

Board Policy Manual

Community College District No. 517

Mission Statement:

Lake Land College creates and continuously improves an affordable, accessible, and effective learning environment for the lifelong educational needs of the diverse communities we serve. Our college fulfills this mission through: university transfer education; technical & career education; workforce development, community and continuing education; and intellectual and cultural programs.

Vision Statement:

Engaging minds, changing lives, through the power of learning.

LAKE LAND
COLLEGE

Board Policy Manual

Preface

This manual of policies has been determined to be the official document of the Lake Land College Board of Trustees and supersedes all other documents and manuals written or approved by the Board. It sets forth authority by which the Board acts, as well as the administrative and procedural methods by which the Board officially functions.

Policies established herein reflect either legal authorizations, obligations of the Board of Trustees, or general policies which have been approved by the Board in an effort to facilitate the efficient operation of the College pursuant to the Illinois Public Community College Act and Illinois Compiled Statutes Chapter 110, Act 805, with related acts as amended. The manual provides a common guide for employees of the College, students and the general public, and ultimately, of course, the policies set forth herein are designed to ensure the quality of the educational services for the residents of the College service area.

It is also understood that the regulations contained in this manual do not supersede actions of the Board as recorded in the official minutes of the Board meetings.

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- *Adopted November 9, 1998.*
 - *Review of Board Policy Manual in its entirety conducted by College Leadership Team in 2017, 2018 and 2019.*
 - *Board Policy Manual updated in its entirety in the fall of 2022 to align with the College's commitment to diversity, equity, inclusion and belonging and to transition to gender-neutral language.*

A printed copy of the Board Policy Manual may be requested for a fee. Requests may be submitted to the Office of the President at officeofthepresident@lakelandcollege.edu

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Official Name of the College

The official name of the college is Lake Land College.

Entity - Procedural Capacity

The Board of Lake Land College is a body politic and corporate by the name of “Board of Trustees of Community College District #517 or Lake Land College, Counties of Christian, Clark, Clay, Coles, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie, and Shelby, and State of Illinois,” and by that name may sue and be sued in all courts and places where judicial proceedings are had.¹

1. 110 ILCS 805/3-11 Illinois Public Community College Act.

Mission, Vision and Values

Mission Statement

Lake Land College creates and ensures an affordable, accessible, and effective learning environment to meet the lifelong educational needs of the diverse communities it serves.

Our College fulfills this mission through:

1. University transfer education
2. General education
3. Technical and career education
4. Workforce development
5. Community and continuing education
6. Intellectual and cultural programs
7. Support services

Vision

Engaging Minds, Changing Lives, through the Power of Learning.

Values

A. Caring

Showing respect and compassion for others.

- I treat others as equals.
- I hear and recognize the ideas/beliefs of others.
- I recognize a job well done.

- I respect my own and others' work-life balance.
- I bring a positive attitude to each situation.

B. Communication

Creating an environment that values the open exchange of ideas.

- I follow through by returning phone calls and acknowledging correspondence with others in a timely manner.
- I listen to feedback to help me grow.
- I speak directly with those involved.
- I use the open-door policy.
- I withhold judgment until the entire idea is expressed.
- I share all appropriate information that can be shared.

C. Teamship

Working together and with others to create a whole greater than the sum of the parts.

- I work for the good of the group.
- I hold myself and others accountable.
- I celebrate individual and team success.
- I identify, utilize, and challenge strengths in myself and others.
- I regularly support team members.

D. Innovation

Taking risks to create new opportunities.

- I evaluate current processes and constantly look for new and better ways to improve.
- I solve problems with old and new ideas.
- I openly voice new ideas.
- I integrate my experiences into my daily work. I constantly improve!
- I share with others what I have learned from my past experiences.

E. Excellence

Consistently achieving the highest level of quality.

- I support and encourage personal and professional growth.
- I practice high ethical standards.
- I exhibit passion and enthusiasm in my daily tasks.
- I accept no less than the highest levels of integrity in myself and others.
- I go above and beyond.

Commitment to Diversity, Equity and Inclusion

Diversity, equity and inclusion statement:

Lake Land College is committed to developing and maintaining an environment for students, employees and college community that embraces and actively supports diversity, equity and inclusion. We aspire to be an institution where the quality of education and work environment are enhanced and enriched by an inclusive campus community that encourages multiple perspectives and the free exchange of ideas.

Policies, practices and procedures:

In order to support policies, practices and procedures that promote equitable access, experiences, opportunities and outcomes, we adopt and commit to incorporate the following guidance from the Association of Community College Trustees.¹

Educational equity is multifaceted and impacts all facets and all programs in community colleges. Equity in higher education refers to creating opportunities for equal access and success among historically underrepresented student populations, to ensure:

1. Proportional participation at all levels of an institution (equitable access);
2. Adequate resources directed at closing equity gaps (resource/financial equity);
3. Institutional leadership addressing diversity, equity and inclusion issues (adaptive leadership);
4. A welcoming environment in which all diverse students can succeed (racial, gender, gender identity, sexual orientation, military status, incarceration status, ability equity);
5. Social mobility and economic success for all learners (social economic equity).

Neurodiversity Statement:

At Lake Land College, we recognize and celebrate the variety of learning and thinking abilities that make up neurodiversity. We also value the unique perspectives and insights those with neurodiverse minds bring to our community. We are committed to fostering an inclusive environment that embraces and supports individuals with neurodivergent minds. Diverse minds are an invaluable contribution to the overall innovation, creativity and success of the College as a whole, and we continue to strive to provide environments where all individuals can thrive.

Legal Basis for Operation

The College was established as Community College District No. 517 by a majority vote of the residents of the district in an election held on September 24, 1966.

As a public body, regulated by state laws, and more particularly by the Illinois Public Community College Act, as approved by the General Assembly on July 16, 1965, and as added to and amended by legislative action, the Board of Trustees is subject to certain restrictions set out in the aforesaid act under the classifications of Duties and Authority.

The Board has the powers enumerated in the Illinois Public Community College Act. This enumeration of powers is not exclusive, but the Board may exercise all other powers not inconsistent with the Illinois Public Community College Act that may be requisite or proