee can take a total of 12 weeks of FMLA leave during the 12-month time period from June 10, 2000, to June 9, 2001.

Twelve workweeks of leave in a 12-month period for:

- The birth of a child and to care for the newborn child within one year of birth;
- The placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- To care for the employee's spouse, child, or parent who has a serious health condition;
- a serious health condition that makes the employee unable to perform the essential functions of his or her job;
- Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or
- Twenty-six workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember's spouse, son, daughter, parent, or next of kin (military caregiver leave).

Spouse, as defined in the statute, means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the State in which the marriage was entered into or, in the case of a marriage entered into outside of any State, if the marriage is valid in the place where entered into and could have been entered into in at least one State. This definition includes an individual in a same-sex or common law marriage that either (1) was entered into in a State that recognizes such marriages; or (2) if entered into outside of any State, is valid in the place where entered into and could have been entered into in at least one State.

Parent means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a son or daughter as defined below. This term does not include parents "in law."

Son or daughter means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability at the time that FMLA leave is to commence. Leave for birth or placement of a child must be taken within one year of the date of birth or placement.

Spouses who work for the same employer are jointly entitled to a combined total of 12 weeks when leave is taken for reasons other than his or her own serious health condition.

A serious health condition means an illness, injury, impairment, or physical or mental condition that involves one of the following:

- Any period of incapacity or treatment connected with inpatient (overnight) care in a hospital, hospice or residential medical-care facility, and any additional treatment in connection with that inpatient care;
- A health condition (including treatment or recovery) lasting more than three consecutive days and any later treatment or incapacity (absence from work) relating to the same condition that also includes treatment two or more times by a health care provider with a continuing regimen of treatment;

- Pregnancy or prenatal care; **Public Act 098-1050**
- Chronic conditions requiring treatments;
- Permanent/Long-term conditions requiring supervision;
- Multiple treatments (non-chronic conditions);
- An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to twenty-six (26) weeks of leave in a single 12-month period to care for the service member.

Intermittent leave can be taken whenever medically necessary for a serious health condition. The employee can be requested to schedule planned medical treatment so as not to unduly disrupt the employer's workplace. Employees may take leave intermittently for the birth of a child or the placement of a child for adoption or foster care only with the consent of the Board of Trustees.

Leave taken under this provision will be unpaid. The College will require FMLA leave to be taken concurrently with paid leave in any case where the employee qualifies for FMLA leave, subject to applicable law.

Leave under the FMLA:	Accrued paid leave that will be taken concurrently
Birth, adoption, foster care	Vacation, personal, sick
Care for a family member	Vacation, personal, sick
Employee's serious health condition	Vacation, personal, sick

Other types of leave that will be taken concurrently with FMLA leave are workers' compensation, leaves of absence, and disability leaves of absence.

If an employee normally pays a portion of the premium for group health insurance, for group disability insurance, and for group life insurance, the employee will be responsible for these payments during the period of FMLA leave. Arrangements for payments will be established between the College and the employee. The College will continue to pay its share of an employee's group health insurance and group life insurance premiums, if any, during the employee's FMLA leave.

Upon returning to work, the employee will be restored to his or her former position or a position with equivalent pay, benefits, and other terms and conditions of employment. Restored employees are not entitled to accrual of seniority or employee benefits (i.e. vacation/sick leave accruals) during any period of unpaid leave.

If it is determined that an employee is a "key" employee, he / she will be notified in the "Response to Request FMLA" provided by Human Resources. A "key" employee is a salaried eligible employee who is among the highest paid 10 percent of the employees employed by the employer within 75 miles of the facility at which the employee is employed. If the employee is a "key" employee, then restoration to employment may be denied following FMLA leave on the grounds that such restoration will cause substantial and grievous economic injury to the College. The employee will be notified if restoration will cause substantial and economic harm in the "Response to Request FMLA" provided by Human Resources. The employee will be given a reasonable opportunity to return to work if this determination is made.

If the employee does not return to work following FMLA leave for a reason other than (1) the continuation, recurrence, or onset of a serious health condition which would entitle the employee to FMLA leave; or (2) other circumstances beyond their control, the employee may be required to reimburse the College for the insurance premiums paid on the employee's behalf during their FMLA leave.

PROCEDURE

When leave is foreseeable, the employee must notify his / her immediate supervisor 30 days before the date the leave is to begin if the leave will require an absence of more than three consecutive work days. If the leave is not foreseeable, notice must be made as soon as reasonably possible. The immediate supervisor will notify the Human Resources Specialist within 48 hours of this request. Human Resources will provide the supervisor with the appropriate paper work to be completed by the employee and their physician. The employee must return the "Request for FMLA' form to Human Resources within 48 hours of receipt of the form. Human Resources will return the form, "Response to Request for FMLA" to the employee within 48 hours of receiving the request.

If the request is for a serious health condition, then the employee may be required to furnish a medical certification form, "Physician Certification for Family or Medical Leave," within 15 calendar days after being notified of this requirement. The employee's leave may be delayed until certification is submitted. Failure to provide certification may result in the employee's leave request being denied.

If the circumstances of the employee's leave change, enabling them to return to work earlier than the date specified, the employee will be required to notify their immediate supervisor at least two working days before the employee intends to return to work.

The employee that is on FMLA for a personal serious health condition will be required to present a fitness-for-duty certificate before returning to work to Human Resources. The certification need only be a simple statement of the employee's ability to return to work, and should apply only to the condition for which the employee took the leave. The employee's return will be delayed until certification is provided.

3.1405 Victims' Economic Security and Safety Act

POLICY

The Victims' Economic Security and Safety Act (known as "VESSA")**820 ILCS 180** provides an employee who is a victim of domestic violence, or who has a family or household member who is a victim of domestic violence, with up to twelve (12) work weeks of unpaid leave per any twelve (12) month period to address issues arising from domestic or sexual violence.

An employee may take VESSA leave to:

- Seek medical attention for, or recovery from, physical or psychological injuries caused by domestic, sexual, or gender violence to the employee or employee's family or household member;
- Obtain victim services for the employee or employee's family or household member;
- Obtain psychological or other counseling for the employee or the employee's family or household member;
- Participate in safety planning, including temporary or permanent relocation or other actions to increase the safety of the victim from future domestic, sexual, or gender violence; or
- Seek legal assistance to ensure the health and safety of the victim, including participating in court proceedings related to the violence.

In the event that a family or household member is killed in a crime of violence, an employee may take VESSA leave for the following three (3) reasons:

- Attend the funeral or alternative
- Make arrangements necessitated by the death
- Grieve the death

Leave for these three (3) reasons is limited to two (2) work weeks, and it must be completed within 60 days of when the employee learns about the death

VESSA leave may be taken intermittently or on a reduced work schedule.

PROCEDURE

The employee shall provide the employer with at least 48 hour's advance notice of the employee's intention to take leave, except in such cases where it is not practicable to provide such notice. If an unscheduled absence occurs, the employer may not take action against the employee if the employee provides certification within a reasonable period after the absence.

The College may require certification that VESSA leave is to be taken for one of the purposes enumerated above and that the employee or employee's family or household member is a victim of domestic, sexual, or gender violence. An employee may satisfy such a certification requirement by providing a sworn statement of the employee and:

- Documentation from a victim services organization, attorney, member of the clergy, or medical or other professional from whom the employee or the employee's family or household member has sought assistance;
- A police or court record; or
- Other corroborating evidence.

The College must maintain the confidentiality of all information pertaining to the use of VESSA leave, notice of an employee's intention to take VESSA leave, and certification provided by the employee.

3.1410 Disability

POLICY

In case a full-time employee of the College currently eligible for leave benefits under the Family Medical Leave Act becomes temporarily disabled by reason of a non-work related illness, injury or pregnancy (Public Act 098-1050), uses all accumulated sick leave, and is granted a State Universities Retirement System (SURS) disability leave, the employee will be eligible for continued health insurance coverage according to the provisions under the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985. After benefits under the Family Medical Leave have been exhausted, the employee will be responsible for payment of the health insurance premium under the provisions of COBRA. The disability leave shall be inclusive of any leave under the federal Family and Medical Leave Act (FMLA), except as otherwise required by law.

The current SURS policy states that disability leave will not go into effect until the longer of: the 60-day elimination period or until sick leave balances have been exhausted.

When the employee becomes eligible for SURS disability leave, the employee will be placed on inactive status. The inactive status will end upon the earlier of the following:

A. The employee returns to work and is able to perform the essential functions of their position with or without reasonable accommodation; or
B. Twelve (12) months have elapsed since the date that the disability leave began. No leave for disability shall extend longer than twelve (12) months, unless expressly authorized by the Board of Trustees of the College in a specific instance.

Employees on a disability leave under this procedure may be temporarily replaced. Employees hired to temporarily replace employees on disability shall be subject to layoff or termination without cause upon the return to work of the employee who was on disability. If an employee on a disability leave does not

return to work after being continuously absent from his duties for twelve (12) months, the employment relationship shall be terminated for all purposes.

PROCEDURE

Where possible, requests for disability leave shall be made to the Board at least 90 days prior to the expected date of the leave. The College reserves the right to require, at any time, medical certification of disability or request that the employee be examined, at College expense, by a physician or other health care professional designated by the College to determine if the employee is capable of performing their essential job duties.

Where possible, the College President should be given written notification at least sixty (60) days prior to the date on which the employee will return to work, or notice as far in advance as possible in a specific instance.

3.1415 Light Duty

POLICY

Introduction

The purpose of this Policy is to clarify the conditions under which the College will place an employee on light duty, and to provide guidance to the departments for administering the policy consistently. The employee is responsible for informing all health care providers of the College's light duty policy.

Scope of the Policy

This policy will apply to all full-time and part-time employees who have a temporary disabling injury arising from a work-related accident, complications from pregnancy or an illness resulting from a work-related occupational disease which temporarily prohibits them from performing full job duties, or meeting the essential job functions of the position. Employees with chronic or permanent disabilities are excluded from this policy and should instead request a reasonable accommodation in accordance with the American with Disabilities Act Amendments Act of 2008. The assignment of light duty is discretionary and not a right.

Responsibility for the Policy

The Human Resources Department is responsible for monitoring the administration of this policy. All requests for light duty assignments must include the physical or medical restrictions; which will be reviewed by the immediate supervisor, Human Resources and the President's Executive Leadership Team. The immediate supervisor, Human Resources and the President's Executive Leadership Team will determine the availability of assignments and monitor the employee's progress in returning to full duty.

Definition of Light Duty

Light duty is defined as temporary work which can be accomplished by the employee with a work-related injury (and/or occupational disease) working within the stipulated medical or physical limitations and without exposing others to the risk of being harmed. Light duty is further defined as temporary work (not to exceed ninety (90) days) which, when accomplished, will contribute to the fulfillment of the mission of the department as distinguished from "make work" assignments created solely to accommodate ill or injured employees.

Physical Conditions of the Employee

The College will consider providing an employee light duty work for reasons including but not limited to the following:

A. To assist an employee in recuperating from a temporary work-related illness or work-related injury by reintroducing them gradually to the demands of full duty work.
B. To avoid placing a temporarily disabled employee in positions that may aggravate the existing injury or illness or risk harm to themselves, co-workers or to other persons or property, by assigning them work they can perform within the restrictions of the treating health care provider.
C. To conserve resources by having a recuperating employee accomplish meaningful work that is otherwise performed by the regular work force.

D. To assist in determining an employee's fitness for duty.

No "Make Work" Assignments

Based on the aforementioned objectives, there is no intention of creating "make work' assignments for any employee, regardless of the employee's physical condition, disability or illness. Employees assigned to light duty are placed in full pay status and expected to perform a fair day's work in a function that substantially contributes to the mission of the College.

Availability of Light Duty Work

There is no right to light duty work and no employee will be removed from a College job to make light duty work available for a recuperating employee. The availability of light duty assignments may limit the number of individuals who can perform such work at any given time. Finally, there may be instances where light duty is not available.

No Permanent Light Duty Assignment

All light duty assignments are temporary in nature and shall not exceed ninety days. Light duty work is temporary in nature and will not be made permanent. Light duty may be denied if injured employees do not have a reasonable expectation of being able to perform the essential functions of the employee's position with or without reasonable accommodation. In all events, light duty shall terminate after ninety (90) days of light duty assignment by the employee. At the expiration of ninety (90) days, the employee must either be able to return to full duty and perform the essential functions of his or her position or request a reasonable accommodation in accordance with the American with Disabilities Act of 2008.

Case-by-Case Consideration

Each case of eligibility for a light duty assignment is considered independently of any other past or present assignments. Thus, the circumstances of each case, the needs of the College, the availability of assignments, and the nature of the work shall determine an assignment being made.

PROCEDURE

The procedure for assigning an employee to a light duty assignment is as follows:

A. Fitness for Duty Report: Employees recuperating from a work-related injury or work-related illness, and who are unable to perform essential job functions, (with or without reasonable accommodations) shall have the treating health care provider complete a *Fitness for Duty Report*. The employee's health care provider shall review the position description applicable to the employee's job prior to completing the *Fitness for Duty Report*. It is the responsibility of the employee to inform all health care providers of the College's light duty policy.
B. Identification of Light Duty Work: The employee shall submit the *Fitness for Duty Report* to Human Resources who will then consult with the appropriate personnel to identify light duty work that is compatible with the employee's restriction(s) and the duration of the light duty assignment, as determined by the health care provider.
C. Expiration of Assignment: When the light duty assignment expires as stated on the *Fitness for Duty Report,* the employee cannot continue to work. No light duty assignment may exceed ninety (90) days.

Loss or Forfeiture of Workers' Compensation Benefits

Subject to any determination of an arbitrator adjudicating the employee's worker compensation benefits, an employee shall lose or forfeit the worker's compensation benefits if the worker chooses to do either of the following:

A. The employee fails to notify the College of the employee's release for light duty by the employee's treating health care provider.
B. The employee is released for light duty but refuses the light duty assignment.

3.1420 Return to Work Certification

POLICY

Whenever an employee returns to work following an absence resulting from a serious health issue, the Human Resources Department may request a written physician's or written statement from a licensed physician or other licensed medical authority, indicating that the employee may return to assigned duties. This medical statement is to be presented to the Human Resource Department prior to returning to the individual's assigned work station or department.

In the event that the College requires further evaluation of the employee's ability to perform essential functions of their employment position, the College will place full-time employees on paid leave until further certification of ability to perform essential job functions is received from a licensed medical authority of its own choosing.

In the event that the College requires further evaluation of a part-time hourly employee's ability to perform essential job functions, the College will allow the employee to receive this additional certification during work time prior to their return at a facility selected by the College. The time for which an employee will be paid for the completion of the evaluation will be limited to two (2) hours.

Exceptions to this policy must have the approval of the President. The College is not precluded from requesting an opinion from a licensed medical authority of its own choosing (and at the College's expense) without regard to the number of days of sick leave taken, if any.

3.1425 Worker's Compensation

POLICY

In the event a full-time employee misses work due to a worker's compensation injury or illness, the College will allow the employee to continue to be paid their full base salary for the first three consecutive work days (beginning the day following report of the accident or illness) by charging the employee for three sick days if available. After these three days, the College will no longer pay the employee's salary. The employee will be reimbursed by the College's worker's compensation provider and no sick days will be charged. If the injury or illness continues for 14 or more calendar days, the worker's compensation provider will reimburse the employee for those first three days of work missed. The employee must submit reimbursement to the College for the full salary amount paid by the College. The employee will then regain their sick days taken.

In the event the College has paid the employee past the first three days (or during a period of time that is later determined that the worker's compensation carrier will reimburse), the employee will be responsible for returning their salary payments paid by the College and any sick days charged will be regained. Please note that the salary payments are more than the amount the worker's compensation carrier will reimburse. Worker's compensation only covers a percentage, not the full amount of an employee's salary.

PROCEDURE

Any accident or injury an employee sustains at their work site must be reported to their supervisor. Even if no medical treatment is necessary an incident must be reported. An accident report must be completed by the employee and their supervisor. Within forty-eight (48) hours following the accident, the employee is encouraged to meet with the Human Resources Department. This meeting will serve as an information-gathering interview so that the College can act as a liaison between the employee and the College's worker's compensation provider. The employee is advised to bring their accident report to the meeting to aid in completing the First Report of Injury Report which is required by worker's compensation to file a claim.

3.1500 Vacation

POLICY

A. Administrative, Office Support, Physical Plant, and Academic Support Personnel on a Fiscal Year Contract and 50-week Industrial Contracts

Administrative, Office Support, Physical Plant and Academic Support personnel on a fiscal year (twelve month) contract shall be entitled to annual vacation allowance per fiscal year per the following:

- First five years of employment - ten (10) working days which shall accrue at (5/6) vacation day for each calendar month in which he/she is employed.
- Years six through ten of employment - fifteen (15) working days which shall accrue at one-and-one-fourths (1 1/4) vacation days for each calendar month in which he/she is employed.
- Eleventh year of employment and beyond - twenty (20) working days which shall accrue at one-and-two-thirds (1 2/3) vacation days for each calendar month in which he/she is employed.
- The President, Vice Presidents, Associate Vice Presidents, Executive Directors and Deans on a fiscal year (12 month) contract shall be entitled to twenty (20) working days annual vacation allowance per fiscal year, which shall accrue at one-and-two-thirds (1 – 2/3) vacation days for each calendar month in which he/she was employed.

Vacation time shall not be taken prior to accrual. An employee hired for less than a twelve-month position will not accumulate paid vacation time. A maximum of 20 accrued vacation days may be carried forward past June 30 of the next fiscal year following accrual. Any accrued vacation days over 20 days not used by June 30 will automatically be converted to sick days.

Upon separation from employment, an employee who has earned a vacation allowance under the provisions of this procedure will be paid, pro rate, for all earned but unused vacation at the time of such termination.

B. Personnel on Industrial Contracts

Personnel on industrial contracts of less than 50 weeks will not accrue vacation time.

PROCEDURE

All requests to use accrued vacation must be submitted, in advance, to the employee's immediate supervisor. The President or his designee retains the final right to designate, approve and cancel all vacations, in order to ensure the orderly performance of the services provided by the College.

3.1505 Sick Leave

POLICY

The annual sick leave shall be fifteen (15) days which is equivalent to 120 hours per year for full-time employees, accumulation unlimited. It is intended that no sick time will be used before being earned. However, in extraordinary circumstances, ten (10) days of sick leave equivalent to 80 hours may be allowed in advance of being earned or for a greater extent than earned upon approval of the President. In exercising his / her discretion to allow the advancement, the President shall

consider the likelihood of the employee's return to full-time employment, the probable date for return, and the best interests of the College.

Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness in the immediate family or household. For this purpose, immediate members of the family shall mean husband, wife, civil union partner, domestic partner (living in the household), a child, (defined as an employee's son or daughter who is biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis), mother, father, brother, sister, or corresponding in-laws and corresponding step family members. To use leave for the care of a domestic partner, a completed Affidavit of Domestic Partnership must be on file with the Human Resources Department. Sick leave may be used in 2-hour increments and should be reported accordingly.

PROCEDURE

After three consecutive days in which an employee has been unable to report to work, he or she will be required to personally contact Human Resources to report the nature of the illness. In the event that an employee is not able to contact Human Resources directly, they should direct the appropriate supervisor to contact Human Resources to provide the necessary information. Human Resources will then make the determination as to whether or not the illness is a Family Medical Leave Act qualifying event.

Employees calling in to report that they will not be at work shall notify their immediate supervisor.

The college reserves the right to require a certification from a physician or other licensed health care professional of the college's choice for the use of sick leave. The college reserves the right to require periodic physical examinations during the period of an employee's absence due to sickness or disability, including the right to require a physical examination of an individual who is on sick leave prior to returning that person to work. However, the college would not exercise this right until a particular employee has been on sick leave for a minimum of three (3) work days or there is reasonable cause to believe there is or has been an abuse of sick leave.

Examinations administered by a physician at the college's request shall be at the college's expense. Travel expenses incurred in connection with a medical examination of the college's request shall be reimbursed in accordance with Policy 5.1215, Travel Reimbursement.

Abuse of sick leave is grounds for discipline. The severity of the discipline shall be based upon the extent and frequency of the abuse.

3.1510 Family Bereavement Leave

POLICY

All employees will be granted up to 2 weeks (not to exceed more than 10 work days) unpaid family bereavement leave. The first 3 days for full-time employees will be without salary loss for the death of any covered family member. The definition of covered family shall be the same as in Sick Leave (Sick Leave 3.1505), but shall also include grandchildren, grandfather, grandmother, spouse's grandchildren, spouse's grandfather and grandmother, and corresponding step-family members. The employee will identify the bereavement leave start date with their supervisor.

Family Bereavement Leave (as outlined above) is also available in the event of a miscarriage, an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, a failed adoption match or adoption that is not finalized because it is contested by

another party, a failed surrogacy agreement, a diagnosis that negatively impacts pregnancy or fertility once reasonable and requested documentation has been provided. Reasonable documentation includes a form provided by Illinois Department of Labor to be filled out by a healthcare practitioner or surrogate for the covered event or documentation from the adoption or surrogacy organization that the employee worked with certifying that the employee or his or her spouse or domestic partner has experienced a covered event.

Bereavement leave must be used within sixty (60) calendar days after the death of the covered family member. An employee may elect to substitute unused, accrued vacation or personal leave time available in place of unpaid leave. In the event of the death of more than one covered family members in a 12-month period, the employee will be entitled to take six (6) weeks of bereavement leave during the 12-month period. This policy is based on Family Bereavement Leave Act (820 ILCS 154)

Up to 12 weeks of job-protected, unpaid bereavement leave will be granted to parents who experience the loss of a child through suicide or homicide under the terms of the Child Extended Bereavement Leave Act (820 ILCS 156)

3.1520 Personal Leave

POLICY

Pursuant to the Paid Leave for all Workers Act , all full-time employees will receive five (5) personal days which is equivalent to 40 hours per year. All part-time employees who are scheduled to consistently work 30-35 hours per week will receive 40 hours of personal time per year as long as they continue to meet the eligibility requirements of averaging 30 hours per week. A first-year employee will receive five (5) personal days which is equivalent to 40 hours upon their first date of hire and will have the remainder of the fiscal year to use the personal days. Full-time or 35-hour per week employees will be allowed to bank up to a maximum of 20 days, which is equivalent to 160 hours at the end of any fiscal year. Any personal days in excess of 160 hours at fiscal year-end will be lost. Unused personal days will not be converted into sick days or paid out at the time of retirement or termination of employment. Full-time and 35 hour per week employees may take up to five consecutive days of personal leave without the prior approval of their supervisor. For full-time and 35-hour per week employees, personal leave must use-in 2-hour increments and should be reported accordingly.

3.1525 Sabbatical Leave

POLICY

Sabbatical Leave is a privilege granted by the Board of Trustees for the express purpose of improving the quality of instruction and service at Rend Lake College. The sabbatical leave may be granted for the following reasons:

Advanced Study
Work Experience
Travel
Creative Projects
Necessary Retraining

Other purposes designed to improve services to the College. Compensation for an individual on Sabbatical Leave will be as follows:

A. Professional staff members granted leave for one semester will be paid 100 percent of the salary for the semester the leave is taken.
B. Professional staff members granted leave for more than one semester shall be paid 50 percent of the salary for the time the leave is taken.
C. Compensation, other than that received from Rend Lake College, may result in a proportionate adjustment in the leave salary.

A recipient of a sabbatical leave must return to the College for two consecutive years of full-time employment immediately following the sabbatical leave. An individual choosing to leave the College prior to that time must repay the College the salary granted during the period according to the following scale:

A. Does not return: reimburse 100% of the sabbatical salary
B. Returns for one year: reimburse 50% of the sabbatical salary. The recipient will be required to sign a promissory note for the sabbatical leave salary prior to the leave. The note shall be declared void by the Board of Trustees if failure to meet the terms is a result of death or disability.

The conditions established and created for Sabbatical Leave is as follows:

A. The individual must have been a full-time professional staff member at the College for six (6) consecutive years.
B. A professional staff member having taken a sabbatical leave will not again be eligible until he/she has completed six (6) additional consecutive years of full-time employment at the College.
C. No more than three percent (3%) of the full-time professional staff may be granted sabbatical leave during a semester. (In case of a fraction, it would be rounded to the next highest whole number.)
D. A request for sabbatical leave must be in the form of a detailed written plan submitted to the President. The deadline for applications for leaves must be submitted one year in advance. The starting time for the proposed leave must be such that an undue hardship would not be placed on the College.
E. Sabbatical leave may be granted for a period of time ranging from one semester (17 weeks) to one year and must be a full-time leave.
   The Board will consider the possibility of a part-time sabbatical leave. Approval or disapproval of any request for a part-time sabbatical leave, and the terms thereof, shall be entirely subject to the Board's discretion.
F. Compensation
   1. Professional staff members granted leave for one semester will be paid 100 percent of the salary for the semester the leave is taken.
   2. Professional staff members granted leave for more than one semester shall be paid 50 percent of the salary for the time the leave is taken.
   3. Compensation, other than that received from Rend Lake College, may result in a proportionate adjustment in the leave salary.
G. A recipient of a sabbatical leave must return to the College for two consecutive years of full-time employment following the sabbatical leave. An individual choosing to leave the College prior to that time must repay the College the salary granted during the period according to the following scale:
   1. Does not return: reimburse 100% of the sabbatical salary
   2. Returns for one year: reimburse 50% of the sabbatical salary. The recipient will be required to sign a promissory note for the sabbatical leave salary prior to the leave. The note shall be declared void by the Board of Trustees if failure to meet the terms is a result of death or disability.
H. All fringe benefits including advancement on a salary schedule will continue during the sabbatical leave period.

PROCEDURE

Applications for sabbatical leave must be submitted to the President and will include the following:

A. Purpose of the leave.
B. Benefit to the College.
C. Dates of the leave.
D. Other sources of incomes received during the leave or to be received.
E. A list of activities to be accomplished during the leave.

Applications will be reviewed by a committee consisting of the Faculty Development Committee and the appropriate Vice President.

The committee will provide the candidate's immediate supervisor with a copy of the application and request a written recommendation. The committee will forward its recommendations along with that of the immediate supervisor to the President. The President will submit his/her recommendation to the Board for a final decision.

3.1530 Holidays

POLICY

The following are the designated official holidays:

A. New Year's Day
B. Martin Luther King's Birthday
C. Presidents Day
D. Good Friday
E. Memorial Day
F. Juneteenth
G. Independence Day
H. Labor Day
I. Veteran's Day
J. Columbus Day
K. Thanksgiving Day
L. Day after Thanksgiving Day
M. Christmas Eve
N. Christmas Day
O. Those days between Christmas and New Year's Day

The President may, for a special and significant purpose, declare an additional holiday.

PROCEDURE

In accordance with federal law and College policy, some of the foregoing holidays may be observed on days other than the calendar day on which the holiday falls.

3.1535 Jury Duty

POLICY

An employee who is called for jury duty shall be excused from work without salary loss for the days on which he serves, up to a maximum of twenty (20) days, which is equivalent to 160 hours per calendar year. The President is authorized to grant additional days for jury duty.

PROCEDURE

The employee must present proof of service and must remit to the College the amount of jury duty pay received in order to be paid by the College for jury duty leave.

3.1540 Military Leave

POLICY

All employees and students will be provided all military leave rights pursuant to Federal and State law.

PROCEDURE

Employees seeking military leave shall notify the applicable Associate Vice President as early as reasonably possible.

3.1545 Reporting of Absence Other Than Disability

POLICY

Most leaves other than sick leave are known in advance. An employee should notify their immediate supervisor as far in advance as possible. The employee should complete an absence request via the online absence reporting system prior to the leave and submit the request for approval to their immediate supervisor. Absences must be reported in 2-hour increments.

PROCEDURE

In those cases when the leave is not known in advance, the employee shall notify their immediate supervisor as soon as possible. If the supervisor is not available, the employee should notify the appropriate Associate Vice-President or Vice President. The form and procedure described above should be completed as soon as possible upon return to work. Unexcused absences will result in disciplinary action.

3.1550 Reporting of Absence Due to Inclement Weather

POLICY

To ensure consistency in reporting absenteeism during inclement weather periods, the following provisions will be followed:

If the College is officially closed because of the weather, full-time employees will not be required to use vacation and / or personal leave.

An employee who is unable to report during the hours or portions of days that the College is open will have the following options:

A. Vacation and / or personal leave may be used in not less than 2-hour increments.
B. Compensatory release time may be used.
C. Employees who do not have available leave time or earned compensatory time will receive a corresponding deduction in pay.

All absences must be submitted via the online absence reporting system.

Employees will not be paid for any work that is completed at home during the period the College is closed without prior written approval.

Full-time physical plant employees, because of the nature of their responsibilities, will report to duty as assigned by the Dean of Facilities Management and Campus Operations and will be awarded compensatory time at a rate of time-and-one half.

3.1555 Unpaid Leave of Absence

POLICY

A special leave of absence without pay and without loss of seniority, status, appointment or accrued benefits may be ratified by the Board of Trustees. In order for a special leave to be considered by the Board, the individual must have prior approval by the president of the College or his designee. Requests must be submitted as soon as possible. Unusual hardship cases will be considered on an individual basis. This leave can only be granted if business demands allow and all vacation and sick/personal time have been exhausted.

Special leaves of absence will not exceed sixty (60) days for each three (3) years of continuous service.

The employee may elect to continue insurance coverage during the period of the leave (arrangements should be made in with the Payroll Department). All employee contributions toward payment of insurance premiums will be the responsibility of the employee.

Employees do not accrue sick or vacation days while on an unpaid leave. Unless an employee has accrued time paid for the entire month, they will not receive their monthly accrual of sick or vacation days for any month in which he/she is on unpaid leave. Employees on unpaid leave will not receive pay for any holidays which occur during the time of their leave.

PROCEDURE

The employee will notify the Human Resources Department in writing 14 days prior to the end of the approved leave of their intention to:

A. Return to full-time employment
B. Terminate employment at the College
C. Request an extension of the leave

3.1700 Medical Insurance

POLICY

A High Deductible/Health Savings Account Plan will be established for health insurance and benefits. On an annual basis prior to benefit choice election, the College will determine the amount (if any) of the College's contributions and/or match amounts to employee contributions that will be made into the employee's Health Savings Account Plan during the upcoming plan year. Employees may choose to utilize a Health Savings Account Plan for dependent coverage. The additional cost resulting from dependent coverage premiums will be deducted from the individual employee's paycheck.

The terms of the group hospitalization and major medical insurance policy for employees not covered under a collectively bargained agreement shall be subject to approval by the Board. The terms and conditions of the applicable labor agreement will dictate the medical insurance specifications for its members

PROCEDURE

All enrollment, change and terminations forms should be maintained by the Human Resources Department. All health insurance related questions regarding coverage and claims should be directed to the Human Resources Department.

3.1705 Life Insurance

POLICY

A full-time employees shall be covered by group life insurance. For employees not covered under a collectively bargained agreement, the group life insurance shall be a term policy in the amount (thousands) nearest to one and one-half times the annual salary of the individual. The terms and conditions of the applicable labor agreement will dictate the life insurance specification for its members. The entire cost of the basic life insurance premiums shall be paid by the College.

PROCEDURE

All enrollment, change and termination forms should be maintained by the Human Resources Department. All life insurance related questions regarding coverage and claims should be directed to the Human Resources Department.

3.1710 Tuition Reimbursement for Continuing Education Assistance - Full-Time Employees

POLICY

Full-time employees may be reimbursed at the current Rend Lake College tuition rate for credit hours earned at four-year institutions toward advanced degrees or courses that would significantly enhance individual effectiveness. Reimbursement will be limited to an amount equal to the cost of in-district tuition for three (3) credit hours per fiscal year at Rend Lake College. Faculty will follow the provisions in the union contract.

PROCEDURE

Proof of course registration and completion must be documented. Requests will be made in writing to the immediate supervisor. Approval must be obtained in advance from the appropriate President's Executive Leadership Team member.

3.1715 Tuition Waivers

POLICY

Full-Time Employees

Full-time employees and their dependents are eligible for a waiver of tuition at Rend Lake College. Dependents of full-time employees are defined as a spouse and dependent children. Dependent children would include biological children, adopted children, step-children and any children that you may have guardianship over as long as you are eligible to claim them as dependents on your most recent federal tax return. Children can qualify as dependent if they satisfy at least two of the following three conditions: 1) are under 24 years of age; 2) are not married; and 3) currently reside with the full-time employee of Rend Lake College. Employees shall not be in class(es) more than six (6) clock hours per scheduled work week.

Part Time Employees

For each of the categories of part-time employees listed below, an employee is eligible to receive one tuition waiver per semester for either the employee or their dependent upon completion of the following requirements:

A. Part-time instructors and high school dual credit instructors, who have taught a minimum of 3 credit hours per semester at Rend Lake College for a minimum of four semesters over the last four years.

B. Part-time trainers who have taught a minimum of 96 hours per semester for a minimum of four semesters over the last four years.

C. Part-time employees (other than instructors or trainers) who have worked a minimum of 260 hours per semester for a minimum of four consecutive semesters and is currently employed in the capacity for which eligibility is claimed.

Except for summer, the employee must be currently employed in that capacity for which eligibility is being claimed and qualifying service should immediately proceed the semester in which the waiver is sought. Any exceptions to the timing of tuition waiver being used needs to be submitted by the appropriate Vice President and approved by the President.

Retiree Tuition Waiver

Retirees with twenty years of full-time employment at Rend Lake College are eligible for a waiver of tuition.

Legacy Tuition Waiver

The spouse and dependent child(ren) of living retirees with twenty years of full-time employment at Rend Lake College will be eligible for tuition waivers for up to 64 credit hours per individual student.

Full tuition waivers for up to 64 credit hours per individual student will be given to spouse and children of full-time employees who pass away while employed at the College or while on disability leave from the College.

Rec Center Waiver

All full-time and part-time employees shall not be charged membership fees for the Rend Lake College Rec Center.

PROCEDURE

Full-time employee who wish to take courses at the College during the College's normal business hours must obtain advance approval from their immediate supervisor and the appropriate President's Executive Leadership Team member. For full-time, part-time or retirees, the tuition waiver is for a full-time or part-time student credit-hour load. Employees hired prior to January 1, 2014 will be grandfathered. Each full-time or part-time employee applying for a tuition waiver, must complete the Tuition Waiver Form. The form is housed on SharePoint under RLC Forms.

With regard to legacy tuition waivers, spouses and dependent child(ren) who are eligible for this waiver will be required to submit a Legacy Tuition Waiver to the Financial Aid Office. Following verification of employment, the Financial Aid Office will be responsible for placing the tuition onto the student account.

3.1800 Annuities

POLICY

The College maintains a tax-sheltered annuity (403(b) and/or SURS DCP) program for full-time employees. Part-time employees who are expected to work in excess of 20 hours per week will also be allowed to participate in the approved program. The program must meet state and federal regulations and be approved by the Board. The College shall not be responsible for any liability of any kind or nature whatsoever should it be determined that the annuity program is not in compliance with state and/or

federal laws or regulations. The individual employee participating in the program shall be responsible for any tax or other liability, including penalties.

PROCEDURE

Participation in the annuity plan is voluntary. A request to participate in the tax-sheltered annuity must be made to the Payroll Department.

3.1805 State University Retirement System Participation

POLICY

Participation in the State University Retirement System (SURS) is mandatory on the first day of employment for all new full- and part-time College employees. New employees should contact the Human Resources Department to complete the necessary SURS forms to assure that proper retirement deductions are made beginning with the first day of employment. Only students, retirees from the system, and those persons whose employment is irregular, intermittent, or temporary (less than a semester) are exempt from this state requirement.

STUDENT & INSTRUCTIONAL MATTERS– SECTION 4

4.1000 Enrollment at Rend Lake College

POLICY

Rend Lake College will enroll students in accordance with all requirements respecting qualifications and preferences set forth in Illinois Compiles Statutes, 110 ILCS 805/3-17 and 805/3-28, and in the guidelines established by the Illinois Community College Board.

PROCEDURE

The college has developed enrollment requirements which are contained in the college catalog. These include general enrollment, home-schooled students, high school-age students not attending high school, and international students. Specific curricula may have additional admission requirements, also contained in the college catalog.

4.1005 Procedure for Enrollment of High School Age Youth

POLICY

A. Students whose connection with a secondary school is severed

Any student who is 16 or 17 years of age and has severed their connection with a secondary school, as certified in writing by the chief executive officer of the secondary school in which the student has legal residence, is eligible to attend Rend Lake College in accordance with the policies of the board.

B. Students currently enrolled in a secondary school program

Students currently enrolled in a secondary school program, who are also currently of junior or senior status with that secondary school, may be accepted into Rend Lake College courses. If such courses are offered during the school day established by the secondary school or are offered for secondary school credit, prior approval of the Chief Executive Officer of the secondary school must be received.

4.1010 Enrollment of International Students

POLICY

Prospective international students who wish to attend at Rend Lake College must enroll in an associate degree program; must provide proof of secondary education completion; must provide proof of financial support for tuition, fees, books, supplies, and living expenses for two academic years at the current estimated cost rate; and have a minimum score on the Test of English as a Foreign Language-TOEFL language exam.

PROCEDURE

Prospective students should first contact a Primary Designated School Official/Designated School Official at international@rlc.edu signifying interest in obtaining an associate's degree at Rend Lake College. The PDSO/DSO will send the Intent Agreement to the prospective student.

The following forms must be received by the DSO in order to issue an I-20 (Certificate of Eligibility for Non-Immigrant Student Status) to an international student for the purpose of obtaining an F-1 Visa:

- Intent Agreement
- Rend Lake College International New Student Enrollment Form
- Proof of Completion of Secondary Education in English translation
- International Student Financial Statement
- Financial Documentation for Financial Statement in English translation

- Any other official documentation indicating visa and passport status.

International students must have a minimum score of 500 on the paper-based Test of English as a Foreign Language (TOEFL) or 173 on the computer-based TOEFL or 61 on the Internet-based TOEFL and must meet all degree program requirements. International students must provide documentation that the student has met TOEFL guidelines or provide certification that English is the student's first language.

International students who are residing in the United States under VISA status other than a F-1 or M-1 and wish to take courses at Rend Lake College must provide proper documentation indicating the student is registered with the Department of Immigration. The Office of Student Records requires the following steps to be completed:

1. Complete and submit a Rend Lake College new student enrollment form.
2. Provide proof in an English translation of completion of secondary education.
3. Provide official documentation indicating the student has met TOEFL guidelines as previously described or certification that English is the student's first languate.
4. Provide official documentation indicating visa and passport status.
5. Provide other official documentation as determined by the PDSO/DSO

4.1015 Residency Status

POLICY

Students enrolling at Rend Lake College shall be classified as resident, nonresident, out-of-state, or international for tuition and fee purposes.

PROCEDURE

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

Specific evidence of "In-District Resident" is contained in the college catalog, and proof thereof must be given within thirty (30) days of the start of a semester.

For the purposes of professional licensure disclosure compliance, Rend Lake College determines student location and time of enrollment in the following ways:

- "Student location" is defined as the mailing address provided to the College by the student and stored in the student's record.
- "Time of enrollment" is defined as the point at which students have declared a program or major and registered for courses in that program or major.

4.1100 Tuition

POLICY

Tuition of resident and non-resident students may be charged as permitted by law and as established by action of the Board of Trustees.

4.1105 Tuition Refund

POLICY

If a student officially withdraws from the College during the semester, tuition shall be refunded according to the schedule set forth in the college catalog.

4.1110 Variable Tuition and Fees for Special College-Sponsored Activities

POLICY

A. The administration may establish variable tuition rates and fees for students attending the College, in an amount not to exceed 1/3 of the per capita cost as defined in Sections 6-2 and 6-4 of the Illinois Public Community College Act.

B. The administration may establish variable fee charges for participants in College-sponsored activities which include but are not limited to courses, workshops, camps, seminars, etc. and which may be contracted by public or private organizations. Additional participants, under approved circumstances, may enroll "on a space available basis" at a rate not to exceed the per capita cost of the offering.

   The College shall cooperate with all federal, state and local agencies in the development and implementation of regular or special courses, workshops, seminars, regional meetings, etc., and may consider those students enrolled in such courses, workshops, seminars, regional meetings, etc., as in-district students.

C. The administration may develop Public Service / Community Service courses. The fee established shall be sufficient to meet the cost of the activity. Senior citizens may be required to pay a lab or material fees or fees for community services courses / activities. The President shall authorize all other activities where costs are projected to exceed revenue.

4.1115 Fees

POLICY

A schedule of the fees for appropriate courses and activities shall be developed by the Administration and approved by the Board of Trustees, which schedule may be amended from time to time and communicated to the general public via approved form of publication.

PROCEDURE

The administration shall establish a schedule of fees for appropriate courses and/or activities not to exceed the limitations identified below and shall annually communicate to the Board of Trustees the charges for participation in courses and/or activities. Communication to the Board of Trustees shall occur on or before the August Board meeting for the current fiscal year. The Board may amend the limitations for establishing the fees at any meeting of the Board of Trustees.

The guidelines for the establishment of fees are as follows:

A. The College shall establish tuition and publish the applicable charge.
B. The President may waive any tuition and / or fees.
C. Transcript – Transcript requests are to be processed online and all fees involved are paid directly to the service provider. In the event that a student wishes to make an in-person request for a copy of their transcript, a $5 fee for transcript will be due. This fee must be paid to the Business Office before the transcript will be released.
D. The additional fees are established at the following rates:
   1. Service charge on returned check – $30 / check
   2. Library fees
      a. Fee for library materials that are lost or damaged beyond repair – Replacement cost plus $25

b. Damage to audiovisual equipment – Repair / replacement cost

3. Printing / Photocopies – $0.10 per page for black and white, $0.25 per page for color copies
4. Instructional Support Fee - $42 per credit hour. Instructional Support Fees include costs associated with textbooks, technology costs which directly support academic functions, and other general costs associated with academic services of the College.
5. Replacement of lost key cards – $25
6. Course Fees

   Course fees are listed in an Excel sheet linked within this document (see below).

Course Fees -- Rend Lake College

7. Membership to The Rec

	Single	Family
Fall Semester (Sept-Dec)	$120.00	$450.00 + *$15/person for family member above 5 person family
Spring Semester (Jan-April)	$120.00	$450.00 + *$15/person for family member above 5 person family
Summer Semester (May-August)	$120.00	$450.00 + *$15/person for family member above 5 person family

*THE $15 IS NOT SUBJECT TO ANY PROMOTIONAL DISCOUNTS

The Rec Day Pass	
Fall Semester	$5.00
Spring Semester	$5.00
Summer Semester	$5.00

8. Parking and/or Speeding Tickets Issued by Rend Lake College Security

Parking Tickets	$25
Parking in a Handicapped Space	$250
Speeding Tickets (1-5 mph over posted limit)	$25
Speeding Tickets (5+ mph over posted limit)	$25+$1/mile over posted limit

   Speeding tickets issued within 500 ft. of posted speed limits near the Rend Lake College Foundation Children's Center will be double the ticket fees as calculated in the above formula.

9. Non-Compliance Fees:

Failure to Comply with Directive in Emergency Situation	$250

10. Non-returned Textbook Fees

    A student who receives textbooks as part of the all-inclusive tuition program and does not return the issued textbooks by the pre-established deadline will be charged the retail price for the textbook.

11. Registration Fee for Contractual Education Agreements

Students enrolling in classes under which we have a contractual agreement with their employer will be required to submit a fee of $25 per class. This fee must be submitted, along with their registration, to the Business Office at the time of class registration.

12. Testing Fees
    1. **Accuplacer** – All students will be able to take the Accuplacer test a maximum of two times after the beginning of the student's senior year in high school. If they choose to test more than two times, the student will be required to pay a $15 fee for each and every subsequent testing. Any one component or combination of all components will be considered as one testing session and students will be charged accordingly.
    2. **Upward Mobility Testing** – Students who are testing as part of the Upward Mobility program will be charged a $15 fee for testing required for eligibility within the program.
    3. **Test Proctoring** – In the event that an educational institution or outside agency allows a test to be proctored by Rend Lake College staff, students will be charged a $15 fee per test.

Last Revised: ***August 2026***

4.1120 Fees – Senior Citizens

POLICY

Senior citizens, by showing proof of age, may enroll in credit courses offered by the College without paying tuition. Senior citizens must pay applicable fees. A senior citizen is defined as a person sixty (60) years of age or older. Senior citizens may be charged a fee of $50 or more for repeating classes more than credit can be claimed.

4.1125 Charge Back and Joint Agreements Policy

POLICY

Individuals who want to enroll in an Associate in Applied Science degree or certificate program not offered by their own community college or through the Joint Instructional Program Agreements may apply for a chargeback, which is financial assistance with the out-of-district portion of the tuition.

Rend Lake College district residents who desire a degree or certificate not offered by Rend Lake College may apply for chargeback tuition if they attend another public community college in Illinois that offers the program.

PROCEDURE

This application must be submitted each year to the Rend Lake College designated employee no later than 30 days prior to the beginning of the semester.

4.1200 Conduct

POLICY

The Board, faculty, and administration will set forth rules for student conduct which are to be approved by the Board of Trustees and published in the Student Handbook.

4.1205 Civil and Criminal Violations

POLICY

When an employee or student has been apprehended for violation of the law, the College will not request or agree to special consideration for the individual because of his / her status with the College. The College will cooperate fully with law enforcement and other agencies and any program for rehabilitation of the individual.

Except for inappropriate conduct on the campus, at a College-sponsored event, or in a setting where the College has a contractual arrangement for education, housing or transportation, the College will not ordinarily impose further sanctions after law enforcement agencies, including any judicial systems, have disposed of the case. Even so, College officials have the right to initiate disciplinary action if the conduct has interfered with its educational functions or the responsibilities to the College community.

4.1210 Alcohol and Drug Policy

POLICY

Rend Lake College is committed to a drug and alcohol free educational environment. Therefore, the Board prohibits the use, illegal possession, sale, distribution or transfer of alcohol or illegal drugs on College premises or property owned or supervised by Rend Lake College. The Board also prohibits the use and possession of alcohol, illegal drugs and the abuse of legal drugs in any manner which impairs a student's ability to safely and effectively attend class or participate in school activities.

Recognizing that certain educational programs and/or activities expose students, participants, faculty, staff and observers to a greater risk of injury due to the nature of the activity, the Board authorizes the Administration and its designees the right to randomly test students/participants enrolled in such programs for the illegal use of any controlled substance or the use of legal substances impairing the ability of the student/participant to perform an activity or participate in any College sponsored event. In addition, the Board authorizes the Administration and its designees the right to remove any individual who appears to be under the influence of any controlled substance (drugs and/or alcohol) or who appears to be unduly under the influence of any legal drug impairing the immediate safety of the said individual or others participating in a College activity or while on College premises.

Certain fields of study require practical experiences which should be practiced without impaired judgement from drug or alcohol use. All students in health care and other required programs must pass a drug screening test before entering their practicum/clinical/externship as well as be subject to random testing throughout their program. Students may also be tested should there be reasonable suspicion that illegal use of any controlled substance (drugs and/or alcohol) or the abuse of legal drugs has occurred in such a manner in which an individual’s ability to participate safely in an activity has been compromised or has comprised others attending or participating in the activity or on the College premises. A reasonable suspicion referral for testing will be made on the basis of documented objective facts and circumstances that are consistent with short term effects of substance abuse.

Clinical agencies and other industry partners affiliated with the college also have drug and alcohol policies and may require students to comply with their drug testing policies in a similar manner to their employees during their practicum/clinical/externship. Safety in the delivery of care to patient/client populations as well as in the general workplace is the basis for drug testing. Clinical sites and industry partners have the right to refuse any student for practicum/clinical/externship based on concerns about student’s ability to deliver safe practice.

By enrolling in such educational programs deemed by the administration to require drug testing or participation in extracurricular activities, students agree to participate in the drug screening program.

PROCEDURE

A. Allied Health Students and Other Required Screen Programs:

1. Each student is subject to drug screening at the time and place designated by Rend Lake College. For students with practicum/clinical/externship, the screening shall take place prior to beginning said practicum/clinical/externship.
2. The student shall immediately submit themselves for a drug screen upon being notified by a Rend Lake College representative at the place designated by said representative.
3. Immediately shall mean the student will not leave the sight of either the Rend Lake College representative or medical personnel conducting said screen until the screen is completed.

B. Reasonable Suspicion

1. Any student who has been advised that reasonable suspicion exists for a drug screen shall immediately submit themselves for a drug screen upon being notified by a Rend Lake College representative at the place designated by said representative.
2. Immediately shall mean the student will not leave the sight of either the Rend Lake College representative or medical personnel conducting said screen until the screen is completed.
3. Reasonable suspicion includes but is not limited to actions by student which places themselves or others on campus in any dangerous situation or in danger of injuring themselves or others.

C. Random Screenings

1. Rend Lake College shall use a computer program established for the random selection of students/athletes for a drug screen.
2. Upon selection, the student will be notified by a Rend Lake College representative and student/athlete shall immediately submit themselves for a drug screen upon being notified by a Rend Lake College representative at the place designated by said representative.
3. Immediately shall mean the student will not leave the sight of either the Rend Lake College representative or medical personnel conducting said screen until the screen is completed.

D. The drug screening shall be conducted by a qualified laboratory using regularly established procedures for collecting and testing samples by the healthcare field.

ACTIONS FOR RESULTS:

Negative Screen: No action taken.

Positive Screen: Student will be dismissed from the academic or athletic program.

Diluted Screen: Student will be allowed one retest at a time designated by a school official. If the second test comes back diluted or positive, the student will be dismissed from the academic or athletic program.

Adulterated Screen: Student will be dismissed from the college.

Substituted Screen: Student will be dismissed from the college.

Failure to Submit/Complete Drug Screen: Student will be dismissed from the academic or athletic program. (Example: leaving campus when contacted to present for drug testing).

Shy Bladder: If a student is unable to provide a specimen at the time of testing, the student will be given 1.5 hours and allowed up to 40 ounces of fluid to drink. After 1.5 hours if the student fails to submit a specimen, the student will be required to take a non-urine based test. The extra cost of this test must be paid by the student and cannot be charged to the student's account.

If a screening tests positive for prescription drugs, a Medical Review Officer for the lab services will contact the student for more information. The Medical Review Officer may request that the student provide valid physician prescriptions and/or copies of medical records substantiating the prescribed medication and manner of dosage.

If the Medical Review Officer finds the prescribed drugs are being taken as prescribed, it will be considered a negative screen. If the Medical Review Officer finds the prescription is not valid or the drugs are being taken in a manner different from the prescription, or if the student fails to cooperate with the Medical

Review Officer's request for proper medical documentation, it will be considered a positive screen and appropriate action will be taken.

Assistance for Addiction
Rend Lake College recognizes that addiction is a disease that takes assistance to overcome. Rend Lake College encourages any student facing drug or alcohol addiction to receive professional help. There are numerous treatment centers in the state of Illinois. For assistance in locating a treatment center, students will be directed to contact RLCares or the advisement department. Rend Lake College is not responsible for any costs related to treatment.

Re-Admission after Positive Drug Screening
Any student who is dismissed for a positive drug screening may reapply for admission after six months. However, the student must present proof of attendance in a drug/alcohol rehabilitation program prior to re-applying for subsequent semesters. Signed documentation of treatment by a substance abuse professional is required as proof of treatment. The student must also have a negative drug screen prior to re-enrollment. The student must complete negative drug screenings at least once every six months until graduation. A second violation of the drug policy will result in permanent dismissal from Rend Lake College. Readmission to programs and extracurricular activities will be at the discretion of college officials after review of all pertinent information.

4.1215 Criminal Background Checks for Students

POLICY

Rend Lake College shall have the right to perform criminal background checks on students prior to acceptance into, or participation in, certain programs that may require participation in a practicum experience in the field with certain populations (children and / or hospital patients, or as otherwise mandated by external agencies in accordance with State and Federal law). Examples of such program or course offerings include, but are not limited to, cooperative education, internships, practicums, volunteerism, community service, clinicals, and observations. The ability of the students who have been convicted of certain criminal misconduct may be affected by this policy.

4.1220 Non-Compliance with Directives during an Emergency Situation

POLICY

Any student who refuses to immediately follow proper procedure when alerted to report to a safe area due to weather or other type of threatening situations will be assessed a $250 fine. Students who fail to comply could be placed on probation and / or suspension.

4.1225 Student Identification

POLICY

It is the responsibility of the Administration to develop a student identification policy and place it in the College catalog which may be amended from time to time.

4.1230 Military Duty

POLICY

Rend Lake College supports federal and state initiatives involving the call to active duty of reserve or National Guard units or enlistment. In such an event, the student shall not be disadvantaged due to military service. Rend Lake College intends to fully comply with both state and federal law relating to students called to active military duty.

If called to active duty and forced to withdraw from classes, the student will receive a full refund of paid tuition and fees upon presenting verifiable documentation. The office of the Vice President of Student Services will process requests.

PROCEDURE

The following procedures will apply when processing requests:

- The student is encouraged to discuss his / her service obligations with instructors and to discuss the possibility of early exams or an incomplete for those classes not completed.
- The student can withdraw from all classes in which he / she is presently enrolled without penalty according to the official withdrawal procedure published in the College catalog.
- The student must present verifiable documents, such as orders or documentation approved by the Vice President of Student Services, to be eligible for a full refund of paid tuition and fees.
- After the official withdrawal date has passed, the Vice President of Student Services can authorize the withdrawal from class(es) and the processing of a refund. Both requests must be verified with official documents, such as orders or documentation approved by the Vice President of Student Services.

4.1235 Students with Disabilities

POLICY

Rend Lake College is committed to providing a well-considered, comprehensive and well-coordinated system of educational support for qualified students with disabilities. It is our goal to invite and celebrate diversity within our campus community. Our approach is designed to promote self-reliance, effective problem-solving skills, enhanced academic and personal development and equal access to all aspects of College life for qualified students with disabilities. The complete policy and procedure is available in the RLC Student Handbook and at https://rlc.edu/student-services/disability-services.

4.1245 Student Complaints

POLICY

Rend Lake College is committed to ensuring that student complaints are handled effectively and in a timely manner. Therefore, student complaints about either academic issues or non-academic issues shall be handled in accordance with established procedures, which shall be printed in the Student Handbook.

Rend Lake College will maintain records of formal, written student complaints. The records shall include the date the complaint was first formally submitted; the nature of the complaint; the steps taken by the College to resolve the complaint; the institution's final decision regarding the complaint, including referral to outside agencies; any other external actions initiated by the student to resolve the complaint, if known to the institution (e.g. lawsuit, EEOC investigation, etc.); information about the disposition of the complaints, including those referred to external agencies for final resolution. The records shall be maintained so as to ensure anonymity of the complainants and other individuals involved in the facts of the complaint.

At the end of each term, the Vice-President of Student Services will provide the President's Cabinet with a list of all complaints received during that year and term. The President's Cabinet will review the list to identify any trends in the type of complaints received and make changes as identified to ensure that all student issues are addressed.

4.1250 Sexual Offender / Sexual Predator Registration for Students

POLICY

The Illinois Sex Offender Registration Act, 730 ILCS 150, requires students to register at the College or University in which they attend. This policy outlines the College's registration requirements for students who are convicted sex offenders or sexual predators who are required to register as such pursuant to the Illinois Sex Offender Registration Act, and to set forth the College's policy for maintaining the sex offender or sexual predator registration data that is received by the College.

PROCEDURE

Any student who has been convicted of a sexual offense that requires registration as a sex offender or sexual predator pursuant to the Illinois Sex Offender Registration Act must register with the College's Police Department either:

A. within three (3) days of the beginning of school, or
B. within three (3) days of a conviction of a sexual offense that requires registration pursuant to the Illinois Sex Offender Registration Act.

The registrant must provide the College's Police Department with the following accurate information:

A. Current photograph;
B. Current Address;
C. Current telephone number including cellular telephone number;
D. Date of birth;
E. Place of employment;
F. Employer's telephone number;
G. Email addresses;
H. Instant messaging identities;
I. Chat room identities;
J. Other internet communication identities used;
K. URLs, blogs or websites maintained or to which the offender has uploaded content or posted messages or information;
L. County of conviction;
M. License plate numbers for every vehicle registered in the name of the sex offender or sexual predator;
N. The age of the sex offender or sexual predator at the time of the commission of the offense;
O. The age of the victim at the time of the offense;
P. Any distinguishable marks on the body of the sex offender or sexual predator.

In addition to the information required above, registrants convicted under Sections 11-6, 11-20.1, 11-20.1B, 11-20.3 or 11-21 of the IL Criminal Code shall provide:

A. IP addresses at the offender's place of employment or residence

Upon receipt of the data identified above from the sex offender or sexual predator who is a student or applicant for admission at the College, the College's Police Department will notify the Associate Vice President of Academic and Student Services. The Associate Vice President of Academic and Student Services will review the student's registration and admissions records to ensure there was no misrepresentation of information on the forms.

All sex offender or sexual predator registration data received by the College's Police Department pursuant to this policy will be maintained in a secure location. Only employees who are required to use or handle the sex offender or sexual predator registration data received by the College pursuant to this policy will have access to such data or documents.

The Rend Lake College Police Department shall direct individuals who inquire about the sex offender status of any student to the State Sex Offender Registry**.**

Compliance and Penalties

Any student who fails to register as a sex offender or sexual predator with the college's Police Department within three (3) days of beginning school or within three (3) days of a conviction of a sexual offense that requires registration pursuant to the Illinois Sex Offender Registration Act, 730 ILCS 150/3(a), will be subject to disciplinary action up to, and including, immediate expulsion from the College.

The College reserves the right to deny or revoke admission of a convicted sex offender or sexual predator or set forth specific limitations and / or restrictions on a convicted sex offender or sexual predator. A

student whose admission is revoked after enrollment, pursuant to this policy, shall be notified of his / her right to appeal the revocation decision and provided with information regarding the appeal process.

4.1255 Student Optional Disclosure of Private Medical / Mental Health Information

POLICY

The College shall ensure that every student is given the opportunity to complete and submit an authorization form in which he / she may self-disclose any medical or mental health issue which may require emergency attention. The college will take all necessary precautions to protect the confidentiality of the student's information and will only share with College personnel on a need-to-know basis to assist in the prevention and / or response to an emergency situation. Rend Lake College recognizes and adopts as policy those regulations as set forth in Public Act 099-0278: Student Optional Disclosure of Private Mental Health Act.

PROCEDURE

Students will be informed that in the event they wish to self-disclose any medical or mental health condition(s), an online form will be available for the confidential submission of information. Following the submission, the Dean of Allied Health and the Director of Enrollment Services will receive a notification of new information. At that time, the Dean of Allied Health will contact the student and set up a meeting with the student and the Security Department to encourage the student to discuss any concerns and safety issues which may result from the disclosed condition. Students will be informed that they may choose to submit a disclosure form each semester they are enrolled.

Also following the submission, the Director of Enrollment Services will process an updated master listing of students who have submitted a self-disclosure form. The master listing will be forwarded to the Security Department and will be stored within the medical bag which typically is taken to all emergency situations. This information will allow Security staff to better react in the event of an emergency and to share information with emergency medical staff as needed.

In the event that neither the Dean of Allied Health nor the Director of Enrollment Services responds to the submission of the emergency form within three (3) days, it will be the responsibility of the Vice President of Student Services or his / her designee to contact the student and set up the meeting with Security.

4.1260 Review and Publication of Student Right-To-Know & Campus Security Disclosures, Student Polices, and Recruitment Materials

POLICY

Rend Lake College, as an institution of higher education, has a responsibility to disclose information with respect to completion or graduation rates and campus security policies and procedures to current and prospective students and employees for enrollment or employment. The College will prepare, publish, and distribute information as required by the Student Right-to-Know and Campus Security Act.

In addition, the College has the responsibility to provide information to current students, prospective students, and to the general public that is accurate, timely, and appropriate.

PROCEDURE

Following the annual update completed by the Department of Education, the Enrollment Services Department will review the Federal Student Aid Handbook for the corresponding academic year which provides detailed information about the types of information which must be disclosed to the public. The Enrollment Services Department will be responsible for ensuring that all required information which is provided to the public is accurate, timely, and appropriate.

As part of the annual Rend Lake College catalog creation process, the applicable Deans and/or Vice-Presidents or their designees will review information related to institutional programs, fees, and student

policies. Changes as needed will be made to the catalog prior to publication and posting to the College website.

Prior to the publication of advertising and requirement materials which will be made available to the general public, campus employees/departments will contact the Marketing and Public Information Department to request the creation of materials pertinent to purpose. Prior to the actual publication of the materials, both the requesting department and the Marketing and Public Information Department will review the information as presented to ensure its timeliness, accuracy, and appropriateness.

4.1400 Student Records

POLICY

Student records are to be maintained in a manner that protects the privacy of students and provides eligible students access to the information recorded. The Family Educational Rights and Privacy (PL 93-380) provides that educational institutions allow students to suppress certain information regarded as public directory information. The college's listing of directory information is contained in the official catalog, and Student Handbook website.

To prevent disclosure of directory information, a student must submit a completed form to the Student Records office. These forms are available in the Student Records Office and must be renewed annually.

4.1405 Release of Student Information & Access to Student Records

POLICY

The College will abide by all applicable laws and regulations with respect to access and release of student records. The policy, which shall be published annually, shall read as follows:

POLICY ON THE RELEASE OF STUDENT INFORMATION AND ACCESS TO STUDENT RECORDS FOR REND LAKE COLLEGE

A. Purpose

Rend Lake College at Ina, Illinois, hereinafter referred to as the College, maintains individual records and information about students for the purpose of providing educational, vocational and personal services to the student.

B. Definitions

1. "Student" is defined as a person who is or has been enrolled at the College in a course of study either on campus or off campus. Solely for the purpose of this policy, any student attending the College will be considered to be an adult and to have sole control over the release of his / her information except as provided in this policy. The term "enrolled" is defined as "having registered and paid fees for a course of study."

2. "Education records" means:
   a. those records which are directly related to a student, and are maintained by the College or any subunit, or by any party acting for the College;
   b. the term does not include:
      i. Personal records of instructional, supervisory, and administrative personnel which are not revealed to other individuals.
      ii. Employment records, so long as they are maintained separately from any educational record.
      iii. Records of a physician, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity which are used only in connection with treatment and are not disclosed to individuals other than those providing the treatment, provided that

these records can be personally reviewed by a physician or other appropriate professional of the student's choice.

iv. Records which contain only information relating to a person after that person is no longer a student at the College, such as alumni files.

3. "Student information" means any information contained in an educational record. Students who wish to verify or correct the existing student directory information must also contact in person the Office of Student Records, Administration Building.
4. "Personally identifiable information" includes:
   a. The name of a student, the student's parent, student's spouse, or other family member.
   b. The address of the student.
   c. A personal identifier such as the student's social security number or student number.
   d. A list of personal characteristics which would make the student's identity easily traceable.
   e. Other information that would make the student's identity easily traceable.

5. "Directory information" includes:
   Name
   Address
   Date of birth
   Dates of attendance
   Major fields of study
   Full or part-time status
   Degrees and awards received
   Most recent previous institution attended
   Participation in officially recognized activities/sports
   Photograph

C. Basic Policy Regarding Disclosure of Information about Educational Records

1. Disclosure not requiring prior consent

   a. The appropriate record-keeping office shall obtain the written consent of the student before disclosing personally identifiable information from the records of a student except in the case of directory information or disclosure to:
      i. The student himself / herself.
      ii. College personnel who have a legitimate educational need to permit their functioning or research. The sufficiency of the need will be determined by the head of the unit from which the records are sought. Student information supplied to any College personnel or unit is provided on the basis that it is needed to permit their necessary functioning. All members of the faculty, administration, and clerical staff must respect confidential information about students which they require in the course of their work. They are bound by the conditions outlined in this policy statement relative to the release of student information. All institutional personnel should be alert to refer promptly to the appropriate office requests for transcripts, certifications or other information which that office typically provides. They should restrict their responses to acknowledging, when appropriate, the receipt of requests for student information germane to their share of responsibility.
      iii. Officials of other schools or school systems in which the student seeks or intends to enroll, if there is a legitimate need. The sufficiency of the need will be determined by the head of the unit from which the records are sought. A copy of any information sent will be provided to the student upon request.
      iv. Faculty or students conducting student characteristic research providing the research project has written approval of the academic unit executive officer sponsoring the research

and providing guarantees are made that no personally identifiable information will be published or released.

v. Certain state and federal representatives specified by law for the sole purpose of evaluation and auditing of governmentally funded programs in which the College participates, with the guarantee that the identity of the students shall be protected.
vi. State and local officials as directed by State Statute adopted prior to November 19, 1974, as approved by College legal counsel.
vii. Organizations conducting studies for, or on behalf of, state or federal educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, with the guarantee that the identity of the student shall be protected.
viii. In connection with financial aid for which the student has applied or received.
ix. Accrediting organizations to carry out their accrediting function, with the guarantee that the identity of the student shall be protected.
x. Appropriate persons in connection with an emergency, if knowledge of such information is necessary to protect the health or safety of a student or other persons.
xi. Comply with a judicial order or subpoena, but the College should make a reasonable effort to notify the student first. The sufficiency of the order or subpoena will be determined by College legal counsel and that office shall send the required notice to the student.

2. Disclosure Requiring Prior Consent
   a. Except as listed in (a) above, all requests for student information other than directory information must be accompanied by a written consent of the student.
   b. The written consent required by this section must be signed and dated by the student giving the consent and shall include (a) a specification of the records to be disclosed, and (b) the party or parties to whom the disclosure may be made.
   c. When a disclosure is made pursuant to this section, the appropriate recordkeeping office shall, upon request, provide a copy of the records which are disclosed to the student.
   d. Student information will not be released to parents of students without the student's permission.

3. Disclosure of Directory Information
   Directory information pertaining to students, may be released by the College at any time provided that it publishes the definition at least once each academic year in an official college publication with wide circulation, and the individual student is given a reasonable period of time to inform the College in writing, through the Office of Student Records, that he / she does not wish such information concerning himself / herself to be released without his/her prior consent. The Admission and Records Office will be responsible for identifying or deleting all information which the student desires not to be released outside the College and for informing all College recipients of that information that such information is not to be released. The student must request deletion of information each year.

   The procedural requirements of this section do not apply to the disclosure of directory information from the education records of an individual who is no longer in attendance at the College. Thus, the College (or appropriate record keeping office) is not required to give public notice of the above to former students.

   All recipients of student information will be bound by this policy. Lists of student information are never knowingly provided to any requesting party for a commercial or political purpose. If a student directory is published, it shall be equally available to all.

4. Records of Disclosure Made

The College shall maintain a record, kept with the education records of each student, which will indicate all individuals (other than the student), agencies, or organizations which have requested or obtained access to a student's education records maintained by the College and which will indicate specifically the legitimate interest that each such person, agency or organization has in obtaining this information. Records of such access shall be available to the student, school official and assistants who are responsible for the custody of such records, and to such persons or organizations authorized in, and given express authority, to audit the operation of the system.

The College may disclose personal information to a third person on the condition that such party will not permit any other party to have access to such information without the written consent of the student, except in the case of disclosure of directory information.

The College shall, except for disclosure of directory information, inform the party to whom the disclosure is made of the obligation to receive the student's consent for further disclosure to other parties.

5. Waiver of Right to Inspect and Review Education Records
   a. The student may waive his/her right to inspect and review education records. The waiver, in order to be valid, must be in writing and signed by the student. The College (or each appropriate record keeping office) may not require a waiver of rights but it may request such a waiver.
   b. If a student has waived his/her right to see confidential letters of recommendation placed in his/her record after January 1, 1975, the waiver will be effective only if:
      i. the applicant or student is, upon request, notified of the names of all individuals providing the letters or statements;
      ii. the letters or statements are used only for the purpose for which they were originally intended, and
      iii. such waiver is not required by the College as a condition of admission to or receipt by any other service or benefit from the College.

   c. A waiver may be revoked, but the revocation must be in writing and signed by the student. Revocation of waiver will affect only documents received after its execution.

D. <u>Identification and Description of Student Information</u>

1. Academic Records

   The Office of Student Records retains the official academic record of a student. It is a cumulative history of a student's admission, registration and academic participation and performance. Certain biographic and demographic information is also kept for identification for enrollment and research-related purposes. For information concerning these records contact the Office of Student Records.

2. Financial Records

   The Business Office maintains certain financial records which relate to the payment and accounting of tuition, fees, and other charges. For information concerning these records, contact the Accounts Receivable Specialist / Cashier.

   The Financial Aids Office maintains records of students receiving loans, grants and aid along with scholarship information and some academic information. It also maintains records pertinent to student employment including the family financial statement. For information concerning these records, contact the Financial Aids Office.

3. Disciplinary Records

The Office of the Vice President of Student Services maintains records of disciplinary action which has been taken against a student with documentation pertaining thereto and maintains records pertaining to the counseling function. That office also maintains only the academic information necessary to permit its functioning. For information concerning these records, contact the Vice President of Student Services.

E. Access to Records

1. Right to Inspect or Review Educational Records
   a. The student has the right to physically review his / her records in the presence of a designated College representative.
   b. Requests for review may be required to be submitted in writing to the appropriate office.
   c. That office shall comply with the request within a reasonable time, but in any case, compliance shall be no more than thirty (30) days after the receipt of the request.
   d. Where necessary, interpretation of the record shall be provided by qualified College personnel.
   e. Original records cannot be removed from College premises. A copy will be provided if requested, but only if not providing a copy would preclude review of the educational record by the student.
   f. Copies of transcripts from other educational institutions will be provided only if the original source of those transcripts is no longer available or going to the original source would cause undue hardship as determined by the College.

2. Limitations on Right to Inspect or Review
   a. The student may not inspect the following records:
      i. Financial records and statements of their parents.
      ii. Confidential letters or materials placed in records before January 1, 1975, so long as they were solicited with an understanding of confidentiality and are used only for the purpose for which they are written.
      iii. Confidential letters of recommendation and confidential statements of recommendation placed in the educational records of the student after January 1, 1975, are subject to the student's right to inspect and review unless the student has signed a written waiver.

   b. Reports that involve two or more persons may be censored to protect the identity of the other person(s).

3. Administrative Hold on College Records
   On occasion it is necessary for the College to place an administrative hold on a student's ability to request a transcript, to register for a subsequent term, to re-enter the College after a period of attendance interruption, or to be officially graduated.
   In cases where an administrative hold has been placed on a student's record, the student may view such records but will not be able to obtain a copy of said record until the administrative hold is removed through the appropriate College channels.

F. Challenging the Contents of a Student's Educational Record

1. Purpose

A student has the right to challenge the content of a record on the ground that he/she believes it is inaccurate, misleading, or otherwise in violation of his/her privacy or other rights and to have inserted in the record his/her written explanation of its contents. Academic grade review procedures are covered in the College catalog and/or such particular academic unit, department or division and not by this policy.

2. Procedure

To initiate such a challenge, the student shall, within sixty (60) days after he/she has inspected and reviewed the record in question for the first time, file with the College office responsible for maintaining such record a written request for correction, on a form specified by the College. Within thirty (30) days following receipt of such request, the head of such office, or his/her designated representative, shall review the record in question with the student and either order the correction or deletion of such alleged inaccurate, misleading or otherwise inappropriate data as specified in the request or notify the student of the right to a hearing at which the student and other persons directly involved in the establishment of the record shall have an opportunity to present evidence to support or refute the contention that the data specified in the request are inaccurate, misleading, or otherwise inappropriate.

3. Hearing

The student shall be given written notice sent to his/her last known address of the time and place of such hearing not less than ten (10) days in advance. The hearing will be conducted by a College representative who does not have a direct interest in the outcome. The student might well challenge the hearing officer. Any disagreement regarding the hearing officer will be resolved by the appropriate Dean.

The student shall have the right to attend the hearing, to be advised by an individual of his/her choice at his/her own expense, including an attorney, and to call witnesses in his/her behalf. The student shall be notified in writing of the decision within ten (10) days following the hearing or within five (5) days of a decision without a hearing. Such decision is final. The decision reached shall be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision.

(Note: A hearing may not be requested by a student to contest the assignment of a grade; however, a hearing may be requested to contest whether or not the assigned grade was recorded accurately in the education records of the student.)

G. Destruction of Records

1. The College may destroy education records when they are no longer necessary, with the following limitations:
   a. Education records may not be destroyed if there is an outstanding request to inspect and review them.
   b. Explanations placed in the record by the student and the record of disclosure of information must be maintained as long as the education record to which it pertains is maintained.

2. Right to File Complaints
   a. If the student thinks his or her rights have been violated, he or she should first file a complaint with the head of the office which maintains the records in question.

   b. After exhausting all the internal remedies available within the College, if the student still thinks his or her rights have been violated, written complaints can be filed with:

      Family Policy Compliance Office
      U.S. Department of Education
      400 Maryland Avenue, S.W.
      Washington, D.C. 20202-4605

   The office shall notify the complainant and the College of the receipt of the complaint and an investigation will follow.

PROCEDURE

The Board will abide by all applicable laws and regulations with respect to access and release of student records and data as provided by the RLC Policy Manual.

The notice shown below will be published annually in accordance with the Disclosure of Directory Information.

PUBLIC NOTICE
DIRECTORY INFORMATION
The Family Educational Rights and Privacy of 1974, as amended.
REND LAKE COLLEGE
INA, ILLINOIS

Under Public Law 93-380 as amended, the College may make accessible to any person external to the College "directory information" concerning a student, unless that student notifies the Office of Student Records that he or she objects to the release of such information. Directory information is considered to be public in nature and will be released at any time upon request without prior approval from the student. Notice is therefore given that the directory information listed below in respect to each student enrolled at Rend Lake College will be available to any person unless the student files in writing with the Office of Student Records a request to restrict release of student directory information to external sources. The College has designated as "directory information" the following student information:

Name
Address
Date of birth
Dates of attendance
Major fields of study
Full or part-time status
Degrees and awards received
Most recent previous institution attended
Participation in officially recognized activities/sports
Photograph

Any student who does not wish to have released any or all of the above listed items of information should contact, in person, the Office of Student Records in the Administration Building. Students who elect to restrict release of student information must sign a statement to that effect. The restriction on the release of student information will be valid for one school year and must be renewed annually each fall semester.

4.1410 Grade Forgiveness

POLICY

Students may petition for a one-time forgiveness of up to two consecutive semesters of prior Rend Lake College grades in accordance with the following guidelines: Student must not have attended any College and / or any other postsecondary institution for a minimum of 4 years.

PROCEDURE

- When returning to the College and prior to applying for grade forgiveness, the student must enroll in and complete a minimum of 15 consecutive hours of certificate or degree program courses and earn a C or better in each course.
- Forgiven grades remain on the student's record but are not computed in the student's grade point average for academic purposes.
- Forgiven grades are counted for financial aid eligibility according to the guidelines of satisfactory academic progress.

- The forgiveness policy applies to a complete semester of courses and includes all courses taken in that semester.
- No course(s) in the semester(s) forgiven can be used to meet graduation requirements.
- Student loses any educational guarantees for the forgiven courses.
- The College accepts no responsibility for the ways in which a transfer College or university or an employer might interpret a student's use of the forgiveness policy.
- Graduates cannot use the forgiveness policy for any semester(s) of courses that were used to obtain a certificate or a degree from Rend Lake College.
- Forgiveness is a one-time event and it is irrevocable.
- In consultation with the Vice President of Student Services or a designee, the student must sign a declaration of understanding if the petition for forgiveness is granted.

4.1415 Financial Aid and Academic Progress

POLICY

It is the responsibility of the Administration to develop a financial aid and academic progress policy and place it in the College catalog which may be amended from time to time.

PROCEDURE

Information about types of financial aid, satisfactory academic progress and related matters is contained in the Rend Lake College Catalog, available at www.rlc.edu and at the Student Records Office.

4.1416 Microscholarships

POLICY

The Rend Lake College Microscholarship program allows students in 3rd through 12th grades at schools within Rend Lake College's district to earn points which can be used as credit toward tuition, fees, books and supplies upon matriculation to RLC (an exception will be made for dual enrollment students).

PROCEDURE

Parents may register their students on the microscholarship website. Parents and students will update their point totals each quarter via a form to be made available periodically. Points may be earned through a variety of curricular, extracurricular, and community activities throughout the eligible grades.

The points earned by any student are capped at an aggregate of 2,000 points. These points will be applied as "last dollar" credit after all other forms of financial aid have been applied to the student's account. The points will be divided between semesters. The credit is non-transferable and non-refundable. Any exceptions to the above policy and procedures must be approved by the appropriate member of the President's Executive Leadership Team.

The college will periodically check for accuracy of submitted point forms and may occasionally audit as needed or appropriate. Any form found to be fraudulent or containing misrepresentations of activities and points earned could result in penalties including but not limited to reduction of points, a reset of all points to zero, or complete removal and exclusion from the program.

The college reserves the right to make alterations to this program as needed, and to inform enrollees of any changes made.

4.1420 Variation from Class / Program Requirements

POLICY

Students requesting a variation from a class requirement or course program because of a physical handicap or health-related reason must provide the Disability Access Services Coordinator advance documentation

by a recognized medical authority supporting the reasons for the variation. The documentation should specify any limitations on the student and describe the potential consequences of the failure to grant the variation in detail. The College may require the student to obtain the above information from a medical authority of the College's choosing in addition to or in place of the documentation described above.

PROCEDURE

The College reserves the right to suspend the student from class(es) until such documentation as described has been provided. The College also reserves the right to withdraw a student from a specific program if no reasonable variations are possible. Final approval rests with the appropriate dean.

4.1425 Graduation Requirements

POLICY

Graduation requirements shall be developed by the Administration and approved by the Board of Trustees, and set forth in the College catalog which may be amended from time to time. The College catalog does not create a contract and the Board of Trustees reserves the right to amend the said publication.

4.1430 Degree Revocation

POLICY

Academic integrity rests with all members of the college community, and academic decisions are based upon trust between faculty and students. The college's award of academic credit and degrees is its certification of student achievement. If the students acquire their academic credentials by deceit, fraud, misrepresentation or the dishonest act of others, they deceive not only the college but also those who may eventually rely upon the knowledge and integrity of its graduates. Such misconduct may not be discovered until the student has left the college or received a degree. In such instances, the college reserves the right to decertify credit (either in whole or in part), revoke grade(s) or degree(s) and rescind any Rend Lake College certification that warrants that the student successfully completed course work or requirements for a degree. Decisions to take such actions will be made only after careful consideration of all the available evidence.

PROCEDURE

1. Upon receipt of a charge that a degree recipient improperly completed or failed to complete the course work or requirements for a degree at Rend Lake College, the Vice President of Academic and Student Services shall convene an investigatory panel including at least three faculty members, the Vice President of Academic and Student Services or the Vice President of CTE and Student Support and one Dean.

1.1 This panel shall be charged by the President to hear the case and determine whether the degree recipient improperly completed or failed to complete the course work or requirements for a degree.

1.1 The degree recipient shall be notified of the investigation.

1.2 The degree recipient shall be afforded 15 calendar days from notification of the investigation to supply any material appropriate to the charge to the panel.

1.3 The panel may obtain any material relevant to the investigation. All Rend Lake College departments and offices shall cooperate with the panel.

1.4 The degree recipient shall have the right to have an advisor present, who may be an attorney, to participate in the hearing. Any cost incurred shall be the responsibility of the degree recipient. In the event that the degree recipient is represented by an advisor, the college may also be represented by counsel who may also participate in the hearing. Any expense incurred by the college shall be the responsibility of the degree recipient.

1.5 The formal rules of evidence shall not apply to the proceedings. Any participant who becomes disruptive or engages in harassment may be asked to leave the hearing.

1.6 The panel, at its discretion, may conduct a pre-hearing conference with the degree recipient. The degree recipient may be accompanied by an advisor.

1.7 The Vice President of Academic and Student Services shall present the charge at the hearing.

1.8 The degree recipient shall be afforded an opportunity to present any and all relevant evidence, including relevant witnesses, and cross-examine any witnesses presented by the Vice President of Academic and Student Services. The panel members may question the witnesses. Opening and closing statements will be allowed in this order: the degree recipient, the advisor to the degree recipient, the Vice President of Academic and Student Services and the college's legal counsel.
1.9 The panel will provide for the hearing to be recorded by tape recorder and / or stenographer. A copy of the recording shall be provided to the degree recipient or the advisor, at their expense, upon request.
1.10 After hearing the case, the panel shall render a decision regarding the allegation. If the panel finds by the greater weight of the evidence that the degree recipient engaged in misconduct concerning the degree, certification or course work, the panel shall recommend an appropriate sanction to the President.
1.11 Sanctions may include revocation of grade(s), the degree(s), decertification of credit and / or rescission of certification.
2. If the panel finds against the degree recipient, the degree recipient may file an appeal to the President within 15 calendar days of the panel's decision.
2.1 Appeals must be in writing and include the degree recipient's valid mailing address and telephone number. The Vice President of Academic and Student Services will be afforded an opportunity to respond to the appeal in writing. A copy of the response will be made available to the degree recipient.
2.2 The only grounds for appeal are errors of due process, findings of facts not supported by the greater weight of the evidence, or discovery of substantial new facts not available at the time of the hearing.
2.3 The President shall consider the appeal prior to acting upon the recommendation of the hearing panel. If no appeal is made within the 15 calendar day requirement or if the appeal is denied, the President shall then act upon the panel's findings and recommendation.
2.4 In reaching a decision, the President may review all or any part of the proceedings and shall make a recommendation to the Board of Trustees for approval.
2.5 If the recommendation to revoke a degree is approved by the Board of Trustees, the degree recipient's official transcript will be corrected to reflect the sanction. A corrected transcript will be forwarded to all individuals and entities who were sent an official transcript after the degree was initially posted to the transcript.
2.6 If at any time during the proceedings the responsible body or person finds in favor of the degree recipient, the charge will be dropped and no further record shall be made. All documents collected in reference to the charge will be sealed.

4.1435 Posthumous Degree

POLICY

A posthumous degree may be granted in the event of the death of a currently enrolled student who has completed a minimum of 75% of the course work required for their degree with a minimum GPA of 2.0.

4.1440 Student Attendance in Class

POLICY

Students are expected to attend and actively participate in classroom and lab sessions of each class in which they are enrolled. When a student is absent for reasons of illness or emergency, he or she is responsible for course work missed and should consult with the instructor prior to the next class meeting following the absence. Each instructor sets his / her own attendance policy. It is the responsibility of the student to be aware of the attendance policy for each class and the ramifications of non-attendance as it relates to financial aid. Rend Lake College does not have a "leave of absence" policy. Students who have unforeseen circumstances which inhibit them from attending classes should work with their instructors to determine if an Incomplete is an option for a completion extension.

PROCEDURE

Every faculty member must establish an attendance policy which shall be made a part of the course syllabus. Faculty are required to electronically sign and submit 10th day, midterm, 12th week, and final class lists to Student Records within the allotted timeframe. A student may be counted as present and attending a course at midterm if the student is actively pursuing completion of the course. Actively pursuing completion is defined as participating in the class such as completing and turning in assignments, participating in class discussions and projects, submitting quizzes and exams. For online and hybrid classes, simply logging into the course is not sufficient to be considered participation. A student should be designated as not attending (N/A) on a class list if it is the instructor's professional opinion that the student is not actively participating and cannot conceivably complete the course with a passing grade. A student designated as not attending on a class list must include their last day of attendance.

4.1445 Dual Credit

POLICY

Juniors and seniors attending a high school in the Rend Lake College district may take advantage of dual credit courses per the terms and conditions set forth in 110 ILCS 27/1-30. Students must meet requirements and prerequisites prior to enrolling in courses. Students taking advantage of this opportunity may accumulate college credit prior to graduating from high school. Dual credit courses held at a non-Rend Lake College location will be accepted for up to 49% of the credit hours required for a certificate or degree. No more than 49% of dual credit hours, rounded to the nearest credit hour, that were provided at a secondary institution may be applied toward a certificate or degree.

PROCEDURE

Student records will monitor and verify at the beginning of each semester.

4.1500 Collection of Student Fees and Debts

POLICY

The Business Office will be responsible for the collection of student fees.

PROCEDURE

Outstanding student debts to the College will be handled as follows:

~~A.~~ Students may view their balances at any time on the Rend Lake College self-service student portal. The Business Office will not mail statements for current balances.

B. Students who register prior to the payment deadline as specified in the chart below may register without paying at the time of registration.

C. Prior to the due dates list below, a student will be required to either complete one and /or a combination of the following in order to cover their total balance due:

1. Make full payment directly to the College either in-person, by mail, over the phone, or online
2. Enroll in a Payment Plan which will allow the student to budget their tuition over an extended period of time
3. Have financial aid applied to their account

D. Failure to complete one or a combination of the above-mentioned options will result in the student being dropped from classes on the drop dates listed below.

~~E.~~ Students registering after the drop date indicated below are expected to complete one or a combination of the above-mentioned options prior to the end of the business day during which they registered. Failure to do so will result in the student being dropped from classes.

F. The dates and amounts due shown below apply unless otherwise indicated for a specific program.

COURSE LENGTH IN WEEKS	DATE AND AMOUNT DUE
6 to 16 weeks	Due dates are 5/15 for the Summer term, 7/15 for the Fall term, and 12/15 for the Spring term.
5 weeks or less	Due date will be the first day of classes.

H. Following the end of each year and term, students with an outstanding balance will be mailed a statement. Students will be responsible for the payment of all remaining charges.

I. A hold will be placed on the accounts of students who have an outstanding balance. Depending upon the amount outstanding, the hold may prevent the student from registration in future terms.

J. Once the outstanding debt has been paid, the hold will be removed from the student's account and all privileges will be reinstated.

K. Balances remaining on a student's account at the conclusion of the semester will be considered past-due. Rend Lake College will pursue its own collection efforts for past-due accounts. Once these efforts are exhausted, past-due accounts will be submitted to a debt recovery program. This may result in the garnishment of payments made to individuals with past-due accounts including, but not limited to, paychecks, tax refunds, commercial payments, and lottery winnings. Past-due accounts will be submitted to the program once the student has received three monthly past-due notices and one final past-due notice following the conclusion of the semester.

L. Students who wish to dispute their account balances should follow the established procedures for Student Non-Academic Complaints which are detailed in the Student Handbook.

M. This procedure does not apply to students enrolled in Community Education courses or unless otherwise indicated for a specific program.

4.1505 Textbooks

POLICY

The Rend Lake College Bookstore will provide a system which will allow students to obtain all textbooks and required supplies needed for available courses. The Bookstore will be responsible for the purchasing of textbooks which will be selected and adopted by the instructional departments. The adoption period for hardback texts will be for a minimum of three years. However, in certain cases through the permission of the Chief Financial Officer, exceptions may be allowed to the adoption cycle for selected texts.

PROCEDURE

Students will be assessed an Instructional Support Fee on a per credit hour basis at the time of registration. Instructional Support Fees include costs associated with textbooks, technology costs which directly support academic functions, and other general costs associated with academic services of the College. Due to special circumstances involved in the purchase of books for some programs, certain courses will be exempted from the all-inclusive program. The portion of the instructional support cost associated with textbook costs will be waived from the student accounts for the following prefixes:

COSM, EMTP, HIT, MEDC, NURS, and RAD. Students enrolled in courses with these prefixes will be responsible for the purchase of textbooks at an additional cost not associated with universal fees assessed to their account.

At the time of registration or at any point thereafter, students will complete an on-line order form to choose either to pick up textbooks from the Bookstore or to have the texts mailed. Prior to the first day of class, the dates and times in which textbooks will be available for pickup or mailing will be announced and proper notice will be given to student regarding these dates. On or after the announced dates, students will be able to pick up all needed textbooks from the Rend Lake College Bookstore. If a student so chooses, textbooks will be mailed at an additional cost.

No additional textbook costs will be assessed to the student at the time of pick up or mailing of texts.

Students adding courses after the initial pick up or mailing will be responsible for obtaining the additional needed texts from the Bookstore. Students dropping courses after texts have been obtained will be responsible for returning all applicable materials to the Bookstore before the end of the term. Failure to return textbooks for dropped courses will result in the student being charged for the full cost of the materials.

Students may choose to "opt out" of the all-inclusive program at any time prior to the end of the first two weeks of the term. Students wishing to opt out may contact the Bookstore to request an "Opt Out Form". Students choosing to opt out of the program will be responsible for obtaining all the required texts for applicable courses. In the event that the student chooses to obtain the required materials from Rend Lake College, the student will be charged the applicable retail costs. If a student chooses to opt-out of the all-inclusive program a waiver will be placed on the student's account to reflect a refund in the amount of $15 per credit hour which is the value of the cost per credit hour associated with textbooks.

Students who obtain textbooks as part of the all-inclusive program will be required to return textbooks to the Bookstore at the end of each term. Students must return all materials by the close of the business day on Wednesday following final exams week. A student who does not return the textbooks issued as part of the all-inclusive program will be charged the full retail price of the materials and charges will be placed on the student's account.

Returned materials will be inspected by the Bookstore staff to determine a reasonable condition for return. Torn covers, torn pages, water damage, etc., may require that the returned textbooks will not be accepted for return. Reasonable highlighting will be allowed. The final determination for returned condition will be determined by the Chief Financial Officer.

4.1510 Student Clubs and Organizations

POLICY

The Rend Lake College Board of Trustees recognizes that student club activities are an important part of college life. The Board encourages the development of all clubs and organizations which promote the objectives of Rend Lake College, are consistent with the philosophy of the College, and serve the best interests of the College student body.

All student organizations and clubs organized in the name of the College must be approved by the Vice President of Student Services. All activities in which the club or organization wishes to engage must be approved by the Vice President of Student Services prior to the event.

All fundraising activities must be preapproved by the Vice President of Student Services. All income obtained through student club and organization activities will be deposited with the Business Office in a

timely manner. Failure to exercise proper cash management may result in the suspension of fundraising activities in the future.

4.1515 Student Publication

POLICY

The Board of Trustees supports quality student publications produced through the College for the benefit of students. The format for the publications may include a student newspaper, student literary magazine, and / or other formats which will effectively communicate the views and ideas of students. The College will comply with the *College Campus Press Act,* Public Act 95-580.

All College-sponsored or authorized student publications are considered learning opportunities for students and are expected to follow the professional standards of the appropriate discipline. The College may sponsor student publications by providing work space, partial or total funding, and / or designation of an advisor.

4.1600 Criteria for Awarding Credit

POLICY

Rend Lake College requires that all faculty, full-time and part-time, practice this policy. All definitions and standards apply equally to courses offered both on and off campus.

§600.2 The Federal Credit Hour Definition:

Credit hour: A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

A. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or

B. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practicum, studio work, and other academic work leading to the award of credit hours.

PROCEDURE

Credit for College classes should be based on the amount of learning accomplished by the student. However, since learning rates vary from individual to individual and, since instructional methods vary with the objectives of the class, assigned credit is related to the time estimated necessary for an average student to achieve the amount of learning designated as the class goal. On this basis, Rend Lake College, in keeping with accreditation, Federal, and State standards and in accordance with the Illinois Community College Board Administrative Rules, assigns credit as listed below provided that the class continues throughout the entire semester. In the case of short-term courses, credit is awarded at a rate proportional to the time that would be required if the course were taught a full semester. In the case of online and hybrid courses, credit is awarded at a rate proportional to the time that would be required if the courses were taught face-to-face, although some or all course content and faculty-student interaction occurs through one or more forms of distance education. An online course is defined as a course that is 100% online without any face-to-face classroom, laboratory, clinical or field meeting time required or expected on behalf of the instructor or learner. A hybrid course is a course that substitutes any portion of its face-to-face classroom, laboratory, clinical or field meeting time with an online component of teaching and learning.

A. Lecture / seminar / discussion credit-oriented instruction. Assuming the normal two hours of outside study for each contact hour (minimum of 50 minutes of class instruction) one semester hour credit or equivalent would be awarded for a minimum of 15 classroom contact hours of instruction per semester or equivalent. For the purpose of Rend Lake College, 16 hours of instruction is equivalent to one hour of credit.
B. Supervised Group Activity (laboratory, practicum, clinical, studio, field trip). One semester hour of credit would be awarded for each 30-45 classroom contact hours of instruction per semester or equivalent. For the purpose of Rend Lake College, 32 contact hours of supervised group activity is equivalent to one hour of credit. One hour of outside study will be invested for each two laboratory contact hours.

   Clinical experiences which occur in industry-based facilities shall receive one semester credit hour or equivalent for each 30-60 contact hours per semester or equivalent. For Rend Lake College purposes, the required contact hours may vary by program but will fall within the 30-60 contact hour range. One hour of outside study time will be invested for each two clinical practicum contact hours. Exceptions may occur within areas where accrediting standards dictate more specific guidelines.

   Field trips are to be counted hour-for-hour as laboratory meetings (not including travel time).

C. Internship / Clinical-Internship / Work Study-Work Experience. Nonclinical internship, practicum, or on-the-job supervised instruction shall receive one semester credit hour or equivalent for each 75-149 contact hours per semester or equivalent. For Rend Lake College purposes, one semester hour credit would be awarded for each 80 contact hours per semester or equivalent. Exceptions will be approved by the appropriate Dean.

D. Transfer Credit will be accepted by Rend Lake College from post-secondary institutions which are accredited by the Higher Learning Commission or from comparable regional accrediting associations. If Rend Lake College has no equivalent course, the credit may be accepted as undistributed credit and will be used as elective credit only. Credit earned in orientation, remedial courses, courses with a grade below a "C", will not transfer to Rend Lake College. Grade equivalents, such as pass/fail, will only be accepted as transfer credit if the transcript legend indicates the grade is a "C" or higher. Transfer credit will be computed in semester hours, shown on the transcript with a grade of "TC", and will not be calculated in cumulative GPA calculations.

   If an international student has college credit from a country outside of the United States which the student would like to have transferred to Rend Lake College, the transfer credit will be evaluated if the student is a resident of the college district and is enrolled at Rend Lake College in a degree-seeking program. The student must present the Office of Student Records with copies of certificates and diplomas earned, marks/grades, transcripts (if available) and course descriptions/syllabi for each course completed. All copies should be translated in English.

4.1605 Credit by Means Other Than Classroom Attendance

POLICY

Students enrolled at Rend Lake College may receive credit by means other than the traditional classroom method provided they furnish proof of their knowledge in an area for which they have not received previous College credit.

Students will be given credit for Military Experience, the College Level Examination Program, Proficiency Exams, Advanced Placement Exams, International Baccalaureate Exams and Other. No more than twenty five percent (25%) of the hours needed for a certificate or degree can be earned by any one or combination of these methods.

PROCEDURE

A. Credit for Military Service

Members and former members of the Armed Services, upon presenting separation papers (DD-214) or Application for the Evaluation of Learning Experiences During Military Service (DD-295), may be granted the following credits:

Basic Training, minimum 90 days	2 credit hours - Health 1101
Active Duty, minimum 180 days	2 undistributed credit hours Physical Education in addition to the 2 credit hours of Health

Students should contact the Registrar to have the credit evaluated and posted. Rend Lake College also grants credit for certain experience and training in the military service. Proper identification and documentation of all training schools must be submitted to the Registrar before an evaluation will be completed.

B. Illinois State Police Academy Credit

Based upon a recommendation by the Illinois Community College Board, Rend Lake College awards credit for training by the Illinois State Police. A student must present certification that he / she has successfully completed training to the Registrar. A student may receive the following credits:

CRJS 2203 – Police Traffic Functions (3)
CRJS 2205 – Police Weapons and Defensive Tactics (3)
PYED 1160 – Aerobic Super-Circuit Fitness Center (1)

C. Proficiency Credit

Proficiency examinations offer students the opportunity to obtain credit for experience relevant to certain courses, for individual study of subjects, or for prior learning including courses taken at unaccredited institutions.

Credit earned by proficiency examination in a course is equivalent to credit earned by enrollment in that course for the purposes of satisfying a requirement.

A student who wants to earn credit by taking a proficiency exam must report to the Office of Student Records in order to fill out an application and to pay a fee equal to the tuition for the course for which credit is sought. The student must then obtain the signatures of the appropriate Dean and Vice President of Instruction. When the application is complete, it must be returned to the Office of Student Records before arrangements are made for taking the exam. The time and location of proficiency examinations are decided by the department and depend upon the availability of staff.

While the College recognizes that proficiency credit can be a legitimate form of assessing student knowledge outside of the traditional classroom setting, it will be the practice of the College to grant this form of credit only in rare and extenuating circumstances. Each request will be evaluated on its own merit and the decision of the Vice President of Instruction will be final.

Rend Lake College also recognizes that there are several varieties of industry-recognized certifications. The administration will evaluate whether to grant proficiency credit for industry certification on a request-by-request basis. There is no guarantee that the College will grant proficiency credit for industry-recognized certification.

Content of the proficiency credit examination will be determined solely by the full-time instructor or instructors of the course and the Dean responsible for the program for which Proficiency Credit is sought. In the event the course is only taught by a part-time instructor, that instructor and the Dean will

determine the content of the examination. A minimum score of 80% will be required to pass any proficiency test given by Rend Lake College.

General rules which govern the granting of proficiency credit:

1. Once a student has been enrolled in a course longer than the normal refund period, the student may not take a proficiency test for that course. Proficiency tests cannot be used to repeat courses and may be taken only one time in a given course.
2. Departmental proficiency examinations are equated to and evaluated as specific courses.
3. Proficiency credit will be accepted for up to 25% of the credit hours required for the certificate or degree awarded. No more than 25% of the hours needed for a certificate or degree can be earned by proficiency credit or any combination of credit by means other than classroom attendance.
4. A student may not take a proficiency test for a lower-level course once s/he has received credit for a higher-level course.
5. A student taking a proficiency test shall receive a letter grade. A score of 80% or higher will be required to pass a Proficiency Examination. A score below 80% will be considered failing and will be reflected on the transcript as an "E". Letter grades will be reflected on the student's transcript and will be calculated in the student's GPA.

D. CLEP Credit

Through the College-Level Examination Program (CLEP), Rend Lake College provides a means for academically talented students to demonstrate mastery of certain courses or subject areas. College credit is given for general and subject examinations taken if a score of 50 or higher is achieved. CLEP rules are subject to modifications as the College departments change requirements and as the tests themselves are revised. Since each College determines its own transfer policies, there is no guarantee that credit granted by Rend Lake College for CLEP will be accepted at another school. CLEP tests may be taken on campus in the Testing Center. Students must request the Educational Testing Service (ETS) to send an official copy of the examination results to the Registrar.

Students wishing to receive credit through the College-Level Examination Program (CLEP) must obtain the permission of the appropriate Dean and the Vice President of Instruction prior to taking the test.

Rend Lake College will allow CLEP credit for scores of 50 or above as listed in the RLC Catalog.

General rules which govern the granting of CLEP credit:

1. Once a student has been enrolled in a course longer than the normal refund period, the student may not receive CLEP credit for that course. CLEP credit cannot be used to repeat a course.
2. CLEP credit will be accepted for up to 25% of the credit hours required for the certificate or degree awarded. No more than 25% of the hours needed for a certificate or degree can be earned by CLEP or any combination of credit by means other than classroom attendance.
3. A student may not take a CLEP exam for a lower-level course once s/he has received credit for a higher-level course.
4. Students will receive the grade of "CR" on their transcript for the course for which credit is granted for the College Level Examination Program general and subject examinations.

E. Advanced Placement Credit

Through the high school Advanced Placement (AP) Program, high school students may apply for advanced placement college credit. Advanced Placement classes are offered in the area high schools in such subjects as English composition, foreign language, history, biology, chemistry, mathematics, and physics. A national examination administered through the Educational Testing Service (ETS) is given in each subject at the end of the year. Each examination is intended to measure the achievement of students and to determine at what point students should begin college study of that subject. To receive

Rend Lake College credit, students must earn a score of 3, 4, or 5 as listed in the RLC Catalog and must request the ETS to send an official copy of the examination results to the Registrar. Upon receipt, credit will be placed on the student's transcript if enrolled at Rend Lake College. It is the student's responsibility to request scores from ETS and confirm the credit has been granted by Rend Lake College. Advanced Placement credit is not used in computing a student's grade point average. Students may only receive credit for one Rend Lake College course per subject area via Advanced Placement credit. For specific information, students should consult the Vice President of Instruction & Student Affairs.

F. International Baccalaureate Credit

Through the International Baccalaureate (IB) Program, high school students may apply for College credit. International Baccalaureate classes are offered in such subjects as English composition, foreign language, history, biology, chemistry, mathematics, and physics. Each examination is intended to measure the achievement of students and to determine at what point students should begin College study of that subject. To receive Rend Lake College credit, students must earn a score of 5, 6, or 7 as listed in the RLC Catalog and must request an official copy of the examination results be sent to the Registrar. Upon receipt, credit will be placed on the student's transcript if enrolled at Rend Lake College. It is the student's responsibility to request official scores and confirm the credit has been granted by Rend Lake College. International Baccalaureate credit is not used in computing a student's grade point average. For specific information, students should consult the Vice President of Instruction & Student Affairs.

G. Credit Through the Illinois State Seal of Biliteracy

Rend Lake College grants course credit for two semesters of foreign language if a student's high school transcript indicates that the student has been awarded the Illinois State Seal of biliteracy. The student must request the credit though the rend lake college admissions and records office within three (3) academic years after graduating from high school. Credit is based on criteria established by the Illinois State Board of education and the following provisions apply:

1. Students must submit a final high school transcript verifying the receipt of the State Seal of Biliteracy.
2. Students must request course credit for the seal within (3) academic years after graduating from high school and must be currently enrolled at Rend Lake College at the time of the request.
3. Credit will be limited to the foreign languages the college is approved to offer as follows:
    a. Span 1101/1102: elementary Spanish I and II
4. Credit will be granted without a grade and will not be used to calculate grade point average but may be used to fulfill graduation requirements.
5. No tuition or fees will be assessed for the credit to be awarded.
6. Students should be aware that the credit may not be accepted by another college or university.

4.1610 Grading System

POLICY

The College will establish a grading system. See the College catalog.

PROCEDURE

An alphabetical grading system is used by Rend Lake College. Each letter grade denotes a certain level of achievement in a particular course.

A - Excellent
B - Above Average
C - Average
D - Below Average
E - Failing

Other abbreviations often used when grades are noted:

AU	Audit
CR	Credit only, no grade; CLEP; Proficiency; Military; Advanced Placement; Correctional / Law Enforcement Academy
I	Incomplete
NC	No Credit
P	Pass
R	Repeat
TC	Transfer Credit
W	Student withdrew after refund period but before the last date to drop

More detailed interpretations of I and W are presented under headings of Incompletes and Withdrawal from a Course, respectively.

Quality Points.
Quality points are used in computing grade-point averages. Each letter grade is assigned quality points according to the following scale:

A - 4 quality points
B - 3 quality points
C - 2 quality points
D - 1 quality point
E - 0 quality points

No quality points are awarded for W, I, CR, NC, AU and R.

Grade Point Average
Grade point averages are used to determine the academic standing of the student as well as in the awarding of honors. A grade-point average is computed by multiplying the number of semester hours of credit given for a particular class by the number of quality points for the letter grade achieved, totaling both grade points and semester hours of all classes taken and then dividing the grade-point total by the total number of semester hours attempted.

In such computations, neither quality points nor semester hours are considered for grades of W, I, or AU.

Grade Reports

Official semester grade reports are recorded on the student's permanent record, and a copy of the grades will be available via the student's online account at www.rlc.edu/myrlc.

Students on academic probation or on suspension from the College will be notified of their status prior to the beginning of the next semester (excluding summer).

Incompletes

A student may receive an incomplete (I) indicating unfinished work in a course, provided the work was incomplete because of circumstances determined by the instructor to be unavoidable. A student who receives an incomplete must complete the requirements of the course, unless it is a math lab course, by the end of the next semester (excluding the summer term) in order to receive credit for the course. Once the requirements are completed, the instructor shall report the grade of A, B, C, D or E. If the student does not complete the course requirements by the deadline, the student shall receive a grade of E.

In a math lab course, a student must complete at least two-thirds of the material by the end of the semester or receive a failing grade. If two-thirds of the material is completed, the student will receive an incomplete grade and will have eight weeks of the next semester in which to complete the course, provided the student attends the lab at least two hours per week.

These arrangements must be made in writing with the instructor before the end of the semester in which the incomplete is recorded. A copy of the agreement must be forwarded to the Office of Student Records with the final grade report.

Course Repeat Policy

In instances where a student repeats a given course that is not specifically designated as "repeatable," the grade previously received will be recorded as an "R" grade and will not count in the computation of the student's overall grade-point average. The last grade received will be recorded on the transcript and will count in the computation of the GPA. A student repeating a course for transfer to another university should consult his or her advisor.

Pass / Fail Option

Pass / fail courses do not count toward degree or certificate credit. Courses cannot be changed to a letter grade after the class starts. Upon completion, a grade of "CR" (pass) or "NC" (fail) will be recorded on the official transcript; it will not be computed in the grade-point average. For more information, contact the instructor or the appropriate Dean.

Auditing a Course

Auditing of courses is not encouraged; however, it may be permitted if there is room available in a class.

A student auditing a course will be charged the same tuition as those students who are taking the class for credit. Audit students will be allowed to participate in the class to the extent to which they choose. Instructors are expected to grade all exams, papers and homework which an audit student submits. Courses which are audited cannot be used toward graduation requirements for any certificate or degree.

Grade Forgiveness

Students may petition for a one-time forgiveness of up to two consecutive semesters of prior Rend Lake College grades in accordance with the following guidelines:

- Student must not have attended any college and / or any other postsecondary institution for a minimum of four years.
- When returning to the college and prior to applying for grade forgiveness, the student must enroll in and complete a minimum of 15 consecutive hours of certificate or degree program courses and earn a "C" or better in each course.

- Forgiven grades remain on the student's record but are not computed in the student's grade-point average for academic purposes.
- Forgiven grades are counted for financial aid eligibility according to the guidelines of satisfactory academic progress.
- The forgiveness policy applies to a complete semester of courses and includes all courses taken in that semester.
- No course(s) in the semester(s) forgiven can be used to meet graduation requirements.
- Student loses any educational guarantees for the forgiven courses.
- The college accepts no responsibility for the ways in which a transfer college or university or an employer might interpret a student's use of the forgiveness policy.
- Graduates cannot use the forgiveness policy for any semester(s) of courses that were used to obtain a certificate or a degree from Rend Lake College.
- Forgiveness is a one-time event and is irrevocable.
- In consultation with the Vice President of Student Services or a designee, the student must sign a declaration of understanding if the petition for forgiveness is granted.

4.1615 Student Withdrawal from Class

POLICY

The responsibility for officially withdrawing from a class rests with the student. Students may withdraw prior to the last week of a course by contacting Student Records. Any informal arrangements made with instructors or other college staff members may result in a failing grade as well as financial liability for all charges incurred for the course. A student designated as not attending all courses may be administratively withdrawn. A student may also be administratively withdrawn from a course due to a disciplinary matter or failing to meet course or program requirements.

PROCEDURE

Student Records will process requests from students to withdraw from a course if received at least one week before the end of class. A mark of "W" will be shown on the student's permanent record if processed after the last day to withdraw with a refund, indicating no academic penalty for such withdrawals.

Administrative withdrawals submitted by faculty or staff and approved by an Associate Vice President, Vice President or President will be processed by Student Records.

4.1700 Curriculum Development

POLICY

Additions and changes to the instructional program at Rend Lake College may be suggested by any person associated with the College, including individual citizens of advisory groups in the district.

Additions or changes will fall into one of three categories: Baccalaureate-transfer and Career Education Program Development, Baccalaureate-transfer and Career Education Course Development and Program and Course Development for Continuing Education and related areas.

PROCEDURE

Primary responsibility for developing proposals will be on the appropriate Vice President of Instruction. These proposals should be submitted through the appropriate channel for approval: College committees, the appropriate Vice President of Instruction, academic divisions, the President, and the Board of Trustees, if appropriate. Final approval by the ICCB or IBHE may be required pursuant to state law.

New programs must have approval by the President and Board of Trustees before the curriculum is designed and finalized.

4.1705 Course Approvals

POLICY

All courses taught at Rend Lake College must have appropriate administrative approval.

PROCEDURE

To achieve approval for a new course, the following procedures will be followed:

A. The initiator of the proposed course must fill out a Course Approval Form and obtain the Dean's signature.
B. The Dean will submit the Course Approval Form with all necessary documentation to the Curriculum Committee of the Academic Council. If the course is a transfer course, it must be articulated with at least three transfer institutions. Signed articulation agreements must accompany the Course Approval Form.
C. The Curriculum Committee will submit the proposed course to the Academic Council with a recommendation to accept or reject. The Council will in turn make its recommendation to the Chief Academic Officer.
D. All courses must be approved by the Curriculum Committee, Academic Council, Chief Academic Officer, Board of Trustees, and Illinois Community College Board, except as noted:
    1. SICCM Courses, Programs, and Modifications thereof – Chief Academic Officer, Board of Trustees, and ICCB
    2. Community Education – Chief Academic Officer and ICCB
    3. Review or upgrade of training – Chief Academic Officer and ICCB
    4. Adult Basic or Secondary Education – Chief Academic Officer and ICCB
E. In order for a new course to be scheduled, approval from ICCB must be received before any students can be registered in that course.

4.1710 Program Review

Rend Lake College has established a systematic, college-wide process for evaluating and reviewing instructional programs, student services and support services as directed by the Illinois Community College Board. The evaluation of these programs is undertaken to provide faculty, staff, administration, and the Board of Trustees with information about how well the program functions in relation to its objectives and the needs of those in the Rend Lake College district. This evaluation process reflects the institution's value placed on quality and may provide justification for actions of the following kinds:

A. Confirmation of the validity of the program and continuation of support for it.
B. Reconsideration and possible redefinition of the goals, purposes and objectives of the program.
C. Review and alteration of the content and structure of the program.
D. Reconsideration of programmatic priorities and allocation of resources.
E. Redefinition of roles and reassignment of individuals.
F. Phase out and / or discontinuation of appropriate programs.

4.1715 Selection of Instructional Materials

The selection of instructional materials and textbooks shall be the right and the duty of the faculty of the College. Faculty shall select such materials in consultation with the appropriate administrative personnel.

4.1720 Library

POLICY

The College shall provide comprehensive library facilities and services to students, faculty and residents of the college district which:

A. Establish, maintain, and promote quality information services and resources that support the College's mission and goals,
B. Facilitate academic success by combining new techniques and technologies with the best of traditional resources, and,
C. Provide instruction, delivered by professional librarians, that increases the Information Literacy skills of students in order that they will become critical thinking lifelong learners.

BUSINESS SERVICES AND OPERATIONS – SECTION 5

5.1000 Investments

POLICY

In order to ensure the safety, liquidity, and maximum rate of return of College investments and to comply with the Public Funds Investment Act (30 ILCS 235/1, *et seq.*), the College will adhere to this investment policy when making investment decisions. In this policy, consideration is given to the needs, diversity, and return on investment while protecting the whole of the portfolio's value. In all circumstances, the protection of principal takes precedence over the rate of return.

INVESTMENT POLICY

I. SCOPE OF POLICY

The purpose of the policy is to direct the investment activities of all funds under the control of Rend Lake College. The guidelines will be applicable to all current and future funds placed under the College's control. The Illinois Public Funds Investment Act (30 ILCS 235/1 *et seq.*), Illinois Public Community College Act (110 ILCS 805/1 *et seq.*), and the Illinois Community College Board Fiscal Management Manual will act as the parameter for all investment decisions. The mandates of the Illinois Public Funds Investment Act and the Illinois Public Community College Act shall take precedence over this policy except where this policy is more restrictive.

II. OBJECTIVE

The cash management and investment decisions for the stewardship of public funds under Rend Lake College's control will meet the following objectives, in order of priority:

1. Safety – Protection of principal takes precedence over the rate of return. The security of public funds shall be the primary concern of Rend Lake College when selecting depositories and investment strategies.

2. Liquidity – To allow availability of funds within the time frame desired while considering the budgetary constraints of the College. Diversity of the portfolio shall be consistent with meeting the liquidity needs of the College.

3. Yield – The return on investment will be dependent upon minimizing the risk of the investment, budgetary constraints, cash flow requirements, and the legal restrictions on investment. The use of U.S. Treasury bills, average Fed Fund rate, Illinois Funds or other stable markets can be used to determine whether market yields are being achieved.

III. GUIDELINES

The stated objectives shall be met by employing the "Prudent-Person Rule". Under this rule, the investment of funds is based upon "the judgment and care under circumstances then prevailing that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income derived and optimum liquidity required for operation of their local government".

The Board of Trustees or its designee(s) may invest current operating funds, special funds, interest and sinking funds, and other funds belonging to or in the custody of Rend Lake College, including restricted and unrestricted funds.

IV. RESPONSIBILITY

The Board of Trustees designates the treasurer as the chief investment officer for Rend Lake College.

Investment of funds under the control of Rend Lake College will be the responsibility of the treasurer at the direction of the Board of Trustees (Policy 1.1305 (w)).

V. SELECTION OF INVESTMENT ADVISORS, MONEY MANAGERS, AND FINANCIAL INSTITUTIONS

The Board of Trustees shall be responsible for selecting investment advisors, money managers, and financial institutions.

The Board of Trustees will have the responsibility to select the financial entities that will act as depositories for public monies held in trust by the College. The Board of Trustees will take into account security, size, location, and other relevant factors deemed pertinent in selecting financial institutions. Financial institutions must have an Illinois presence and be in good standing with the Illinois Department of Financial and Professional Regulation as well as the appropriate federal regulator and have no enforcement action existing.

No financial institution shall receive any public funds unless it has complied with the reporting requirements of the Illinois Public Funds Investment Act (30 ILCS 235/6).

VI. AUTHORIZED INVESTMENT VEHICLES

The Board of Trustees shall limit investment vehicles to those types of securities allowable under Section 235/2 (authorized investments) of the *Investment of Public Funds Act* and the Illinois Community College Board Fiscal Management Manual. This includes, but is no limited to, securities issued with the full faith and credit of the United States of America as to the principal and interest; repurchase agreement of securities that have the full faith and credit of the United States of America; and money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio is limited to securities and repurchase agreements with the full faith and credit of the United States of America.

Purchase of short-term obligations of U.S. corporations with assets exceeding $500 million, i.e. commercial paper, may not exceed 10 percent of Rend Lake College's outstanding obligations, and no more than one-third of Rend Lake College's funds may be invested in short-term obligations of corporations.

VII. ETHICS AND CONFLICTS OF INTEREST

Except for pecuniary interests permitted under subsection (f) of Section 3-14-4 of the Illinois Municipal Code or under Section 3.2 of the Public Officer Prohibited Practices Act, the Treasurer or other financial officer of Rend Lake College is prohibited from the following:

i. Having any interest, directly or indirectly, in any investments in which Rend Lake College is authorized to invest.
ii. Having any interest, directly or indirectly, in the sellers, sponsors, or managers of those investments.
iii. Receiving, in any manner, compensation of any kinds from any investments in which Rend Lake College is authorized to invest.

VIII. COLLATERALIZATION

Collateral requirements vary by type of investment. The treasurer shall limit collateral instruments to those permitted in 30 ILCS 236/6.

Whenever Rend Lake College invests public funds in an interest-bearing savings account, demand deposit account, interest-bearing certificate of deposit, or interest-bearing time deposit, the investment must be at all times fully insured by the financial institution or by an agency or instrumentality of the federal government.

The following investment vehicles must be guaranteed "by the full faith and credit of the United States of America".

i. Bonds, notes, certificates of indebtedness, treasury bills, and other securities issued by the U.S.
ii. Bonds, notes, debentures, or other similar obligations of the US or its agencies and its instrumentalities. These investments may be made only with banks that are insured by the FDIC.
iii. Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of such money market mutual fund is limited to the above investments and agreements to repurchase such obligations.

2. Any investments made in shares or other securities issued by savings and loan associations must be insured by the Federal Savings and Loan Insurance Corporation (FSLIC).
3. The board of trustees will require guarantees for those types of investment vehicles where no statutory guarantee exists.

IX. INTERNAL CONTROL

The treasurer shall be responsible for establishing 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 Rend Lake College.

X. BONDING

The treasurer shall be bonded. A copy of the bond must be filed with the county clerks and the Illinois Community College Board.

XI. SUSTAINABILITY

Material, relevant, and decision-useful sustainability factors have been or are regularly considered by Rend Lake College, within the bounds of financial and fiduciary prudence, in evaluating investment decisions. Such factors include, but are not limited to: (i) corporate governance and leadership factors; (ii) environmental factors; (iii) social capital factors; and (iv) human capital factors as provided under the Illinois Sustainable Investing Act.

XII. AMENDMENT

This policy may be reviewed from time to time and revised upon the approval of the Board of Trustees.

XIII. PERIODIC REVIEW

The Board of Trustees shall review the college's investment portfolio on an annual basis to assess its effectiveness in meeting Rend Lake College's needs for safety, liquidity, rate of return, and diversification.

The treasurer shall submit a written report to the Board of Trustees on a minimum of a quarterly basis detailing investment activity. The report shall include information regarding the securities

in the portfolio by class or type, book value, income earned, and market value as of the report date.

XIV. CAPTIONS AND HEADING

The captions and headings used herein are for convenience of reference only and do not define or limit the contents.

5.1005 Comprehensive Insurance

POLICY

The College will at all times maintain proper coverages to indemnify and protect board members, employees, students, and all College assets pursuant to Revised Illinois Statutes 110 ILCS 805/3-29 and Revised Illinois Statutes 110 ILCS 805/3-38.1.

5.1010 Preparing and Updating Financial Disclosures

POLICY

Pursuant to the District's responsibilities under the securities laws, including its continuing disclosure undertakings (the *"Undertakings"*) under Rule 15c2-12 of the Securities Exchange Act of 1934, as amended, and the Securities and Exchange Commission's statements in enforcement actions, it is necessary and in the best interest of the District that the District's (i) preliminary and final official statements or offering circulars and any supplements or amendments thereto (collectively, the *"Official Statements"*), disseminated by the District in connection with any bonds, notes, certificates or other obligations, (ii) Annual Financial Information or Financial Information, as required by and defined in the Undertakings (the *"Annual Financial Information"*) to be filed with the Municipal Securities Rulemaking Board's (*"MSRB"*) Electronic Municipal Market Access (*"EMMA"*) system, and (iii) notices of Material Events or Reportable Events, each as defined in the Undertakings, and any other required or voluntary disclosures to EMMA (each, an *"EMMA Notice"*) comply in all material respects with the federal securities laws. Further, it is necessary and in the best interest of the District that the District adopt policies and procedures to enable the District to create accurate disclosures with respect to its (i) Official Statements, (ii) Annual Financial Information, and (iii) EMMA Notices. Official Statements, Annual Financial Information and EMMA Notices are collectively referred to herein as the *"Disclosures."*

PROCEDURE

In response to these interests, the District hereby adopts the following procedures (the *"Disclosure Procedure"*):

(a) *Disclosure Officer*. The Chief Financial Officer of the District (the *"Disclosure Officer"*) is hereby designated as the officer responsible for the procedures related to Disclosures as hereinafter set forth (collectively, the *"Disclosure Procedures"*).

(b) *Disclosure Procedures: Official Statements*. Whenever an Official Statement will be disseminated in connection with the issuance of obligations by the District, the Disclosure

Officer will oversee the process of preparing the Official Statement pursuant to the following procedures:

1. The District shall select (a) the working group for the transaction, which group may include outside professionals such as disclosure counsel, a municipal advisor and an underwriter (the *"Working Group"*) and (b) the member of the Working Group responsible for preparing the first draft of the Official Statement.

2. The Disclosure Officer shall review and make comments on the first draft of the Official Statement. Such review shall be done in order to determine that the Official Statement does not include any untrue statement of a material fact or omit to state a material fact necessary in order to make the statements made in the Official Statement not misleading. Particular attention shall be paid to the accuracy of all descriptions, significant information and financial data regarding the District. Examples include confirming that information relating to the District, including but not limited to demographic changes, the addition or loss of major employers, the addition or loss of major taxpayers or any other material information within the knowledge of the Disclosure Officer, is included and properly disclosed. The Disclosure Officer shall also be responsible for ensuring that the financial data presented with regard to the District is accurate and corresponds with the financial information in the District's possession, including but not limited to information regarding bonded indebtedness, notes, certificates, outstanding leases, tax rates or any other financial information of the District presented in the Official Statement.

3. After completion of the review set forth in 2. above, the Disclosure Officer shall (a) discuss the first draft of the Official Statement with the members of the Working Group and such staff and officials of the District as the Disclosure Officer deems necessary and appropriate and (b) provide comments, as appropriate, to the members of the Working Group. The Disclosure Officer shall also consider comments from members of the Working Group and whether any additional changes to the Official Statement are necessary or desirable to make the document compliant with the requirements set forth in 2. above.

4. The Disclosure Officer shall continue to review subsequent drafts of the Official Statement in the manner set forth in 2. and 3. above.

5. If, in the Disclosure Officer's reasonable judgment, the Official Statement does not include any untrue statement of a material fact or omit to state a material fact necessary in order to make the statements made in the Official Statement not misleading, the Official Statement may, in the reasonable discretion of the Disclosure Officer, be released for dissemination to the public; *provided, however,* that the use of the Official Statement must be ratified, approved and authorized by the Board of Trustees of the District (the *"Board"*).

(c) *Disclosure Procedures*: *Annual Financial Information*. The Disclosure Officer will oversee the process of preparing the Annual Financial Information pursuant to these procedures:

1. By December 15 of each year (the same being at least 30 days prior to the last date on which the Annual Financial Information is required to be disseminated pursuant to the related Undertaking), the Disclosure Officer shall begin to prepare (or hire an agent to prepare) the Annual Financial Information. The Disclosure Officer shall also review the audited or unaudited financial statements, as applicable, to be filed as part of the Annual Financial Information (the *"Financial Statements"*). In addition to the required updating of the Annual Financial Information, the Disclosure Officer should consider whether additional information needs to be added to the Annual Financial Information in order to make the Annual Financial Information, including the Financial Statements, taken as a whole, correct and complete in all material respects. For example, if disclosure of events that occurred subsequent to the date of the Financial Statements would be necessary in order to clarify, enhance or correct information presented in the Financial Statements, in order to make the Annual Financial Information, taken as a whole, correct and complete in all material respects, disclosure of such subsequent events should be made.

2. If, in the Disclosure Officer's reasonable judgment, the Annual Financial Information, including the Financial Statements, is correct and complete in all material respects, the Disclosure Officer shall file the Annual Financial Information with EMMA (or confirm that such filing is completed by any agent hired by the District for such purpose) within the timeframe allowed for such filing.

(d) *Disclosure Procedures: Reportable Events*. The Disclosure Officer will prepare (or hire an agent to prepare) Reportable Event Disclosure and file the same with EMMA (or confirm that such filing is completed by an agent hired by the District for such purpose) in a timely manner (not in excess of ten business days after the occurrence of the Reportable Event). Incurrence of a Financial Obligation, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a Financial Obligation, any of which affect security holders, if material, is a Reportable Event. Upon the incurrence of any Financial Obligation, as such term is defined in the Undertaking, the Disclosure Officer shall review such Financial Obligation and assess whether such Financial Obligation is material. If, in connection with such Financial Obligation, the District has agreed to any covenant, event of default, remedy, priority right or other similar term which affects security holders, the Disclosure Officer shall further review such term and assess whether the same is material. The Disclosure Officer shall prepare a summary of such review. If, in the Disclosure Officer's reasonable judgment, following consultation with financial or legal professionals as necessary, such Financial Obligation and/or term of such Financial Obligation is deemed material, the Disclosure Officer shall file a summary of such Financial Obligation (or the entire financing document, provided that confidential or sensitive information may be redacted to the extent such redaction does not prevent all material terms from being disclosed) with EMMA not in excess of ten business days after the incurrence of such Financial Obligation.

(e) *Disclosure Procedures*: *EMMA Notices*. Whenever the District determines to file an EMMA Notice, or whenever the District decides to make a voluntary filing to EMMA, the Disclosure Officer will oversee the process of preparing the EMMA Notice pursuant to these procedures:

1. The Disclosure Officer shall prepare (or hire an agent to prepare) the EMMA Notice. The EMMA Notice shall be prepared in the form required by the MSRB.

2. In the case of a disclosure required by an Undertaking, the Disclosure Officer shall determine whether any changes to the EMMA Notice are necessary to make the document compliant with the Undertaking.

3. If, in the Disclosure Officer's reasonable judgment, the EMMA Notice is correct and complete and, in the case of a disclosure required by an Undertaking, complies with the Undertaking, the Disclosure Officer shall file the EMMA Notice with EMMA (or confirm that such filing is completed by any agent hired by the District for such purpose) within the timeframe allowed for such filing.

(f) *Additional Responsibilities of the Disclosure Officer*. The Disclosure Officer, in addition to the specific responsibilities outlined above, shall have general oversight of the entire disclosure process, which shall include:

1. Maintaining appropriate records of compliance with this Disclosure Policy (including proofs of EMMA filings) and decisions made with respect to issues that have been raised;

2. Evaluating the effectiveness of the procedures contained in this Disclosure Policy; and

3. Making recommendations to the Board as to whether revisions or modifications to this Disclosure Policy are appropriate.

(g) *General Principles*.

1. All participants in the disclosure process should be encouraged to raise potential disclosure items at all times in the process.

2. The process of revising and updating the Disclosures should not be viewed as a mechanical insertion of current numbers. While it is not anticipated that there will be major changes in the form and content of the Disclosures at the time of each update, the Disclosure Officer should consider whether such changes are necessary or desirable in order to make sure the Disclosure does not make any untrue statement of a material fact or omit to state a material fact necessary or desirable, in order to make the statements made, in light of the circumstances in which they were made, not misleading at the time of each update.

3. Whenever the District releases information, whether in written or spoken form, that may reasonably be expected to reach investors, it is said to be "speaking to the market." When speaking to the market, District officials must be sure that the released information does not make any untrue statement of a material fact or omit to state a material fact necessary or desirable, in order to make the statements made, in light of the circumstances in which they were made, not misleading.

4. While care should be taken not to shortcut or eliminate any steps outlined in this Disclosure Policy on an ad hoc basis, the review and maintenance of the Disclosures is a fluid process and recommendations for improvement of these Disclosure Procedures should be solicited and regularly considered.

5. The Disclosure Officer is authorized to request and pay for attendance at relevant conferences or presentations or annual training sessions conducted by outside counsel, consultants or experts in order to ensure a sufficient level of knowledge for the effective administration of this Disclosure Policy.

5.1015 Capital / Construction Projects Approval and / or Changes

POLICY

Requests for approval of capital projects shall be submitted to the ICCB in accordance with all requirements of Rule 1501.602. Changes in budget and / or scope to an approved construction project shall be submitted for approval according to the ICCB Facilities Management Manual.

The following procedures are established to ensure compliance.

PROCEDURE

Procedure for Approval of Capital Projects:

A project requiring the expenditure of state or local funds for purchase, construction, remodeling, or rehabilitation of physical facilities at a primary or secondary site shall have prior ICCB approval, except the following:

A. Locally funded projects which is one which keeps a facility or asset in efficient operating condition, preserves the condition of the property, or restore property to a sound state after prolonged use
B. Locally funded projects that result in no change in room use
C. Locally funded projects for which the total estimated cost is less than $250,000

Procedure for Changes to Project Scope and/or Budget:

Changes in budget / scope totaling 5 percent or less of the approved project budget / scope shall be reconciled at the completion of the project and submitted to the ICCB for informational purposes.

When changes in the project budget/scope have reached 5 percent, any subsequent change modifying the budget / scope of the project shall require approval by ICCB prior to the expenditure of funds on the additional work.

Procedure for Submission of ICCB District Site and Construction Master Plan

An updated District Site and Construction Master Plan will be filed with ICCB at least once every five years as required by ICCB rules. The plan will be updated, as needed, to ensure that any project submitted for approval has been reflected in the district plan on file with ICCB for at least two months prior to submission of the projects.

5.1100 Bid Procedures

POLICY

When purchasing supplies, material, work or construction, the College shall follow the requirements of 805/3-27.1 of the Illinois Community College Act (110 ILCS 805/3-27.1).

PROCEDURE

After due advertisement, all contracts for purchase of supplies, materials or work involving an expenditure in excess of the limit as established in Illinois Community College Act (110 ILCS 805/3-27.1) will made to the lowest responsible bidder considering conformity with specifications, terms of delivery, equality, and serviceability. The only exceptions to these requirements will include the following:

A. contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part;
B. contracts for the printing of finance committee reports and departmental reports;
C. contracts for the printing or engraving of bonds, tax warrants and other evidences of indebtedness;
D. contracts for materials and work which have been awarded to the lowest responsible bidder after due advertisement, but due to unforeseen revisions, not the fault of the contractor for materials and work, must be revised causing expenditures not in excess of 10% of the contract price;
E. contracts for the maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent;
F. purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services, and telecommunications and inter-connect equipment, software and services;
G. contracts for duplicating machines and supplies;
H. contracts for the purchase of natural gas when the cost is less than that offered by a public utility;
I. purchases of equipment previously owned by some entity other than the district itself;
J. contracts for repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not to exceed $50,000 and not involving a change or increase in the size, type, or extent of an existing facility;
K. contracts for goods or services procured from another governmental agency;
L. contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets, and reports, and for utility services such as water, light, heat, telephone or telegraph; and
M. where funds are expended in an emergency and such emergency expenditure is approved by ¾ of the members of the Board.

All competitive bids for contracts involving expenditures in excess of $25,000 must be sealed by the bidder and must be opened by the President or his / her designee at a public bid opening at which the contents of the bids must be announced. Each bidder must receive at least 3 days' notice of the time and place of such bid opening. Advertisement of the bid includes, but is not limited to, at least one public notice at least 10 days before the bid date in a newspaper published in the district, or if no newspaper is published in the district, in a newspaper of general circulation in the area of the district.

Electronic bid submissions shall be considered a sealed document for competitive bid requests if they are received at the designated office by the time and date set for receipt for bids. However, bids for construction purposes are prohibited from being submitted electronically. Electronic bid submissions must be authorized by specific language in the bid documents in order to be considered and must be opened in accordance with electronic security measures in effect at the community college at the time of opening. Unless the electronic submission procedures provide for secure receipt, the vendor assumes the risk of premature disclosure due to submission in an unsealed form.

The Director of the Physical Plant will maintain all records required as part of the bidding of contracts relating to construction or renovation of College facilities and equipment pertinent to the Physical Plant. All records involved with the bidding of projects and or items outside the realm of the Physical Plant will be maintained in the Business Office. All original records involved with the bidding of items purchased from grant funds should be maintained with the grant files and copies should be forwarded to the Business Office.

In the event of an emergency situation in which bid processes are not able to followed, a special board meeting will be held and at least ¾ of the Board members will need to approve the expenditure prior to any action being taken by the College.

5.1105 Awarding of Contracts for Service

POLICY

As allowed by law, the College may enter into a contract for services to be rendered by an outside source if economically feasible and advantageous. In the event that the service contract is for an annual amount which exceeds $20,000, the awarding of the contract will be subject to Board approval.

5.1110 Business Enterprise for Minorities, Females, and Persons with Disabilities

POLICY

Pursuant to 30 ILCS 575, Rend Lake College will act in such a way as to promote and encourage the continuing economic development of businesses operated by minorities, females, and persons with disabilities. As a way of measuring our efforts and commitments to this purpose, the College sets the following as aspirational goals for the awarding of construction, professional service, and state contracts:

Type of Contract	Total % of MFD Contracts	Minority Owned Businesses	Female Owned Businesses	Persons with Disabilities Owned Businesses
State Contracts	20%	11%	7%	2%
Construction Contracts	20%		At least 50% of the total minority and female owned	
Professional Services Contracts	20% collectively			

PROCEDURE

The College will appoint a liaison to the Business Enterprise Council. This individual will serve as the contact person for businesses owned by minorities, females, and persons with disabilities who do or wish to do business with the College. The liaison will be responsible for the following:

- Submission of any reports and documents (to include but not limited to the annual compliance plan and report) as required by the Business Enterprise Council;

- Providing notice to the Business Enterprise Council of proposed contracts for professional and artistic services;
- Conducting outreach efforts to increase the use of vendors certified as being owned by minorities, females, or persons with disabilities;
- Maintain records needed to properly account for all state, construction, and professional services contracts and corresponding percentage awarded to corresponding certified vendors;
- Coordinate with contractors and vendors to assure they are making good faith efforts to meet College contract goals;
- Other efforts which may be needed to fulfill our intended purpose

Pursuant to 110 ILCS 805/8-27, contracts for the purchase of supplies, materials, or work exceeding $25,000 must be awarded to the lowest responsible bidder. In an effort to balance our commitment to this purpose with the need to be good stewards of local taxpayer monies, the College will evaluate bids based upon financial concerns first and foremost but will make consideration for qualified businesses.

5.1200 Purchases

POLICY

When purchasing supplies, material, work or construction, the College shall follow the requirements of 805/3-27.1 of Illinois Community College Act (110 ILCS 805/3-27.1).

PROCEDURE

Whenever possible, all College purchases should be made through the use of a requisition and subsequent corresponding purchase order. All requisitions must be entered using the computerized format which is available as part of the online system and forwarded to the Controller and the Vice President of Finance and Administration by using the appropriate approval sequence.

After all online approvals are received for a requisition, a purchase order will be issued from Accounts Payable. A copy of the purchase order will be returned to the requesting department. The requesting department is responsible for mailing or faxing the purchase order to the vendor, or keeping the purchase order on file in the department office.

When invoices are received, the original is sent to the department for approval. If the invoice is correct, the fiscal manager should sign the original invoice, as well as put the account number and purchase order and / or requisition number on it. The invoice should then be returned to Accounts Payable. The original invoice is necessary for payment of the invoice. Checks will not be issued unless proper documentation is submitted to the Accounts Payable Department.

Invoices should be returned to Accounts Payable as soon as possible, preferably within 48 hours. Invoices that are eligible for payment at the end of the week must be forwarded to Accounts Payable with the appropriate online approvals by 10:00 AM of the day before the last working day of that week. In the event that the Accounts Payable Department plans to issue checks on a day other than the last day of the work week due to holidays, closings, absences, etc., ample notice will be

given to inform all employees of the change in schedule.

Checks will be processed to vendors according to the terms and conditions specified on the invoice. If terms are not specified on the invoice, payment will be made 30 days (net 30) from the invoice date.

Open purchase orders may be issued for merchandise that is purchased either on a continuous or frequent basis as needed by a department. The use of continuous purchase orders for this type of merchandise is encouraged and will allow departments to reduce the amount of processing time involved in the purchasing from and / or payment to vendors.

Orders cannot be placed until a purchase order number is assigned by obtaining the proper approvals as needed as part of the online system. Fictitious purchase order numbers are not acceptable.

The college cannot pay from statements. The college should not accept any invoice that does not have reference to a purchase order.

When a department intends to buy from a vendor that the College has never purchased from before, it will be the responsibility of the department to contact the new vendor to determine if the vendor will accept a purchase order. If the vendor will not accept a purchase order, it will be the responsibility of the department to arrange alternative payment arrangements. If it is necessary for Rend Lake College to complete a credit application in order to do business with the vendor, the credit application should be sent to the Accounts Payable Specialist to be completed. Departments will be allowed to make purchases through the use of the college credit card ONLY in the event that no alternative methods of payment can be arranged with the vendor and / or no other competitive vendor who will accept a purchase order can be found.

If use of the college credit card is necessary for a purchase, the employee should contact the Accounts Payable Department to discuss the purchase. If the Accounts Payable Department agrees the purchase should be made with the credit card, the employee will enter a requisition to the credit card company to acquire approval from supervisors. Once the requisition is approved and the purchase order is printed, it will be up to the employee to contact the Accounts Payable Department to make arrangements to place the order.

If a vendor / supplier is not found in the database, the employee should submit an email to the Accounts Payable Department with the company's or individual's name, address, telephone number, fax number, website, email, contact person and also note what we are buying from or paying the vendor for. The Accounts Payable Department will then create a vendor file and respond to the employee's email with the vendor number.

When a new vendor / supplier is created, a W9 tax information form will need to be completed by the vendor / supplier PRIOR to payment being made. Once the Accounts Payable Department receives the email request for the vendor to be set up, a W9 will be mailed to the vendor.

5.1205 Payment of Bills

POLICY

The Treasurer is authorized to disburse all funds prior to a Board meeting with the exception of those bills that individually exceed $50,000.

All disbursements of funds under $50,000 will be submitted for Board ratification at the Board meeting in the month following those disbursements. Those bills individually totaling $50,000 or more will be submitted for Board approval at the Board meeting.

PROCEDURE

The Treasurer is authorized to disburse funds in accordance with this policy. Disbursements which are subject to Board ratification will be made as follows:

A. Payroll checks will be disbursed in accordance with established policy.
B. Investments in / or withdrawals from certificates of deposit and interfund transfers will be disbursed as needed.
C. Debt service payments will be made according to the corresponding amortization schedule without prior board approval.
D. All other disbursements will be made on either of the last two working days of each week whenever possible. Manual checks which are needed on an immediate basis will be issued as required. Proper

care and planning should be taken by the departments to ensure that manual checks are used only on rare occasions with extenuating circumstances.

The disbursements of bills which are submitted for Board approval will be made on the next working day following the Board meeting.

5.1210 Travel Advance Policy

POLICY

The Travel Advance Policy shall be applicable to all requests of $50.00 or more unless otherwise agreed to by the Vice President of Finance and Administration on a case-by-case basis. In order to obtain a travel advance, the employee must agree to repay the advance and / or submit proper documentation satisfying the expenditure of the outstanding cash advance within thirty (30) days from the date of issuance. Failure to repay or submit proper documentation within thirty (30) days may cause the employee's next payroll check to be reduced by the amount advanced or unpaid.

5.1215 Travel Reimbursement

POLICY

Administrative Staff

Reimbursement for expenses incurred for travel connected with attendance at meetings, conventions and other college business will be made in the following manner:

1. Travel to conferences and meetings must be approved in advance by the appropriate Dean or PELT member.
2. The Accounts Payable Department will be responsible for making flight or train arrangements using the college credit card. After an employee is given permission to travel, the employee should contact the Accounts Payable Department to arrange a time to meet to purchase tickets online in the Accounts Payable Specialist's office. The Accounts Payable Department will be responsible for securing the most reasonable and cost-effective travel arrangements. The maximum amount of reimbursement for travel expenses will be at the lesser cost of either the mileage associated with travel to and from the event if the use of a personal car has been approved by the applicable PELT member, the costs for the expense of a train ticket at a reasonable time and location, or a flight secured at a reasonable time and location and which is the most cost-effective. Once the travel arrangements have been made, the AP Specialist will instruct the employee to create a requisition /purchase order for the cost. As much advanced notice as possible should be given to aid in obtaining the most equitable pricing.
3. For vehicle travel, employees are required to use a College-owned vehicle if a vehicle is available. If an employee chooses to use the employee's own vehicle when a College-owned vehicle is available, then the employee will not be entitled to mileage reimbursement unless permission is received from the applicable PELT member. If a personal vehicle is used, reimbursement for mileage will be at a rate equal to the IRS mileage reimbursement rate and will be paid in accordance with Rend Lake College Policy 5.1505 (Vehicle Usage for College Travel).
4. Arrangements for lodging, meals, rental vehicles, and registration expenses will be arranged by individual employee or department in advance whenever possible through standard purchasing procedures. When making lodging reservations, the employee / department will be responsible for securing the most reasonable and cost-effective accommodations.

   The employee may also request a cash advance and / or use a personal credit card to make hotel reservations. The employee / department will be responsible for ensuring that the

arrangements were made in the most reasonable and cost-effective manner possible. Reimbursement for the expenses will follow the established procedure.

Reimbursement for lodging will be paid at the single-room rate and may include up to one day prior to the meeting and one day following the meeting. Meal and incidental expenses will be paid at the applicable maximum per diem Federal Rates (other assumable expenses must be accompanied with receipts). A complete listing of all per diem rates and corresponding meal allocations on a per city basis can be found online. Internal Revenue Service guidelines stipulate that if the city to which the employee traveled does not appear on the established list, individuals are to use the standard per diem rate allocations. Meal and incidental expenses may include up to one day prior to the meeting and one day following the meeting. Travel reimbursements which are subject to lower grant limitations may be reimbursed at those lower limitations. Per diem rates and regulations for meals and incidentals are as follows:

Breakfast: Payable when an employee is in travel status and leaves the college or residence (if reporting directly to the destination) at or before 6:00 a.m.

Lunch: Payable when an employee is on travel status and leaves the college at or before 10:00 a.m.

Dinner: Payable when an employee is on travel status and arrives back at the college or residence (if reporting directly from destination) at or after 7:00 p.m.

(The established meals and incidentals allotment includes and defines incidental expenses as tips for porters, baggage carriers, bellhops, hotel maids, hotel servants in foreign countries, and stewards or stewardesses and others on ships.) Other associated travel costs such as parking and cab fares are to be accompanied by a receipt.

No per diem meal is allowed if the meal is included in a conference registration fee. Per diem meal allowances are only allowed if they are ordinary and necessary expenses of traveling away from home for business purposes. Traveling away from home must meet the following Internal Revenue Service guidelines: 1) Your duties require you to be away from the general area of your tax home (Rend Lake College) substantially longer than an ordinary day's work and 2) You need to get sleep or rest to meet the demands of your work while away from home. Receipts do not have to be submitted for meal per diem.

In the event that an employee requests reimbursement for meals during a meeting with a client(s) (i.e. recruits, community members, campus visitors, etc.), reimbursements will be based upon actual meal charges and an itemized receipt showing what was purchased must be submitted for payment. No request for reimbursement will be accepted if the receipt includes charges for alcoholic beverages.

Reimbursement for entertainment expenses (which includes but is not limited to shows, amusements, theaters, sporting events, or any other place of public or private entertainment) is prohibited.

The maximum allowable reimbursement for travel related expenses are as follows:

Type of Expense	Maximum Allowable Reimbursement
Mileage	IRS mileage reimbursement rate
Lodging	$100 above the applicable CONUS Per Diem Rate (or the conference rate when travel is for the purpose of a conference and approved by a PELT member) (Actual receipt required)
Meals & Incidentals	Applicable CONUS Per Diem Rate
Meal expense incurred during College-related business meetings	Actual (receipt required)
Commercial Carrier	Most reasonable and cost effective (receipt required)
Train or Bus	Most reasonable and cost effective (receipt required)
Parking, Taxi, Tolls, etc.	Actual (receipt required)
Conference / Registration Fees	Actual (receipt required)

In the event that an employee's travel expenses exceed the allowable limits, the expenses will be approved by roll call vote at an open meeting of the Board of Trustees.

The travel expense requisition / purchase order shall be submitted ten (10) days from the date of travel, or no later than the end of the month. Approval by the Vice President of Finance and Auxiliary Services will be required for travel expense vouchers that are not submitted within thirty (30) days of the date of travel. Under no circumstance will travel expense vouchers be reimbursed if submitted beyond sixty (60) days of the date of travel. Accounts Payable may reduce approved travel expense vouchers and expense checks with amounts outstanding from prior advances for the traveler for the net amount due.

Part-time Employees

Part-time employees will not be reimbursed for mileage associated with travel costs to and / or from either their home site or to and / or from their primary work location. Any exception to this procedure must have the approval of both the President and the Vice-President of Finance and Auxiliary Services.

5.1220 Reimbursement of Miscellaneous Department Expenses

POLICY

Requisitions / purchase orders will be required for all purchases to be made by Rend Lake College. Payment for expenditures will not be allowed without the proper approval and issuance of a requisition / purchase order.

The only exceptions to this rule will be as follows:

A. When an open purchase order has been issued to a particular vendor.
B. For the payment of miscellaneous department expenses which are less than $100.

Employee reimbursement checks will be issued directly to the employee. In the event of a lost receipt, the employee must contact the Vice President of Finance and Administration to discuss reimbursement arrangements.

Rend Lake College is exempt from sales tax except on food purchased at restaurants, fuel and lodging. If taxes are paid by an employee for anything other than the items listed previously, he or she will not be reimbursed for the amount of the taxes paid. A copy of the tax exempt letter can be obtained from the Accounts Payable Department and should be presented to the vendor at the time of purchase. Also, employees are encouraged to carry an employee ID which has the college's tax exempt number printed on it.

PROCEDURE

For the payment of miscellaneous department expenses which are less than $100, the Rend Lake College employee is to purchase the needed item and obtain an itemized receipt for the purchase. Following the purchase, the employee should process an employee expense request by using the computerized format which is available as a part of the online system and forwarded to the Controller and Vice President of Finance and Administration by using the appropriate approval sequence. In addition, the employee must submit appropriate receipts to the Accounts Payable Department attached to a hard copy of the purchase order that was requested by the employee. Receipts for items sold directly to the employee MUST show the employee's name on the receipt. In the event the receipt shows someone else's name i.e. spouse, player, etc., the reimbursement check will be issued to that individual, not the employee.

Rend Lake College employees are not expected or required to use personal electronic devices (i.e. cell phones, tablets, laptops, or computers) for the discharge of employment duties or for services performed for the primary benefit of the College. The College does not expect or require such use, employees should not expect to be reimbursed for expenses related to the cost of maintenance or use of his/her personal electronic device.

Requisitions for the request of a cash advance must be processed by using the computerized format which is available as a part of the online systems and forwarded to the Controller and Vice President of Finance and Administration by using the appropriate approver sequence. All cash advances must be for an amount greater than $50.00. If a cash advance is needed for an employee expense or travel, the request should be submitted at least one week prior to the travel or purchase.

5.1225 Purchase of Furniture

POLICY

Furniture requests must be submitted to the Physical Plant Department. After conducting the proper research for efficiency and cost effectiveness, the Physical Plant Department will consult with the requestor and a requisition will be processed using the online system.

5.1230 Purchase of Technology Equipment / Audiovisual Equipment

POLICY

All technology equipment and / or audiovisual equipment previously purchased or to be purchased through institutional funds or grant funding will be placed in the appropriate location by IT Department personnel or placed in the College Loaning System.

Equipment placed in the College Loaning System can be checked out from the library for a specified length of time, not to exceed one semester.

Approval is necessary from the IT Department before the purchase of technology and audiovisual equipment, devices, hardware or software to ensure compatibility with college specifications and systems.

PROCEDURE

Step 1: College employees needing to purchase technology or audiovisual equipment will open an ISR. The ISR should include the following information:

- Department requesting the item (s)
- Department contact name
- Description of item(s) needed
- Explanation of the intended use of the item(s)
- Account # for the purchase
- Date item(s) needed
- The department's fiscal manager should be copied in the ISR

Step 2: The IT Department will provide a quote for the requested item(s). The quote will be attached to the ISR. Items should not be ordered without a vendor quote provided by the IT Department.

Step 3: The department purchasing the equipment will be responsible for submitting the requisition and transmitting the purchase order to the vendor. The vendor quote provided by the IT Department should accompany the PO. The PO should not deviate from the quote without approval of the IT Department.

Step 4: The department submitting the requisition should update the ISR to notify IT staff the equipment was ordered. (This information is needed in case other work needs to be done by the IT staff to prepare for installation.)

Step 5: The equipment will be delivered as directed by the purchase order directions. The recipient of the equipment should update the ISR to notify other departments of equipment delivery.

Step 6: IT staff will schedule set-up and placement of the equipment and will update the ISR when placement is complete.

5.1300 Paychecks

POLICY

Employees shall be paid for work performed from the 1st day to the 15th day of the month on the 20th day of that month. Employees shall be paid for work performed from the 16th day to the last day of each month on the 5th day of the following month. Paychecks and direct deposits may be issued on the prior working day if the normal 5th or 20th pay dates fall on a Monday or a weekend or holiday.

PROCEDURE

Full-time and part-time employees (with the exception of work study students) will be paid through the direct depositing of employees' salary payments into either a savings or checking account of choice to be determined by the individual employee unless otherwise directed by the employee. Work study students may choose to have their salary payments deposited by using the direct deposit method.

Direct deposit records will be maintained and supervised by the Payroll Department of Rend Lake College. Each employee will receive written or electronically generated email records of the individual's payroll disbursement information on a per pay basis.

Employees are responsible for providing and verifying their checking or savings account numbers and transit routing information. They must provide a copy of a voided check or deposit slip in addition to the authorization form. Employees are responsible for the accuracy of all information provided to the Payroll Department.

The Treasurer of Rend Lake College shall ensure that sufficient funds will be deposited with a banking institution to meet the costs of the payroll. The College will incur all costs associated with the direct deposit procedures.

5.1305 Payroll Deductions

POLICY

The College shall withhold all statutorily required payroll deductions from the employee's paycheck. Such deductions shall include, but shall not be limited to, federal and state income tax, Medicare tax, court-ordered garnishments, retiree's health insurance and contributions to the State Universities Retirement System (if applicable). In addition, the employee may select from among other options approved by the Board.

PROCEDURE

In accordance with College policy, the following procedures will be used:

Except as may be otherwise provided by the terms of a Collective Bargaining Agreement, the College may make voluntary payroll deductions for annuities, donations and plans. The following conditions must be met:

- The College is indemnified and held harmless against any and all claims, demands, suits, orders, or judgments or other forms of liability (monetary or otherwise) brought or issued against the District and for all legal costs that may arise out of, or by reason of, any action taken or not taken by the District under the provisions of this policy.
- By making such voluntary deductions, the College does not incur any additional administrative or financial obligations.
- The Vice President of Finance and Administration shall determine the schedule of payroll deductions.

5.1400 Inventory Records for Capital Assets

POLICY

An inventory of capital items will be maintained using a computerized system which will be maintained by the Physical Plant Department.

A capital item will be any one (1) item that has a carrying value of $1,000 or more and a useful life of five years or more. All laptop computers, desktop CPUs, and computer notebooks / tablets or other mobile devices will be tagged regardless of carrying value. Computers and other electronic equipment that is available for checkout will be tagged regardless of carrying value.

PROCEDURE

1. When purchasing capital items, the purchases should be made through the use of a requisition and subsequent corresponding purchase order. All requisitions must be entered using the computerized format which is available as part of the online system and forwarded to the Controller and the Vice President of Finance and Administration by using the appropriate approval sequence.

2. Following the printing of the purchase order, the Accounts Payable Department will forward a copy to the Physical Plant Department to alert them to the order of capital items which will be delivered to campus and which should be tagged. All capital items will be processed by the Physical Plant Department, where it will be tagged and delivered to the appropriate location. An item to be delivered to its permanent location by a freight carrier will be accompanied to the delivery point by Physical Plant personnel where it will be inspected and tagged.

3. It will be the responsibility of the department which is purchasing the capital item to forward a copy of the invoice documenting the receipt of the goods and the finalized purchasing price to the Physical Plant Department. This requirement will apply to items purchased using traditional purchase orders, open purchase orders, and through the use of the College credit card.

4. The Physical Plant will be responsible for entering the following information into the computerized system for inventory:

    (a) description of the property
    (b) a serial number or other identification number
    (c) the source of funding for the property (including the FAIN)
    (d) purchase order number
    (e) the acquisition date
    (f) cost of the property
    (g) percentage of Federal participation in the project costs for the Federal award under which the property was acquired
    (h) the location, use and condition of the property

5. When items are permanently moved from one location to another, the fiscal manager responsible must enter a Physical Plant Work Order. Following the actual transfer of the capital item, the Physical Plant Department will update the master inventory list. It is the fiscal manager's responsibility to initiate these changes and any corrections which may be appropriate on capital equipment.

6. If a tag cannot be put on a piece of equipment, the inventory number will be etched.

7. A capital item which has a value of $5,000 or more and / or a useful life of three or more years will be depreciated according to generally accepted accounting principles for governmental agencies.

5.1405 Identification and Disposal of Obsolete Equipment, Material and Supplies

POLICY

Determination of disposal of worthless and obsolete equipment, materials, and supplies shall be recommended by the supervisory personnel designated responsible for the equipment, materials and supplies.

PROCEDURE

The procedure for identification and disposal of obsolete equipment, materials and supplies shall be as follows:

1. A Physical Plant Work Order must be completed to inform the Physical Plant Department of the need to remove items which are considered to be no longer needed or usable. Physical plant staff will initiate an obsolete property form in SignNow that must be signed by the appropriate department supervisor, his or her cabinet and/or PELT member, and the Chief Financial Officer.
2. The Physical Plant will provide the President’s Cabinet with a listing of all of the items which have been identified as unneeded or unusable, the condition of the items and the funding source for the original purchase. The President’s Cabinet will determine if the item(s) should be disposed of, recycled, held for future use, sold, or donated. If the equipment in question was purchased from grant funds, the College will assess the applicable federal disposal regulations.

3. In the event that the President's Cabinet determines that an item should be sold, the College can choose to either conduct a formal bid process via sealed bid, online auction, or public auction; or find other sale solutions as determined by the President's Cabinet.
4. For those items which are estimated to be valued at $5,000 or more, the Board of Trustees will be informed of the desire to sell items prior to the above-mentioned processes.
5. For those items which have a value less than $5,000, the Board of Trustees will be informed of the sale of items following the successful completion of the disposal.
6. If such equipment owned by the College has an equal or greater trade-in value than outright sale price, the Chief Financial Officer or his/her designee shall be authorized to trade such equipment when purchasing similar or replacement equipment and supplies. Such trade-in value shall be reflected in bid quotations received from vendors and other suppliers.

The procedure for obsolete equipment sale by sealed bid shall be as follows:

1. A standardized bid form will be sent to those persons expressing interest in the items for sale.
2. The bid form must be completed and returned to the Chief Financial Officer by the date and time specified for bid opening and must be accompanied by a check in the amount of 10% of the bid as "earnest money". The earnest money will be applied to the successful bidder's obligation. For successful bid(s) totaling $200 or more, full payment will be made by cashier's check or cash, and the original earnest money will be returned. The College reserves the right to also require the earnest money to be paid by cashier's check or cash when appropriate.
3. The bids will be opened at the date and time specified and sale will be awarded to the highest bid. The purchase terms are cash and the item "as shown" including pick up and / or removal being the responsibility of the buyer. The College reserves the right to accept or reject any or all bids.
4. At the time of sale, the Physical Plant Department will notify the successful buyer. Bills of sale will be prepared as requested or required.
5. After award of sale, the earnest money will be returned to all other bidders, along with notification of the successful buyer and sale price.
6. Inventoried items sold will be removed from the inventory list.

The procedure for public auction shall be as follows:

1. The college may conduct the auction on-site, on an online platform, or may use the services of an off-site auction service.
2. Terms of the sale shall be cash at the time of the sale.
3. All items purchased are to be removed at the time of the sale or by special arrangement with the Director of the Physical Plant.
4. The auctioneer shall be paid based on pre-negotiated arrangements.
5. Inventoried items sold will be removed from the inventory list.

Some obsolete items may be marketable to only a few buyers or only within a very short time span. In such situations, the regular disposal procedures may not be in the best interest of the College. Under those circumstances, as determined by the Chief Financial Officer and the President, such items may be sold using fair market value quotations as a bid if the fair market value quotation is not more than $5,000.

With the approval of the Chief Financial Officer, obsolete equipment, materials, and supplies may be disposed through donation to an outside agency or organization. Equipment which is donated will be deleted from inventory and will be documented as a donation with the appropriate date and

description. Individuals requesting the donation of equipment, material, and / or supplies should follow the same procedure as documented above.

5.1500 Mandated Instructional Books or Supplies

POLICY

With few exceptions, all books or supplies which are mandated for coursework should be made through the Rend Lake College Bookstore and should be approved by the appropriate Dean. It will be the responsibility of the Dean to determine the relevant need of the mandated books and supplies in light of cost constraints for the students.

5.1505 Vehicle Usage for College Travel

POLICY

Employees traveling for a College-related purpose may either schedule the use of a College-owned vehicle, arrange for the use of a rental vehicle, or receive permission to use the employee's personal vehicle.

PROCEDURE

At the earliest time possible after learning of the need for travel, employees should complete a "Request for Vehicle" form which is found on the Rend Lake College Intranet. For non-athletic events, employees should submit the request form to the Physical Plant Department. If the vehicle is needed for athletic purposes, forms should be submitted to the Athletic Department. Employees are required to use a College-owned vehicle if a vehicle is available. If an employee chooses to use the employee's own vehicle when a College-owned vehicle is available, the employee will not be entitled to mileage reimbursement unless permission is received from the applicable PELT member.

As a condition of employment, employees expect to incur commuting expenses between the employee's residence and headquarters. These expenses are not reimbursable. Expenses associated with College business in excess of commuting expenses are reimbursable. An employee whose travel does not include travel through headquarters shall be reimbursed for all mileage if the distance between the employee's residence and the employee's first or only destination is less than the distance between the headquarters and the destination, and the travel is not part of the employee's regular commute. An employee whose travel does include travel through headquarters shall be reimbursed for all mileage in excess of commuting mileage. All travel must be by the most direct (i.e. shortest) route. Travel through headquarters is defined as any travel to or through the corporate city limits of the employee's primary location regardless of whether the employee made a stop at the work site.

Examples of reimbursable expenses are as follows:

1. Residence/Mt. Vernon – Headquarters/Ina. Employee drives from residence in Mt. Vernon to Benton and returns to residence. Reimbursement is for all mileage in excess of commuting mileage. The travel, by the most direct route, was through headquarters.

2. Residence/Mt. Vernon – Headquarters/Ina. Employee drives from residence in Mt. Vernon to Springfield and returns to residence. Reimbursement is for all mileage because the travel was not to or through headquarters, the distance from Mt. Vernon to Springfield is less than the distance from Ina to Springfield, and the travel is not part of the employee's regular commute.

3. Residence/Mt. Vernon – Headquarters/Ina. Employee drives from residence in Mt. Vernon to headquarters. Later, employee drives to Pinckneyville and back to residence. Reimbursement is for all mileage in excess of commuting mileage.

4. Residence/Mt. Vernon – Headquarters/Ina. Employee drives from residence in Mt. Vernon to Pinckneyville. Later, employee drives to headquarters. Reimbursement is for all mileage in excess of commuting mileage.

Vehicles are generally reserved on a first-come, first served basis. Scheduling conflicts will be resolved by the Physical Plant Department if necessary depending upon the type and length of travel.

Individuals who are not Rend Lake College employees are not permitted to travel in a College-owned vehicle, or a rental vehicle being used for approved College related travel unless prior approval has been obtained from the applicable PELT member.

Drivers must be 25 or older and must possess a valid driver's license. Employees must complete a release to have the employee's driving status verified through the Illinois Secretary of State's Department of Motor Vehicles Report process. Employees will not be permitted to drive for a College-related purpose until the employee's driving status can be verified. The release form can be obtained from the Human Resources Department. Failure to notify the College of any suspension or revocation of driving privileges prior to the use of a vehicle for College-related purposes will be grounds for dismissal.

When using a vehicle, the driver will record the beginning and ending mileage of the trip. Vehicles will be filled with gas at the time of departure. In the event that an employee needs to refill the tanks during use of the vehicle, the employee must obtain receipts documenting the costs of the fuel. If a cash advance is not obtained prior to the trip, the driver will be required to submit gas receipts and will be reimbursed using the established reimbursement procedure for all other travel expenditures. All receipts must be submitted to the Business Office within thirty (30) days of the date of travel for advances to be cleared and / or reimbursement made.

College departments will be charged the current federal mileage reimbursement rate for vehicle usage. Employees should submit their gas receipts for reimbursement through the established reimbursement procedures. Reimbursement for gas expenses will not be charged to the individual department but should be expensed to the Physical Plant Department.

The Physical Plant and Athletic Department will be responsible for processing payment for rental vehicles.

5.1550 Procedure for Processing of Invoices for Outside Agencies

POLICY

The Business Office will be responsible for overseeing a centralized invoicing system. All Rend Lake College departments will be required to follow a standardized procedure when preparing and processing invoices. These procedures will apply to all types of invoices which may be required as part of the normal operations of any department. The Business Office will be responsible for the preparing of invoices, and the Business Office will be responsible for the proper accounting of funds to be received from these invoices. Individual departments shall notify the Business Office when a department has provided any type of goods and / or services to an outside agency and reimbursement is expected from that agency. The Business Office will log all invoices sent and payments received into a Sharepoint site that can be viewed by the individual departments.

PROCEDURE

The Business Office will be responsible for preparation of invoices. Individual departments shall notify the Business Office when a department has provided any type of goods and/or services to an outside agency and reimbursement is expected from that agency. The invoice should include the following information:

A. name of vendor

B. address of vendor

C. invoice number
D. name of individual who prepared the invoice
E. account number into which funds will be deposited
F. invoice date
G. description of goods and / or services provided
H. total reimbursement requested
I. remittance information

Upon completion of the invoice, the Business Office will mail the invoice to the suggested vendor. Payments will be sent directly to the Business Office. When payment is received from the suggested vendor, the Business Office will be responsible for receipting the funds.
The Business Office will log all invoices sent and payments received into a Sharepoint site that can be viewed by the individual departments. In the event that payment of invoices is not received in a timely manner, each department will be responsible for making follow-up contact with the vendor. The Business Office will be responsible for preparing follow-up billings in an attempt to collect all outstanding invoices. If an individual department learns that an invoice is uncollectible and should be written-off, the department should provide written notice to the Business Office.

5.1600 Financial and Program Management of Federal Grant Funds

The College will administer all federal grant funds received according to 2 CFR Part 200.300 through 2 CFR Part 200.345.

5.1601 Financial Management

The College will maintain records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

The College will maintain records which provide the identification, in its accounts, of all federal awards received and expended and the federal programs under which they were received. Federal program and federal award identification must include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and name of the pass-through entity, if any.

The College will provide a comparison of expenditures with budget amounts for each Federal award.

Project Managers of federally funded grant programs will be responsible for reconciling accounting records maintained by the grant office with accounting records maintained within the College's accounting system. This reconciliation will be completed on a monthly basis. If any discrepancies are noted, the Project Manager will be responsible for either correcting the internal grant accounting records or contacting the Business Office to inform them of actions which are needed to reclassify College accounting records.

5.1602 Internal Controls

The College will evaluate and monitor compliance with statute, regulations and the terms and conditions of federal awards and will take prompt action when instances of noncompliance are identified including noncompliance identified in audit finding.

For each federally funded grant program, an Internal Steering Committee will be formed to assist in the monitoring of grant activities. This Committee will consist of the project staff, the applicable Vice-President overseeing the activity, members of the grant office, the Vice-President for Finance and Administration and / or Business Office representative, and any other individuals required per grant guidelines. The Internal Steering Committee will meet on a quarterly basis at a minimum or more frequently as needed if circumstances dictate.

5.1603 Payment Methods to Be Used for the Receipt of Federal Funds

The College will use advance payment methods which will minimize the time elapsing between the transfer of funds from the United States Treasury or the pass-through entity and the disbursement of funds through the established payment procedures of the College.

The advanced payment will be limited to the minimum amounts needed and be timed to be in accordance with the actual, immediate cash requirements of the College in carrying out the purpose of the approved program or project.

The College will make timely payment to contractors and vendors to be paid according to contract provisions from the advanced payments.

The College will use advanced payment mechanisms which include, but are not limited to, Treasury check and electronic funds transfer and which comply with applicable guidance in 31 CFR Part 208.

The College will ensure that it is authorized to submit requests for advance payments and reimbursements at least monthly when electronic fund transfers are not used, and as often as they like when electronic transfers are used, in accordance with the provisions of the Electronic Fund Transfer Act (15 U.S.C. 1601).

The Business Office will provide Project Managers of federally funded grant programs with complete accounting records on a monthly basis. Project Managers will be responsible for reconciling drawdown amounts requested during the monthly drawdown completed by the Business Office to accounting records maintained within the grant office. In addition, project managers will be responsible for securing invoices or other supporting documentation from the providers of good and / or service to ensure that advance payments received are disbursed within thirty (30) days of the receipt of funds.

In the event that the College determines that an advanced payment is not feasible, payment by reimbursement may be requested. This method may be used on any Federal award for construction. The College will make payment within 30 calendar days after receipt of the billing.

5.1604 Revision of Budget and Program Plans

The College will complete all federal grant program requirements relating to the reporting of deviations from budget or project scope or objective. The College will request prior approvals from Federal awarding agencies for budget and program plan revisions.

The College will request prior approval from Federal awarding agencies for the following program or budget-related reasons:

A. Change in the scope or the objective of the project or program (even if there is no associated budget revision requiring prior written approval).
B. Change in a key person specified in the application or the Federal award.
C. The disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director or principal investigator.
D. The transfer of funds budgeted for participant support costs to other categories of expense.
E. Changes in the amount of approved cost-sharing or matching provided by the College.
F. When requesting approval for budget revisions, the College will use the same format for budget information that was used in the application, unless the Federal awarding agency indicates a letter of request suffices.

Project Managers will be responsible for forwarding any electronic correspondence related to budget requests and approvals to the Business Office for inclusion in grant files maintained within the Business Office.

5.1605 Program Income

If feasible within the scope and operations of the grant, the College will attempt to earn income to defray program costs. The following conditions will apply:

A. Costs incurred during the generation of program income may be deducted from gross income to determine program income if costs were charged to the Federal grant.
B. Costs incurred during the generation of program income may be deducted from gross income to determine program income if authorized by Federal regulation or the Federal award.
C. Proceeds from the sale of real property or equipment are not program income.
D. With prior approval of the Federal awarding agency, program income may be added to the Federal award from the Federal agency and the College. The program income must be used for the purposes and under the conditions of the Federal award.

5.1606 Allowability of Costs

Except when authorized by statute, costs must meet the following general criteria to be allowable under Federal awards:

A. Be necessary and reasonable for the performance of the Federal award.
B. Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items.
C. Be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the College.
D. Be consistently accounted for as either a direct or indirect cost within Federal grants received.
E. Be determined in accordance with generally accepted accounting principles (GAAP).
F. Not be included as a cost or used to meet cost sharing or matching requirements of any other federally-financed program in either the current or a prior period.
G. Be adequately documented.

Under any given Federal award, the reasonableness and the appropriate allocation of certain items of costs may be difficult to determine. In order to avoid subsequent disallowance or dispute based on unreasonableness or the incorrect allocation of certain items of cost, the College will seek the prior written approval of the cognizant agency for indirect costs or the Federal awarding agency in advance of the incurrence of special or unusual costs. Prior written approval will include the timeframe or scope of the agreement.

5.1607 Direct Costs

Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

Typical costs charged directly to a Federal award are the compensation of employees who work on that award, their related fringe benefit costs, the costs of materials and other items of expense incurred for the Federal award.

The salaries of administrative and clerical staff should normally be treated as indirect (F&A) costs. Direct charging of these costs may be appropriate only if all of the following conditions are met:

A. Administrative or clerical services are integral to a project or activity;
B. Individuals involved can be specifically identified with the project or activity;
C. Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency; and
D. The costs are not also recovered as indirect costs.

5.1608 Indirect Costs

Indirect (F&A) costs must be classified within two broad categories: "Facilities" and "Administration." "Facilities" is defined as depreciation on buildings, equipment and capital improvement, interest on debt associated with certain buildings, equipment and capital improvements, and operations and maintenance expenses. "Administration" is defined as general administration and general expenses such as the director's office, accounting, personnel and all other types of expenditures not listed specifically under one of the subcategories of "Facilities".

The Federal awarding agency will include in the notice of funding opportunity the policies relating to indirect cost rate reimbursement, matching, or cost share as approved.

5.1609 Required Certifications

(a) To assure that expenditures are proper and in accordance with the terms and conditions of the Federal award and approved project budgets, the annual and final fiscal reports or vouchers requesting payment under the agreements must include a certification, signed by the President, which reads as follows:

"By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise."

Project Managers will be responsible for securing the above-mentioned signature and certification on the applicable reports prior to submission to the federal grant office. A copy of the signed and certified report should be forwarded for inclusion in grant files maintained within the Business Office.

(b) Certification of cost allocation plan or indirect (F&A) cost rate proposal.

The original copy of the approved certification of cost allocation plan or indirect cost rate agreement will be maintained within the Business Office. Upon request from the Project Manager, the Business Office will forward a copy of the agreement to the grant office for inclusion within the grant documentation.

5.1610 Provisions for Selected Items of Costs

The College will apply all principles found in 2 CFR Part 200.421 through 2 CFR Part 200.475 when establishing if certain items are allowed in determining cost.

It will be the responsibility of the Project Manager to familiarize himself / herself with the applicable principles. In addition, the Business Office will review the items which have been purchased during the monthly review process to verify that all items purchased are allowable under federal grant guidelines. If any discrepancies are noted, the Business Office will immediately contact the grant office and the proper adjustments will be made.

5.1611 Standards for the Documentation of Personnel Expenses

Charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed. The College will maintain records which provide accurate, allowable, and properly allocated time distribution records.

The records will support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one Federal award; a Federal award and non-Federal award;

an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

In accordance with Department of Labor regulations implementing the Fair Labor Standards Act (FLSA) (29 CFR part 516), charges for the salaries and wages of nonexempt employees must also be supported by records indicating the total number of hours worked each day.

Project Managers will be responsible for maintaining time distribution records for all employees paid with federal grant funds. Employee's time distribution records will reflect the time distribution among specific activities or cost objectives. Time distribution records will reflect both federally funds activities and institutional activities.

Time distribution records will be supported by the records that the College maintains as a part of the time / payroll system.

Project Managers will be responsible for submitting signed time distribution records to the Business Office on a quarterly basis. The Business Office will compile the information received from the grant offices and will provide the supporting time documentation from the payroll system. The Business Office will provide the reports and support documents to the Grants Office. This will then be shared with the internal group of individuals who are responsible for the review and sign off of time distribution reports. These individuals may or may not be a part of the grant department.

It will be the responsibility of this group to review the documentation and to verify that the time distribution reports accurately reflect time spent by grant employees to accomplish grant objectives. If any discrepancies are noted, the individuals will immediately contact the grant office and the proper adjustments will be made. If no discrepancies are noted, a copy of the reports and documentation will be returned to the grant office and a copy of the sign off sheet will be forwarded to the Business Office.

5.1612 Equipment Purchased from Federal Grant Funds

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds $5,000.

The College will use the equipment for the authorized purposes of the project during the period of performance, or until the property is no longer needed for the purposes of the project and will not encumber the property without approval of the Federal awarding agency or pass-through entity.

During the time that the equipment is used by the project for which it was acquired and also when no longer needed for the original program or project, the equipment may be used in other activities supported by the Federal awarding agency, in the following order of priority:

A. Activities under a Federal award from the Federal awarding agency which funded the original program or project, then
B. Activities under Federal awards from other Federal awarding agencies, then
C. Activities under non-federally-funded programs or projects

The College will maintain property records for all equipment purchased in whole or in part from a federal award which includes the following

A. description of the property
B. a serial number or other identification number
C. the source of funding for the property (including the FAIN)
D. the acquisition date
E. cost of the property

F. percentage of Federal participation in the project costs for the Federal award under which the property was acquired
G. the location, use and condition of the property
H. ultimate disposition data including the date of disposal and sale price of the property.

Project Managers for all federally funded grant programs will be responsible for maintaining separate property records within the grant office files. These files should contain all of the above-mentioned items supported by purchase documentation and which reference the program objective(s) which will be supported by the acquisition of the purchase.

The College will take a physical inventory of the equipment and will be reconciled with the property records at least once every two years.

Project managers will reconcile office property records with the overall College property records on an annual basis during the annual performance review process.

When equipment acquired under a Federal award is no longer needed for the original project or program or for other federally funded activities, the College will request disposition instructions from the Federal awarding agency as required by grant stipulations. Disposition will be made as follows:

A. Equipment with a current per unit fair market value of $5,000 or less may be retained, sold or otherwise disposed of with no further obligation to the Federal awarding agency.
B. Equipment with a current per unit fair market value in excess of $5,000 may be retained or sold by the College. The Federal awarding agency will be entitled to a portion of the sale of the proceeds based upon the percentage of federal funds used to acquire the equipment 2 C.F.R. Part 200.313(e)(2)

5.1613 Supplies Purchased from Federal Grant Funds

Supplies means all tangible personal property other than those described as equipment. A computing device is a supply if the acquisition cost is less than $5,000, regardless of the length of its useful life. Computing devices means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for printing, transmitting and receiving, or storing electronic information.

When there is a residual inventory of unused supplies exceeding $5,000 in total aggregate value acquired under a Federal award that are no longer needed for the original project or program or for other federally funded activities, the College will retain the supplies for use on other activities and will compensate the Federal government for its share.

5.1614 Purchasing Standards

In the event that the purchase of supplies or services is to be made from Federal funds, 2 CFR Part 200.318 through 2 CFR Part 200.326 will be followed. Purchases will be made in accordance with the following procurement standards.

General Standards

A. Fiscal agents of the College will maintain oversight to ensure that all contractors perform in accordance with the terms and conditions of the purchase.

B. Fiscal agents of the College will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the purchase.

Fiscal agents of the College will maintain records to detail the history of the purchase. These records will include, but are not limited to, rationale for the method of procurement, selection of contract type, contractor selection or rejection, and basis for contract price.

Competition

All purchases will be made in a manner providing full and open competition. The following situations will be prohibited during the purchasing process:

A. Placing unreasonable requirements on firms on firms in order to allow them to participate in the competitive process.
B. Requiring unnecessary experience or excessive bonding.
C. Noncompetitive pricing practices between firms or affiliates.
D. Organizational conflicts of interest.
E. Sole sourcing or specifying only a "brand" name product instead of allowing "an equal" product to be offered and describing the performance or requirements of the procurement.
F. Potential suppliers must be given a clear and accurate description of the technical requirements of the material, product, or service to be purchased.
G. Potential suppliers must be given a complete description of the requirements which will be considering when evaluating purchases.

Methods of Procurements

Procurement by Micro-Purchase

A. In very limited situations and for very small purchases, the College can acquire supplies or services for which the aggregate dollar amount does not exceed the micro-purchase threshold established within the Federal Register
B. The College will distribute micro-purchases equitably between qualified suppliers to the extent that it is practicable.
C. Micro-purchases may be made without soliciting competitive quotes if the prices are considered to be reasonable.

Procurement by Small Purchase

A. In the event that the College intends to purchase services, supplies, or other property which does not exceed the lesser of either the Simplified Acquisition Threshold as established in the Federal Register or the limit as established in Illinois Community College Act (110 ILCS 805/3-27.1), the College can choose to utilize relatively simple and informal procurement methods.
B. Price or rate quotes must be obtained from an adequate number of qualified sources.

Procurement by Sealed Bid

A. All contracts for purchase of supplies, materials or work involving an expenditure in excess of the limit as established in Illinois Community College Act (110 ILCS 805/3-27.1) will be made following a formal bid process.
B. In order for the sealed bidding to be feasible, the following conditions should be present:
    1. A complete, adequate, and realistic specification or purchase description is available.
    2. Two or more responsible bidders are willing and able to compete effectively
    3. The procurement lends itself to a firm and fixed price contract and selection of successful bidder can be made principally on the basis of price.
C. If sealed bids are used the following requirements apply:
    1. Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids
    2. Invitations for bid must be publically advertised
    3. Invitations for bid which include pertinent specifications must define the items or services in order for the bidder to properly respond.
    4. All bids will be opened at the time and place as stated in the invitation to bid.
    5. All bids will be opened publically.

6. As identified in the bid documents, factors such as discounts, transportation costs, and life cycle costs will be considered in determining the lowest cost.
7. *Prior to the awarding of the contract*, verification was completed by Rend Lake College Business Office upon the request of the applicable grant manager that the proposed vendor does NOT appear on the Federal Excluded Parties List and is declared eligible for awarding of a contract.
8. *Prior to the awarding of the contract*, obtaining a completed and signed Assurance of Federal Non Debarred or Non Excluded Status form from the contracting agency.
9. The College will issue a written award of a firm fixed price contract to the lowest responsive and responsible bidder.
10. Any bids may be rejected in there is a sound documented reason.

Procurement by Competitive Proposals

A. In the event that the College determines that conditions are not appropriate for the use of sealed bids and the goods and/or services sought can be secured by either a fixed price or cost-reimbursement type contract, the College can utilize competitive proposals.
B. Fiscal agents of the College will seek proposals from more than one source.
C. Requests for proposals will be publicized and identify all evaluation factors.
D. The College will inform all interested parties of the method which will be used for conducting a technical evaluation of the proposals.
E. The College will award the contract to the responsible firm whose proposal is most advantageous to the program in light of the price and other factors considered.
F. The College may use these procedures for the procurement of qualifications-based architectural/engineering (A/E) services where qualifications are the basis of evaluation and a subsequent negotiation of fair and reasonable compensation is completed. Only A/E services can be evaluated using selection factors other than price even if other services can be obtained from firms offering other services.

Procurement by Non-Competitive Proposals

A. In very limited instances, fiscal agents may obtain permission from the Vice-President and the President to secure goods and services following the solicitation of a proposal from only one source.
B. The Vice-President and the President will only allow this type of purchase if one or more of the following circumstances apply:
    1. The item will available only from a single source.
    2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.
    3. The Federal awarding agency or pass-through entity expressly authorizes the non-competitive proposal in response from the College.
    4. After solicitation of a number of sources, competition is determined to be inadequate.
    5. *Prior to the awarding of the contract*, verification was completed by Rend Lake College Business Office upon the request of the applicable grant manager that the proposed vendor does NOT appear on the Federal Excluded Parties List and is declared eligible for awarding of a contract.
    6. *Prior to the awarding of the contract*, obtaining a completed and signed Assurance of Federal Non Debarred or Non Excluded Status form from the contracting agency.
    7. *Prior to the awarding of the contract*, obtaining a completed and signed Certification and Assurance of Federal Grant Compliance form from the contracting agency.
    8. Award cost and price data.
    9. Any exceptions and justifications concerning limited contracting or sole source awards.
    10. Procurement protest and dispute resolution actions.

5.1615 Performance and Financial Monitoring and Reporting

The College will provide to the federal awarding agency the standard, OMB-approved government-wide data elements for collection of financial information as required by the terms and conditions of the Federal award. The College will report financial information no less frequently than annually nor more frequently than quarterly except in unusual circumstances.

The College will monitor each program, function, or activity and will use standard, OMB-approved data elements for collection of performance information. The College will submit performance reports at the interval required by the Federal awarding agency or pass-through entity to best inform improvements in program outcomes and productivity at an interval that is no less frequent than annually nor more frequent than quarterly except in unusual circumstances. Annual reports must be due 90 calendar days after the reporting period; quarterly or semiannual reports must be due 30 calendar days after the reporting period.

The performance reports will contain the following:

A. A comparison of actual accomplishments to the objectives of the Federal award established for the period. Where the accomplishments of the Federal award can be quantified, a computation of the cost may be required if that information will be useful.
B. The reasons why established goals were not met, if appropriate.
C. Additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

In the event that a significant development occurs between the scheduled performance reporting dates and that could have a significant impact upon the supported activity, the College will inform the federal awarding agency as soon as possible. The College will inform the federal awarding agency of any:

A. Problems, delays, or adverse conditions which will materially impair the ability to meet the objective of the Federal award. This disclosure must include a statement of the action taken, or contemplated, and any assistance needed to resolve the situation.
B. Favorable developments which enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

Project managers will responsible for the compiling financial and performance data as required by the federal awarding agency. In addition, the project manager will be responsible for the preparation of all the standardized reports required as part of either the annual review process or the interim progress reports. To the extent it is possible, project managers will attempt to tie expenses incurred to performance measures to be reported.

Prior to submission of the interim and annual reports, the project manager will submit reporting materials to the internal steering committee of the grant for review. After review of the grant steering committee, the report should be presented to the appropriate cabinet member, reviewed by the Business Office and approved by the college President. Appropriate planning will be taken to ensure that revisions can occur and the reports can be submitted on a timely basis.

5.1616 Record Retention and Access

The College will retain financial records, supporting documents, statistical records, and all other records pertinent to a Federal award for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a subrecipient.

The only exception will be:

A. If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.
B. When the College is notified in writing by the Federal awarding agency, cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or pass-through entity to extend the retention period.
C. Records for real property and equipment acquired with Federal funds must be retained for 3 years after final disposition.
D. When records are transferred to or maintained by the Federal awarding agency or pass-through entity, the 3-year retention requirement will not apply.
E. Records for program income transactions after the period of performance. In some cases the College may be required to report program income after the period of performance. Where there is such a requirement, the retention period for the records pertaining to the earning of the program income starts from the end of the College's fiscal year in which the program income is earned.
F. Indirect cost rate proposals and cost allocations plans.

Whenever practicable, the College will attempt to collect, transmit, and store Federal award-related information in open and machine readable formats rather than in closed formats or on paper. When original records are electronic and cannot be altered, there is no need to create and retain paper copies. When original records are paper, electronic versions may be substituted through the use of duplication or other forms of electronic media provided that they are subject to periodic quality control reviews, provide reasonable safeguards against alteration, and remain readable.

5.1617 Subrecipient Monitoring and Management

The College may at time make the determination to make engage other non-federal entities to assist in the carrying out a part of the Federal award received by the College. This subaward does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the College considers a contract. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

The subrecipient is one that meets the following characteristics:

A. Determines who is eligible to receive what Federal assistance;
B. Has its performance measured in relation to whether objectives of a Federal program were met;
C. Has responsibility for programmatic decision making;
D. Is responsible for adherence to applicable Federal program requirements specified in the Federal award; and
E. In accordance with its agreement, uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity.

In the event that subrecipients are engaged in the federally funded grant program, the College will ensure that every subaward is clearly identified to the subrecipient as a subaward. The College will provide the subrecipients with the following information:

A. Federal Award Identification information as required in 2 CFR 200-331(a)(1)
B. All requirements imposed by the College on the subrecipient so that the Federal award is used in accordance with Federal statutes, regulations and the terms and conditions of the Federal award.
C. Any additional requirements that the College imposes on the subrecipient in order for the College to meet its own responsibility to the Federal awarding agency including identification of any required financial and performance reports;

D. An approved federally recognized indirect cost rate negotiated between the subrecipient and the Federal government or, if no such rate exists, either a rate negotiated between the College and the subrecipient.
E. A requirement that the subrecipient permit the College and its auditors to have access to the subrecipient's records and financial statements as necessary for the College to meet the requirements imposed by the terms and conditions of the grant.
F. Appropriate terms and conditions concerning closeout of the subaward.

The College will be responsible for the evaluation of each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate subrecipient monitoring. Areas of consideration will include such factors as:

A. The subrecipient's prior experience with the same or similar subawards;
B. The results of previous audits including whether or not the subrecipient receives a Single Audit and the extent to which the same or similar subaward has been audited as a major program;
C. Whether the subrecipient has new personnel or new or substantially changed systems; and
D. The extent and results of Federal awarding agency monitoring

The College will be responsible for monitoring the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved. The College's monitoring of the subrecipient will include:

A. Reviewing financial and programmatic reports required by the College.
B. Following-up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the subrecipient from the College which are detected through audits, on-site reviews, and other means.
C. Issuing a management decision for audit findings pertaining to the Federal award provided to the subrecipient from the College as required by 2 CFR 200.521 Management decision.

The College will be responsible for verifying that the subrecipient is audited as required. The College may consider whether the results of the subrecipient's audits, on-site reviews, or other monitoring indicate conditions that necessitate adjustments to its own records.

The College has the ability to consider taking enforcement action against noncompliant subrecipients as described in § 200.338 Remedies for noncompliance of this part and in program regulations.

CAMPUS POLICE AND SECURITY DEPARTMENT – SECTION 6

6. CAMPUS POLICE AND SECURITY DEPARTMENT

6.1000 Campus Police

POLICY

The Rend Lake College Police Department receives its legal authority through the Public Community College Act, Chapter 110 ILCS 805/3-42.1, of Illinois Compiled Statutes. The Rend Lake College Police Department is made up of Law Enforcement Officers and Security Officers. Law Enforcement Officers will receive their training through the Illinois Law Enforcement Training and Standards Board.

Members of the Rend Lake College Police Department who are Law Enforcement Officers as defined by the Illinois Police Training Act, Chapter 50 ILCS 705 of the Illinois Compiled Statutes, are peace officers under the laws of this State, with all of the powers of police officers in cities and sheriffs in counties, including the power to make arrests on view or on warrants for violations of State statutes and to enforce county or city ordinances in all counties that lie within the Rend Lake College District, when such is required for the protection of community college personnel, students, visitors, property or interests of Rend Lake College.

Members of the Rend Lake College Police Department, who are Security Officers, are Non-Law Enforcement officers whose job requirements include performing patrols and security-type functions required for the protection of community college personnel, students, visitors, property or interests of Rend Lake College.

The Rend Lake College Police Department has been empowered by the Rend Lake College Board of Trustees with various functions required for the necessary protection of Rend Lake College students, staff, visitors, properties and interests or for the proper maintenance, operation or development of any community college or colleges under the jurisdiction of the Rend Lake College Board.

The purpose of Rend Lake College's Police Department is to ensure that the College's campus is a safe, secure one. The Chief of Police and the employees who report to him/her depend on help from students and employees to accomplish this purpose. Police Department personnel are available to do the following:

PROCEDURE

A. Respond to Emergency Situations

Campus Police will respond to emergency situations and/or secure the necessary emergency help from outside agencies and will notify the appropriate administrators of the emergency situation.

B. Secure Facilities

The Rend Lake College Police Department is responsible for doing safety/security audits, checking lights, locks, fire extinguishers, and fire alarms. Police Department personnel are responsible for providing access to facilities at times other than when the campus is open. Emergencies may necessitate changes or alteration to any posted schedules. Areas of the campus determined to be problematic may have security surveys conducted of them. Results of such surveys will be provided to the Office of the President and may be provided to other administrators or the Physical Plant to determine steps that need to be taken to make the area more secure and safer for the college.

C. Enforce the Law and College Policy

The Chief of Police and Campus Police Officers have law enforcement authority which means each has all powers of police officers in cities and sheriffs in counties, including the power to make arrests on view or on warrants of violation of State statutes and to enforce county or city ordinances in all counties that lie within the community college district when such is required for the protection of community college personnel, students, property, or interests. Such officers shall have no power to serve and execute civil process. Police personnel will not make arrests off-campus without approval of the Chief of Police and the

college President. The Chief of Police and other department personnel will work closely with the Jefferson County Sheriff's Office and other agencies as needed. In addition to consulting with, requesting information or assistance from, and turning information or evidence, as permitted by law, over to other law-enforcement agencies, the Chief of Police will follow these guidelines when working with any on-campus student problem:

1. In most misdemeanor and some felony cases (Class IV, Class III, Class II) the following steps will be taken:
    a. The Chief of Police will investigate the incident or cause the incident to be investigated.
    b. The Chief of Police will meet with the Associate Vice President – Academic & Student Services and other appropriate administrators to decide what action the College should take. The College president must approve the decision to press charges.
        i. If charges are to be filed, the Chief of Police or his designee will complete the investigation and then turn all information over to the Jefferson County States Attorney's Office. The College may also consider imposing College disciplinary sanctions.
        ii. Even if charges are not filed, the College may impose College disciplinary sanctions.
2. In all Class I and Class X felony cases, the following steps will be taken:
        i. The Chief of Police or his designee will immediately call the Jefferson County Sheriff's Department and/or the State Police. The outside agency will then be responsible for the investigation and follow-up.
        ii. The Chief of Police will assist the outside law enforcement agency(ies) and will advise the President and other appropriate administrators of the situation.
        iii. The Chief of Police will be involved in the decision, along with the President and appropriate administrators, to make timely reports to the campus community on crimes considered to be a threat to other students and employees.
3. On each adjudicated case in which a finding of racial, ethnic or religious intimidation or sexual harassment made in the grievance procedure established by the College, the Chief of Police will report the adjudication, within reasonable time, to the President.
4. In all reports received by Campus Police alleging the commission of a hate crime, the following steps will be taken:
        i. The Chief of Police or his designee will immediately forward the report to the Jefferson County State's Attorney.
        ii. The Chief of Police will advise the College President and other appropriate administrators of the situation and will assist the State's Attorney and the outside law enforcement agency(ies) in the investigation.

D. Security Awareness and Crime Prevention

The Chief of Police, along with the Campus Safety Committee, will provide articles of security awareness and crime prevention to the campus community, and will place appropriate information at various locations on campus. The articles and information will encourage students to lock car doors, to be careful at used book sale time, and to report unusual, perhaps criminal, situations to the Chief of Police by stopping by his/her office or by dialing extension 1911. These fliers, at appropriate times, will tell students and employees what to do during a tornado, earthquake, fire, or other disaster situation. These informational pieces will also refer students to the Student Handbook for the policy concerning possession and use of alcohol and illegal drugs.

6.1005 Traffic and Parking Regulations

POLICY

The Chief of Police and police personnel will be responsible for traffic control on campus.

Rend Lake College provides parking for students, faculty, staff and visitors on campus free of charge. Parking is permitted in several designated areas or lots on campus to allow for an orderly flow of traffic. All motor vehicles are subject to traffic signs, signals, and regulations while on campus including but not limited to the following:

A. Vehicles must be parked in authorized parking spaces. No parking will be permitted on the campus road unless authorized by the Chief of Police.
B. The speed limit on campus is 15 miles per hour unless otherwise posted.
C. Students and employees must obey traffic signs.
D. Pedestrians shall be given the right-of-way at all times in the College parking lots and road. Pedestrians should exercise all due caution.
E. In order to park in a handicapped parking space, a person must have a state-issued handicapped card or license plate. A person with a temporary handicap must obtain a College handicapped parking permit from the Chief of Police. Documentation may be required to determine the temporary handicapping condition.

Fines for parking violations are listed in Policy 6.7. Fines may be paid in the business office during normal business hours. Failure to pay fines will result in the withholding of records and/or denial of registration for subsequent terms.

Vehicles subject to towing at the owner's expense include the following:

- Vehicles parked on sidewalks, grass, or crosswalks.
- Repeated violations of parking in "Disability Parking" spaces without proper permit displayed.
- Vehicles which have accumulated three or more unpaid parking citations.
- Any vehicle determined to be abandoned inoperable.
- Vehicles parked in such a way as to impede the normal traffic flow, both vehicular and pedestrian.

PROCEDURE

If disability parking is needed, contact Rend Lake College Police Department for information regarding requirements which may be established by the Administration.

Any person who receives a campus citation may file a written request for an appeal in writing with the Associate Vice President – Academic & Student Services. Such requests must be made within two working days. The Associate Vice President – Academic & Student Services will conduct a hearing with the violator and the officer. The Associate Vice President's decision will be final.

6.1010 Use of Force

POLICY

The Rend Lake College Police Department Law Enforcement Officers will comply with existing law on the use of force. Sworn officers may resort to the use of force only when permitted by law. Rend Lake College Police Department Sworn Officers will follow Illinois Compiled Statues 720 ILCS 5/7-5; 7-5.5; 7-6; 7-8; 7-9**; 7-15; and 7-16**.

PROCEDURE

A peace officer, or any person whom he has summoned or directed to assist him, need not retreat or desist from efforts to make a lawful arrest because of resistance or threatened resistance to the arrest. He is justified in the use of any force which he reasonably believes, based on the totality of the circumstances, to be necessary to effect the arrest and of any force which he reasonably believes, based on the totality of the circumstances, to be necessary to defend himself or another from bodily harm while making the arrest. However, he is justified in using force likely to cause death or great bodily harm only when he reasonably believes, based on the totality of the circumstances, that such force is necessary to prevent death or great bodily harm to himself or such other person, or when he reasonably believes, based on the totality of the circumstances, both that:

1. Such force is necessary to prevent the arrest from being defeated by resistance or escape; the officer reasonably believes that the person to be arrested cannot be apprehended at a later date, and the officer reasonably believes that the person to be arrested is likely to cause great bodily harm to another; and
2. The person to be arrested just committed or attempted a forcible felony which involves the infliction or threatened infliction of great bodily harm or is attempting to escape by use of a deadly weapon, or otherwise indicates that he will endanger human life or inflict great bodily harm unless arrested without delay

"Totality of the circumstances" means all facts known to the peace officer at the time, or that would be known to a reasonable officer in the same situation, including the conduct of the officer and the subject leading up to the use of deadly force.

Where feasible, a peace officer shall, prior to the use of force, make reasonable efforts to identify himself or herself as a peace officer and to warn that deadly force may be used, unless the officer has reasonable grounds to believe that the person is aware of those facts.

A peace officer shall not use deadly force against a person based on the danger that the person poses to himself or herself if a reasonable officer would believe the person does not pose an imminent threat of death or serious bodily injury to the peace officer or to another person.

A peace officer shall not use deadly force against a person who is suspected of committing a property offense, unless that offense is terrorism or unless deadly force is otherwise authorized by law.

"Deadly force" means any use of force that creates a substantial risk of causing death or serious bodily injury, including, but not limited to, the discharge of a firearm.

A threat of death or serious bodily injury is “imminent" when, based on the totality of the circumstances, a reasonable officer in the same situation would believe that a person has the present ability, opportunity, and apparent intent to immediately cause death or serious bodily injury to the peace officer or another person. An imminent harm is not merely a fear of future

harm, no matter how great the fear and no matter how great the likelihood of the harm, but is one that, from appearances, must be instantly confronted and addressed.

The authority to use physical force conferred on peace officers is a serious responsibility that shall be exercised judiciously and with respect for human rights and dignity and for the sanctity of every human life.

Peace officers shall use deadly force only when reasonably necessary in defense of human life. In determining whether deadly force is reasonably necessary, officers shall evaluate each situation in light of the particular circumstances of each case and shall use other available resources and techniques, if reasonably safe and feasible to a reasonable officer.

The decision by a peace officer to use force shall be evaluated from the perspective of a reasonable officer in the same situation, based on the totality of the circumstances known to or perceived by the officer at the time of the decision, rather than with the benefit of hindsight, and that the totality of the circumstances shall account for occasions when officers may be forced to make quick judgments about using force.

When a sworn officer, either on- or off-duty, uses any measure of force, by a firearm or any other means, beyond officer presence and handcuffing a compliant individual, the sworn officer will:

- Ensure the physical condition of the person(s) is evaluated. First aid will be rendered and emergency medical aid summoned, as appropriate.
- Complete a Rend Lake College Police Department Incident Report classifying the incident as Officer Use of Force.
    - Every Officer involved in any Use of Force encounter will complete a Written Report w/narrative and a Use of Force Report.
    - The Primary/Contact Officer will prepare the Incident Report w/narrative and the Use of Force Report along with any other required documentation.
    - The Back-up/Support Officer(s) will prepare a Supplementary Report w/narrative and the Use of Force Report along with any other required documentation to be attached to the Incident Report.

The Rend Lake College Chief of Police and/or Deputy Chief will review the Incident Report, any Supplementary Reports, and any other documents and media related to the incident and forward this material to the Rend Lake College President for review.

6.1011 Investigation of Law Enforcement Officer-Involved Shootings or Deaths

POLICY

The Rend Lake College Police Department Sworn Law Enforcement Officers will comply with existing law on the investigation of all types law enforcement officer-involved deaths and/or shootings. Rend Lake College Police Department law enforcement and security officers will be investigated per the rules and regulations found in 50 ILCS 727.

PROCEDURE

For the purposes of Rend Lake College Policy 6.1011, officer-involved death means “any death of an individual that results directly from an action or directly from an intentional omission, including unreasonable delay involving a person in custody or intentional failure to seek medical attention when the need for treatment is apparent, of a law enforcement officer while the officer is on duty, or otherwise acting within the scope of his or her employment, or while the officer is off duty, but performing activities that are within the scope of his or her law enforcement duties. "Officer-involved death" includes any death resulting from a motor vehicle accident, if the law enforcement officer was engaged in law enforcement activity involving the individual or the individual's vehicle in the process of apprehension or attempt to apprehend.”

“Officer-involved shooting” means any instance when a law enforcement officer discharges his or her firearm causing injury or death to a person or persons during the performance of his or her official duties or in the line of duty.

In the event that a Rend Lake College law enforcement officer is involved in a situation which results in a shooting and/or death while carrying out the tasks and duties involved in the protection of campus assets and individuals, the following steps must be taken as part of the investigation of the incident:

- Each officer-involved death investigation shall be conducted by at least 2 investigators, or an entity or agency comprised of at least 2 investigators, one of whom is the lead investigator. The lead investigator shall be a person certified by the Illinois Law Enforcement Training Standards Board as a Lead Homicide Investigator, or similar training approved by the Illinois Law Enforcement Training Standards Board or the Illinois State Police, or similar training provided at an Illinois Law Enforcement Training Standards Board certified school. No investigator involved in the investigation may be employed by the law enforcement agency that employs the officer involved in the officer-involved death, unless the investigator is employed by the Illinois State Police and is not assigned to the same division or unit as the officer involved in the death.

- If the officer-involved death being investigated involves a motor vehicle accident, at least one investigator shall be certified by the Illinois Law Enforcement Training Standards Board as a Crash Reconstruction Specialist, or similar training approved by the Illinois Law Enforcement Training Standards Board or the Illinois State Police, or similar training provided at an Illinois Law Enforcement Training Standards Board certified school.

- The investigators conducting the investigation shall, in an expeditious manner, provide a complete report to the State's Attorney of the county in which the officer-involved death occurred.

- If the State's Attorney, or a designated special prosecutor, determines there is no basis to prosecute the law enforcement officer involved in the officer-involved death, or if the law enforcement officer is not otherwise charged or indicted, the investigators shall publicly release a report.

- If a Rend Lake College law enforcement officer has been involved in an officer-involved shooting, the officer involved must submit to drug and alcohol testing as soon as practical after the officer-involved shooting but no later than the end of the involved officer’s shift or tour of duty.

- Following an officer-involved shooting, the Rend Lake College law enforcement officer involved must directly report the shooting to either the Chief of Police or the Deputy Chief. The Rend Lake College Chief of Police and/or Deputy Chief will conduct a thorough review of the circumstances of the officer-involved shooting. The Chief of Police and/or Deputy Chief will immediately report the incident to the President. In addition, a formal written report detailing all pertinent information will be submitted to the President within 24 hours following the incident.

6.1015 Mandatory Screening and Training of Law Enforcement Officers and Security Officers

POLICY

The Rend Lake College Chief of Police and/or Deputy Chief will be responsible for ensuring that all law enforcement officers and security officers complete all screenings and training as required by 50 ILCS 705

and conducted by the Illinois Law Enforcement Training Standards Board.

PROCEDURE

Rend Lake College Law Enforcement Officers will complete all required screenings and training as directed by either the Rend Lake College Chief of Police and/or Deputy Chief. Upon completion of mandated screenings, trainings, and/or other specialized professional development programs, law enforcement and security officers will submit to either the Chief of Police and/or Deputy Chief proper documentation of applicable screenings and training received. In addition, officers will also submit copies of documentation of the completed screenings and training to the HR Department to be included in the officer's personnel file. On an annual basis in January, the Chief of Police or Deputy Chief will submit a listing of all the trainings completed during the subsequent calendar year by any Rend Lake College law enforcement officer to the President's Office and to the HR department.

6.1020 Use of Body-Worn Cameras by Law Enforcement Officers

POLICY

Pursuant to the Law Enforcement Officer-Worn Body Camera Act 50 ILCS 706/1 et seq, the Rend Lake College Police Department will implement the use of officer-worn body cameras for all law enforcement officers on or before January 1, 2025.

PROCEDURE

The following shall serve as guidelines for use of the body cameras worn by all law enforcement officers employed by Rend Lake College:

A. Operation:

(1) If an officer is assigned to wear a body-worn camera, it must be turned on at all times when the officer is:

(a) on-duty,

(b) visibly wearing:

1. any officially authorized uniform designated by a law enforcement agency, or,

2. articles of clothing, a badge, tactical gear, gun belt, a patch, or other insignia that he or she is a law enforcement officer acting in the course of his or her duties

(c) and is:

1. responding to calls for service, or

2. engaged in any law enforcement-related encounter or activity:

A. This includes, but is not limited to, traffic stops, pedestrian stops, arrests, searches, interrogations, investigations, pursuits, crowd control, traffic control, noncommunity caretaking interactions with an individual while on patrol, or any other instance in which the officer is enforcing the laws of the municipality, county, or State, but

B. This does not include when the officer is completing paperwork alone or only in the presence of another law enforcement officer.

(2) The officer must provide notice of recording, verbal or otherwise, to any person if the person has a reasonable expectation of privacy and proof of notice must be evident in the recording. If exigent circumstances exist which prevent the officer from providing notice, notice must be provided as soon as practicable.

(3) If exigent circumstances exist which prevent the camera from being turned on, the camera must be turned on as soon as practicable.

(4) Officer-worn body cameras may be turned off when the officer is inside of a patrol car which is equipped with a functioning in-car camera; however, the officer must turn on the camera upon exiting the patrol vehicle for law enforcement-related encounters.

(5) Cameras must be turned off when:

(a) the victim of a crime requests that the camera be turned off, and unless impractical or impossible, that request is made on the recording;

(b) a witness of a crime or a community member who wishes to report a crime requests that the camera be turned off, and unless impractical or impossible that request is made on the recording; or

(c) the officer is interacting with a confidential informant used by the law enforcement agency.

(6) An officer may continue to record or resume recording a victim or a witness, if exigent circumstances exist, or if the officer has reasonable articulable suspicion that a victim or witness, or confidential informant has committed or is in the process of committing a crime. Under these circumstances, and

unless impractical or impossible, the officer must indicate on the recording the reason for continuing to record despite the request of the victim or witness.

(7) Cameras may be turned off when the officer is engaged in community caretaking functions. This applies to any task undertaken by a law enforcement officer in which the officer is performing an articulable act unrelated to the investigation of a crime. "Community caretaking function" includes, but is not limited to, participating in town halls or other community outreach, helping a child find his or her parents, providing death notifications, and performing in-home or hospital well-being checks on the sick, elderly, or persons presumed missing. However, the camera must be turned on when the officer has reason to believe that the person on whose behalf the officer is performing a community caretaking function has committed or is in the process of committing a crime. If exigent circumstances exist which prevent the camera from being turned on, the camera must be turned on as soon as practicable.

B. Recording Capabilities:

(1) Cameras must be equipped with pre-event recording, capable of recording at least the 30 seconds prior to camera activation, unless the officer-worn body camera was purchased and acquired by the law enforcement agency prior to July 1, 2015.

(2) Cameras must be capable of recording for a period of 10 hours or more, unless the officer worn body camera was purchased and acquired by the law enforcement agency prior to July 1, 2015.

C. Review:

(1) For the purposes of redaction, labeling, or duplicating recordings, access to camera recordings shall be restricted to only those personnel responsible for those purposes. The recording officer and his or her supervisor may access and review recordings prior to completing incident reports or other documentation, provided that the officer or his or her supervisor discloses that fact in the report or documentation.

D. Retention:

(1) Recordings made on officer-worn cameras must be retained by the law enforcement agency or by the camera vendor used by the agency, on a recording medium for a period of 90 days.

(a) Under no circumstances shall any recording made with an officer-worn body camera be altered, erased, or destroyed prior to the expiration of the 90-day storage period.

(b) If any data is altered, erased, or destroyed prior to the expiration of the 90-day storage period, the managing officer must complete an accidental deletion report indicating the name of the individuals involved, the dates of the recording, review and or deletion, the reason for the deletion, and any corrective actions taken as a result. This report must be reviewed and verified

by a supervisor and the chief, sheriff or chief administrator. Any such reports must be included in the annual report provided to the Board.

(c) Following the 90-day storage period, any and all recordings made with an officer worn body camera must be destroyed, unless any encounter captured on the recording has been flagged. An encounter is deemed to be flagged when:

(i) a formal or informal complaint has been filed;

(ii) the officer discharged his or her firearm or used force during the encounter;

(iii) death or great bodily harm occurred to any person in the recording;

(iv) the encounter resulted in a detention or an arrest, excluding traffic stops which resulted in only a minor traffic offense or business offense;

(v) the officer is the subject of an internal investigation or otherwise being investigated for possible misconduct;

(vi) the supervisor of the officer, prosecutor, defendant, or court determines that the encounter has evidentiary value in a criminal prosecution; or

(vii) the recording officer requests that the video be flagged for official purposes related to his or her official duties.

(d) Under no circumstances shall any recording made with an officer-worn body camera relating to a flagged encounter be altered or destroyed prior to 2 years after the recording was flagged. If the flagged recording was used in a criminal, civil, or administrative proceeding, the recording shall not be destroyed except upon a final disposition and order from the court.

(2) Following the 90-day storage period, recordings may be retained if a supervisor at the law enforcement agency designates the recording for training purposes. If the recording is designated for training purposes, the recordings may be viewed by officers, in the presence of a supervisor or training instructor, for the purposes of instruction, training, or ensuring compliance with agency policies.

E. Purpose

(1) Recordings shall not be used to discipline law enforcement officers unless:

(a) a formal or informal complaint of misconduct has been made;

(b) a use of force incident has occurred;

(c) the encounter on the recording could result in a formal investigation under the Uniform Peace Officers' Disciplinary Act; or

(d) as corroboration of other evidence of misconduct.

(2) Nothing in this section shall be construed to limit or prohibit a law enforcement officer from being subject to an action that does not amount to discipline.

F. Care and Maintenance:

(1) The law enforcement agency shall ensure proper care and maintenance of officer-worn body cameras. Upon becoming aware, officers must as soon as practical document and notify the

ppropriate supervisor of any technical difficulties, failures, or problems with the officer-worn body camera or associated equipment.

(2) Upon receiving notice, the appropriate supervisor shall make every reasonable effort to correct and repair any of the officer-worn body camera equipment.

G. Public Recording:

(1) No officer may hinder or prohibit any person who is not a law enforcement officer, from recording a law enforcement officer in the performance of his or her duties in a public place or when the officer has no reasonable expectation of privacy.

(2) The unlawful confiscation or destruction of the recording medium of a person who is not a law enforcement officer by a Rend Lake College Law Enforcement Officer will result in progressive discipline compensatory with the seriousness of the crime and level of criminal offense.

(3) However, an officer may take reasonable action to maintain safety and control, secure crime scenes and accident sites, protect the integrity and confidentiality of investigations, and protect the public safety and order.

H. Reporting

(1) Each law enforcement agency which employs the use of officer-worn body cameras must provide an annual report to the Board, on or before May 1 of the year.

(2) The report shall include:

(a) a brief overview of the makeup of the agency, including the number of officers utilizing officer-worn body cameras;

(b) the number of officer-worn body cameras utilized by the law enforcement agency;

(c) any technical issues with the equipment and how those issues were remedied;

(d) a brief description of the review process used by supervisors within the law enforcement agency;

(e) for each recording used in prosecutions of conservation, criminal, or traffic offenses or municipal ordinance violations:

(i) the time, date, location, and precinct of the incident;

(ii) the offense charged and the date charges were filed; and

(f) any other information relevant to the administration of the program.

6.1025 Monthly Reporting Requirements

POLICY

The Rend Lake College Chief of Police and/or Deputy Chief will be responsible reporting of all incidents to the Illinois Department of State Police as required by the Uniform Crime Reporting Act 50 ILCS 709 et. seq.

6.1030 Police Interactions with Individuals with Intellectual and Developmental Disabilities

POLICY

The Rend Lake College Police Departments recognizes that additional actions and considerations may be required when dealing with individuals who have an intellectual or developmental disability. It is the purpose of this policy to provide law enforcement and security officers with guidelines for appropriately accommodating, interacting, and communicating with individuals with intellectual and developmental disabilities (I/DD). Law enforcement and security officers will treat people with I/DD with dignity and respect; utilize de-escalation protocols when appropriate; and seek alternatives to physical custody whenever possible.

PROCEDURE

A. Use of De-escalation Techniques

Some people with I/DD might become easily upset and can engage in self-harming behaviors or act in aggressive ways. Fear, including fear of law enforcement, frustration, and changes in their daily routines and surroundings can trigger such behavior. The mere presence of an officer can also be a source of stress. People with I/DD often have impairments that make it difficult for them to process incoming sensory information. Therefore, when interacting with individuals with I/DD, officers should do the following:

1. Speak calmly.
2. Repeat short, direct phrases in a calm voice. Avoid slang or euphemisms.
3. Use nonthreatening body language, soft gestures, and avoid abrupt movements or actions. Keep hands at sides and visible when possible.
4. Whenever reasonable and practical, avoid touching the person unless there is an emergency situation.
5. Maintain a safe distance, providing the person with a zone of comfort that will also serve as a buffer for officer safety.
6. Eliminate, to the degree possible, loud sounds, bright lights, and other sources of overstimulation by turning off sirens and flashing lights; asking others to move away; or, if possible, moving the person to quieter surroundings.
7. Keep canines in the law enforcement vehicle and preferably away from the area. However, be aware that the person might have a service animal. Do not separate a person from his or her service animal if at all possible
8. If safe to do so, avoid taking mobility devices, such as canes, scooters, or wheelchairs away from the person. If necessary to move or transport such items, ask the person the best way to do so.
9. Look for medical identification tags on wrists, necks, shoes, belts, or other apparel. Some persons, both verbal and non-verbal, carry wallet cards noting that they have I/DD and that provide a contact name and telephone number of a family member or other information.

10. If desired by the person with a disability, call his or her support person, when such information is available, or a disability advocacy organization for assistance.

11. Be prepared for a potentially long encounter, as dealings with such individuals should not be rushed unless there is an emergency situation. Officers should inform their communications personnel or supervisor if a prolonged encounter is expected.

12. Do not interpret odd behavior as belligerent or aggressive. In a tense or unfamiliar situation, some people with I/DD might shut down and close off unwelcome stimuli (e.g., cover ears or eyes, lie down, shake or rock, repeat questions, sing, hum, make noises, or repeat information in a robotic way). This behavior is a protective mechanism for dealing with troubling or frightening situations.

13. Do not stop the person from repetitive behavior unless it is harmful to him or her or others.

14. Be aware of different forms of communication. Some people with I/DD carry a book of universal communication icons. Pointing to one or more of these icons will allow them to communicate where they live, their family member or support person's name, address, or what they might need. Those with communication difficulties can also demonstrate different speaking capabilities, such as incorrectly using words.

B. Taking Persons with I/DD into Custody

Officers should seek alternatives to physical custody of individuals with I/DD, as it is likely to initiate a severe anxiety response and further escalate a situation. This might include release of the person to his or her family, a support person, or a community-based diversion program. In more serious offense situations or where alternatives to arrest are not permissible, officers shall observe the following guidelines:

1. Contact a supervisor.

2. Employ calming and reassuring language and de-escalation protocols.

3. If possible, contact the person's family member, support person, or other trusted individual to accompany him or her and to assist in the calming and intervention process. If a support person is not readily available, request an individual appropriately trained in crisis intervention, if available.

4. When reasonable and practical, avoid physical restraints. The use of such restraints can injure the person or limit the person's ability to communicate (e.g., a person who uses American Sign Language can no longer sign) or move independently (e.g., someone who uses a wheelchair or scooter can no longer use these devices).

5. When possible, avoid using body weight to restrain the individual. When unavoidable, extreme caution should be exercised.

6. In accordance with this agency's policy on transportation of prisoners, search the individual for weapons prior to transport. Do not remove any assistive devices from the person if at all possible, including canes, communication icons, hearing aids, braces, etc.

7. Prior to giving a *Miranda* warning or rights pertaining to custodial interrogation, consult a detective or investigator and have the person's lawyer present to help protect his or her rights.

8. If possible and practical, do not incarcerate the person in a holding facility. If the person must be detained, ask if the person prefers to be housed alone, with a smaller group of people, or in a larger group, in accordance with agency policy. Some people with I/DD will be greatly harmed by placement in administrative segregation. Note during booking that the person has I/DD and should be classified and assigned to the appropriate housing unit. No person with I/DD should be housed in a medical unit unless treatment is needed.

9. Until alternative arrangements can be made, and when safe to do so, place the individual in a quiet room with a support person if requested, another responsible individual, or an officer who has experience interacting with people with I/DD.

10. Provide the person with any comfort items or assistive devices that might have been in his or her possession at the time of arrest (e.g., toys, canes, reading devices, etc.), in accordance with agency policy.

C. Interviews, Interrogations, and Use of the *Miranda*/Custodial Rights Warnings

1. Officers conducting interviews or interrogations of a person who is suspected of having I/DD should consult with a supervisor, detective, or investigator assigned to the case, or the prosecuting attorney's office to determine how to proceed.

2. A support person or disability advocate should be allowed to be present to help ensure the person's rights are protected.

3. *Miranda* or other custodial rights warnings should not be given to a suspect with I/DD without his or her lawyer present. Many people with I/DD are not able to fully understand their rights, but will agree with the officer in order to hide their disability or to appear cooperative. However, alternative or simpler versions of these warnings may be used. Officers should also ask suspects to repeat their rights in their own words to ensure understanding.

4. Interrogations of suspects with I/DD should be recorded and the person should be notified that the interrogation is being recorded. If the interrogation is not recorded, the reason shall be documented.

5. When interviewing individuals with I/DD, officers should do the following:

    a. Determine the individual's primary mode of communication and provide necessary accommodations, translation services, or both.

    b. Not interpret lack of eye contact and seemingly strange actions or responses as indications of deceit, deception, or evasion of questions.

    c. Use simple, straightforward questions. However, avoid yes or no questions, as the individual might simply choose either yes or no in an effort to please the officer, rather than provide factual information.

d. Not suggest answers, attempt to complete thoughts of persons slow to respond, or pose hypothetical conclusions, recognizing that people with I/DD can be more easily manipulated and might also be highly suggestible.

6.1035 Administration of Narcan

POLICY

Rend Lake College Police Department staff may administer Narcan (Naloxone Hydrochloride) in accordance with the mandated training guidelines determined and provided by the College and pursuant to 20 ILCS 301/5-23.

The following definitions will apply as part of this policy:

Opioid – A sedative / depressant narcotic used primarily in medicine for pain relief. Opioids derive from natural, semi-synthetic, and fully synthetic opioids and repress the urge to breathe by attaching to opiate receptors in the brain.

Narcan (Naloxone Hydrochloride) – A medication which is an opioid antagonist and used to counter the effects of an opioid overdose by replacing opioids from opiate receptors in the brain.

PROCEDURE

Rend Lake College Police Department staff will assess any potential overdose victim to determine unresponsiveness, breathing, and other indicators of an opiate induced overdose.

If an opiate overdose is suspected, Rend Lake College Police Department staff shall use universal precautions and protections from blood borne pathogens and communicable diseases.

Rend Lake College Police Department staff shall then respond to a potential opioid overdose by following the standard operating procedures for assessing and responding to emergency situations and per training received in the use of Narcan.

Upon EMS's arrival at the scene Rend Lake College Police Department staff will immediately notify EMS personnel whether they administered Narcan and the number of doses administered.

Storage and Replacement

Rend Lake College Police Department staff will ensure that Narcan doses are properly stored. Documentation of any used, lost, or damaged Narcan doses will be maintained by the Rend Lake College Chief or his designee.

Documentation/Narcan Reporting

Following the administration of Narcan, staff members will submit a written report detailing the nature of the incident, the care the individual received, and the fact that the Narcan was administered. All reports should be forwarded to the Police Chief or his designee.

6.1040 Administration of Epinephrine

POLICY

Rend Lake College staff who have successfully completed the required training program may administer Epinephrine in accordance with the mandated training guidelines determined and provided by the College and pursuant to 50 ILCS 705/10.19 and 105 ILCS 5/22-30.

The following definition will apply as part of this policy:

Epinephrine injector – auto-injector approved by the United States Food and Drug Administration for the administration of epinephrine and a pre-filled syringe approved by the United States Food and Drug Administration and used for the administration of epinephrine that contains a pre-measured dose of epinephrine that is equivalent to the dosages used in the auto-injector

PROCEDURE

Rend Lake College Police Department staff will complete an advanced training program to recognize and respond to anaphylaxis, including the administration of an epinephrine injector. The training will include, at a minimum, all the requirements included in 50 ILCS 705/10.19.

Following the successful completion of the required training, a member of the Rend Lake College Police Department staff is authorized to carry, administer, or assist with the administration of epinephrine injectors provided by the College whenever he or she is performing official duties.

A physician, physician's assistant with prescriptive authority, or advanced practice registered nurse with prescriptive authority may provide a standing protocol or prescription for epinephrine injectors in the name of the College to be maintained for use when necessary.

When a medically trained staff member administers an epinephrine injector in good faith, the Law Enforcement or Security Officer and the College, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury or death arising from the use of an epinephrine injector.

The Rend Lake College Police Chief will ensure that epinephrine injectors are provided. In addition, he/she will be responsible for continued training in the administration of the epinephrine injectors. The Police Chief will ensure the proper storage, transportation, and the disposal.

6.1045 Public Access Defibrillation

POLICY

Sudden cardiac arrest (SCA) can occur at all ages. The only treatment of SCA is defibrillation such as that provided by an automated external defibrillator (AED). In the United States, more than 350,000 people die each year from SCA before reaching a hospital. In many cases SCA can be reversed with early defibrillation. Defibrillation involves shocking the heart with an electric current that allows the heart to reestablish its normal rhythm. To be most effective, defibrillation must occur as soon as possible after the onset of SCA. The chance of survival from sudden cardiac arrest decreases by 7-10 percent per minute until defibrillation. AEDs have been shown to be easy to use (by nonmedical personnel), are safe, and are effective in saving lives.

A. Emergency Response Preparedness

All employees will be offered a chance to participate in a Cardiopulmonary Resuscitation (CPR) course which includes Automated External Defibrillation (AED) training.

B. Law Enforcement Duty to Render Aid - Per 720 ILCS 5-7-15, law enforcement officers must, as soon as reasonably practical, determine if a person is injured, whether as a result of a use of force or otherwise, and render medical aid and assistance consistent with training and request emergency medical assistance if necessary. "Render medical aid and assistance" includes, but is not limited to, (i) performing emergency life-saving procedures such as cardiopulmonary resuscitation or the administration of an automated external defibrillator; and (ii) the carrying, or the making of arrangements for the carrying, of such person to a physician, surgeon, or hospital for medical or surgical

treatment if it is apparent that treatment is necessary, or if such carrying is requested by the injured person.

C. Interaction Between Lay Rescuers and Local EMS System

Upon determining the need for AED use, the rescuer will immediately activate the EMS system by phoning 911. Upon activating the EMS system, the rescuer will advise the dispatcher of the following: the type of AED in use and the location of the event (i.e.: Waugh Gymnasium at Rend Lake College in Ina).

Upon EMS arrival, the rescuer will release care of the patient to the ambulance attendant with the highest level of training. At the time of the transfer of care, the rescuer will advise the EMS personnel the status of patient upon rescuer arrival, whether or not CPR was performed, whether or not the AED administered any shocks, and any other pertinent information.

If an officer is not already in attendance, the rescuer will notify a member of the Rend Lake College Police Department immediately upon the completion of the event.

D. AED Maintenance and Checklist

AED will be evaluated weekly by using the AUTOMATED EXTERNAL DEFIBRILLATOR MAINTENANCE CHECKLIST. If a problem is identified which cannot be corrected immediately, the Cabinet member responsible for the Training Center will be contacted.

E. After Use of AED

After use of an AED, an incident report must be completed identifying all information requested. Because a representative of the security department will respond to all such events, it will be the responsibility of the responding officer to assure that the utilization form is completed and submitted along with the data card to the Dean – Allied Healt within 24 hours of the event. If the event occurs after regular business hours or on a weekend or holiday, the officer in attendance will notify the Dean – Allied Health by phone. The Dean or his/her designee will take responsibility for downloading the event information from the data card.

All supplies will be replaced and equipment tested for other replacement needs (i.e.: battery) by the attending security officer.

A review of the incident will be initiated within 24 hours of the event whenever possible. All documentation related to the event will remain on file at the College indefinitely.

6.1050 Workplace Violence

POLICY

Rend Lake College is committed to working with its employees to maintain a work environment free from violence, threats of violence, harassment, intimidation and other disruptive behavior. These behaviors will not be tolerated in our workplace. All reports of incidents will be taken seriously and will be dealt with appropriately. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties or both. Any person who observes or experiences such behavior by anyone on college premises, whether he or she is an employee or not, should report it immediately to the campus police department or local police.

6.1055 Chronic Communicable Diseases

POLICY

Rend Lake College places a high priority on the need to prevent the spread of chronic communicable diseases on campus. The college is committed to educating staff, students and the community about

communicable diseases. Specifically, because there is currently no cure or vaccine for acquired immune deficiency syndrome (AIDS), education regarding methods by which this virus may be transmitted and how to prevent transmission is essential. By adopting this policy, it is the intention of the College to promote the health and regular school attendance of our students so that they may attain their maximum potential for learning.

6.1060 Students with Chronic Communicable Diseases

POLICY

Students with identified chronic communicable diseases may attend college whenever, through reasonable accommodation, the risk of transmission of the disease and/or the risk of further injury to the student is sufficiently remote in such setting so as to be outweighed by the detrimental effects resulting from the student's exclusion from college. Placement decisions will be made by using this standard in conjunction with current, available public health department guidelines concerning the particular disease in question. Individual cases will not be prejudged; rather, decisions will be made based upon the facts of the particular case. The determination of whether a student with a chronic communicable disease may attend college shall be made in accordance with procedures implemented by the College.

The College shall respect the right to privacy of any student who has a chronic communicable disease. The student's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the student and others. Students who know that they have a chronic communicable disease have an obligation to inform the Associate Vice President – Academic & Student Services. The number of personnel aware of the student's condition will be kept at the minimum needed to assure proper care of the student and to detect situations in which the potential for transmission of the disease may increase. Persons deemed to have "a direct need to know" will be provided with the appropriate information; however, these persons shall not further disclose such information.

6.1065 Bloodborne Pathogens

POLICY

The Board of Trustees acknowledges that employees may incur possible risk when they handle or participate in procedures that involve blood, body fluid, or other potentially infectious material from a blood borne pathogen. All human blood and body fluids will be considered potentially infectious and appropriate barriers will be used to prevent exposure in accordance with applicable law.

PROCEDURE

Rend Lake College is committed to providing a safe environment for all students and staff. The college developed an exposure control plan in accordance with the Occupational Safety and Health Administration Bloodborne Pathogens Standard (29 CFR 1910.1030). This plan includes the following:

A. Exposure Determination

OSHA requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment. This exposure determination lists all job classifications in which all employees may be expected to incur such occupational exposure, regardless of frequency. The job classifications detailing staff which may incur occupational exposure to blood or other potentially infectious materials are outlined below:

Job Classification	Task/Procedure
Maintenance Staff	Bloodborne Pathogen Clean-Up
Coaching Staff	Bloodborne Pathogen Clean-Up
Laboratory Instructors	Bloodborne Pathogen Clean-Up

All employees will receive training as part of his / her orientation and will be assigned to complete annual refresher training.

B. Implementation Schedule and Methodology

Compliance Methods:
Universal precautions will be observed at this facility in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

Engineering and work practice controls will be used to eliminate or minimize exposure to employees. Where occupational exposure remains after implementing these controls, personal protective equipment shall also be used.

At this facility the following engineering controls will be used:
- Handwash facilities
- Eyewash stations
- Biohazard labels

The above controls will be examined and maintained on a regular schedule. The schedule for reviewing the effectiveness of the controls is as follows:

Handwash facilities	Weekly/Monthly
Eyewash stations	Weekly/Monthly

Handwashing facilities are readily available to the employees who incur exposure to blood or other potentially infectious materials. Handwashing facilities are located:
- Athletic training room
- Food preparation area
- Custodial storage rooms
- Biology storage
- Chemistry laboratory
- Nursing laboratory
- All restrooms
- Cosmetology laboratory

In situations where handwashing facilities are not feasible (athletic fields), an antiseptic cleanser in conjunction with clean cloth / paper towels are provided. If the alternatives are used then the hands are to be washed with soap and running water as soon as feasible.

After removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water. If employees incur exposure to their skin or mucous membranes then those areas shall be washed or flushed with water as appropriate or as soon as feasible.

All sharps shall be disposed of in a labeled container.

Personal Protective Equipment:
All personal protective equipment used will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employees' clothing, skin, eyes, mouth, or other

mucous membranes under normal conditions of use and for the duration of time that the protective equipment will be used.

Protective clothing will be provided to employees in the following manner:

Personal Protective Equipment	Task
Non-Latex Gloves	Treating cuts, abrasions, etc.
Protective Eyewear (with solid side shield)	Cleaning up chemical spills or vomit
Disposable Barrier Apron	Cleaning up chemical spills or vomit
Surgical Mask	Cleaning up chemical spills or vomit

All personal protective equipment will be cleaned, laundered, and disposed of by the employer at not cost to employees. All repairs and replacements will be made by the employer at no cost to employees.

All garments that are penetrated by blood shall be removed immediately or as soon as feasible. All personal protective equipment will be removed before leaving the work area. The following protocol has been developed to facilitate leaving the equipment at the work area:

All equipment will be disposed of in containers labeled biohazardous receptacles.

Gloves shall be worn where it is reasonably anticipated that employees may have contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes. Gloves will be available from the athletic training room, athletic medicine kits, food preparation area, custodial storage areas, biology lab, chemistry lab, nursing lab, and cosmetology lab.

Disposable gloves used at the facility are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.

Situations at this facility that would require such protection are as follows:

Cleaning up blood or any unidentifiable body fluids.

This facility will be cleaned and decontaminated according to the following schedule:

Any area contaminated with blood or other potentially infectious materials will be cleaned Immediately to prevent further contamination.

Decontamination will be accomplished by using the following materials:

A solution which includes 10% bleach and 90% water and / or other approved solution.

All contaminated work surfaces will be decontaminated after completion of procedures, immediately or as soon as feasible after any spill of blood or other potentially infectious materials, as well as at the end of the work shift if surfaces may have become contaminated since the last cleaning.

All bins, pails, cans, or similar receptacles shall be inspected and decontaminated each week by the custodian assigned to the respective area.

6.1070 Firearm Concealed Carry Policy

POLICY

It is the policy of Rend Lake College to adhere to and enforce the Illinois Concealed Carry Act, 430 ILCS 66/1 et seq, the "Act". All rules and regulations imposed as part of the Act which apply to community college facilities and operations will be in place and enforced.

The following procedures are established to ensure compliance.

PROCEDURE

As indicated in the Act (430 ILCS 66/65(a)(15)), concealed firearms may NOT be carried into "any building, classroom, laboratory, medical clinic, hospital, artistic venue, athletic venue, entertainment venue, whether owned or leased, any real property, including parking areas, sidewalks, and common areas under the control of a public or private community college, college, or university," with the following exceptions:

A. On or about his/her person within a vehicle in the parking areas of College-owned property. Firearms will not be allowed within vehicles in parking areas which are less than 125 yards from the Rend Lake College Foundation Children's Center or any other property where Rend Lake College is engaged in providing child care services or events.

B. Any public right of way that touches or crosses community college property.

C. When the firearm is going to be used for the purpose of instruction or curriculum of officially recognized College programs and offerings or in any designated area used within those programs or offerings.

For the above specified areas onto which a concealed firearm is allowed, the following additional rules will apply:

A. A person licensed to carry a concealed firearm must store the firearm and ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area. For the purpose of this subsection, "case" includes a glove compartment or console that completely encloses the concealed firearm or ammunition, the trunk of the vehicle, or a firearm carrying box, shipping box, or other container.

B. A person licensed to carry a concealed firearm may exit a vehicle and carry a concealed firearm in the immediate area surrounding his or her vehicle within a prohibited parking area only for the LIMITED purpose of storing or retrieving a firearm within the vehicle's trunk, provided the person ensures the concealed firearm is unloaded prior to exiting the vehicle.

For those students who are enrolled in courses which require the use of a firearm, the student will be informed in advance that he/she must follow the procedures listed below when bringing firearms onto College property:

A. When students are transporting firearms from parking areas to the classroom or firing range, firearms must be unloaded and carried within an enclosed case as defined above. Ammunition must also be transported within an enclosed case.

B. Prior to the firing of any firearm as part of coursework, firearms and ammunition will be inspected by a certified instructor. Rend Lake College has the right to disallow the firing of any firearm or ammunition which is deemed to be unsafe.

C. A firearm must be stored in an enclosed case at all times when it is not being used as part of coursework.

Only individuals who possess a valid concealed carry license from the Illinois Department of State Police will be allowed to bring concealed firearms onto campus property per the above guidelines.

For the sake of this policy, handguns, not long guns, are permitted for concealed carry. Explicitly excluded are stun guns, Tasers, machine guns, short barrel rifles / shotguns, pneumatic guns, spring guns, paintball guns and BB guns.

Licensed individuals will be prohibited from carrying a firearm within a vehicle owned, leased, or controlled by the College.

The Rend Lake College Police Department will be responsible for the posting of the proper signage as dictated by the Act. The signage will be posted in a manner which clearly and conspicuously states that the carrying of concealed firearms is prohibited.

Concealed carry firearms are prohibited on property which is owned by the College and leased to another party. The College will be responsible for the proper posting of signage at the leased sites as dictated by the Act.

The Chief of Police &/or Deputy Chief will responsible for the required reporting to the Illinois Department of State Police if an individual is determined to pose a "clear and present danger" to himself, herself, or others, within 24 hours of the determination and in accordance with Section 6/103.3 of the Mental Health and Developmental Disabilities Codes, 405 ILCS 5/6-103.3.

Individuals who are in direct violation of the above policies and procedures will be subject to the immediate discipline as defined below:

A. Individuals will be required to leave campus grounds immediately and may be barred from entry onto College property in the future.

B. Students will be subject to immediate suspension and / or expulsion and may be barred from entry onto College property in the future.

C. Rend Lake College employees will be subject to Rend Lake College Policy 4.17 – Grievance Procedure and may be barred from entry onto College property in the future.

6.1075 Jeanne Clery Act Compliance Policy

POLICY

Rend Lake College will comply with all the requirements of the Clery Act. The Jeanne Clery Campus Safety Act (20 USC 1092 (f)) is a federal law which mandates that all colleges and universities that receive federal financial assistance must disclose certain timely and annual information concerning campus crime and safety. Each year the updated Annual Security Report will be distributed to current students and employees and will be made available to the general public on the College's website.

The Rend Lake College Police Department will be responsible for the preparation of the Annual Security Report, which also will serve as an all-inclusive policy and procedures document applicable to students, faculty, staff and visitors.

6.1080 Enforcement of the Smoke-Free Illinois Act and the Smoke-Free Campus Act

POLICY

Repeated violations of this procedure will be referred to the appropriate administrative office for review and appropriate administrative action. Violations are subject to citations/civil penalties issued by the RLC Police Department.

PROCEDURE

A. Campus Violators will be subject to the following:

1. Citations – Violators will be issued citations by RLC Police Department.
2. Fines – Citations issued will result in a civil penalty for the first and subsequent offenses.
    a. First offense - $100
    b. Second offense -$250
    c. Subsequent offenses - $250
3. Payment –Payment of civil penalties is to be made at the Business Office, in the Administrative Building within 10 business days.
4. Repeated Offenses
    a. For students, all citations issued shall be reported to the Associate Vice President – Academic & Student Services on a monthly basis. Multiple citations issued will result in written notification to the student regarding the instances of non-compliance with the smoke-free campus policy. Repeated offenses are in violation of the Student Code of Conduct and could lead to administrative actions.
    b. For employees, all citations issued shall be reported to the Human Resources department on a monthly basis. After the third offense or when employees do not timely pay civil penalties, employees shall be subject to discipline in the same manner as with any other work-rule violation.

c. For visitors, all citations issued shall be reported to Associate Vice President – Academic & Student Services, and shall be dealt with at the discretion of the College.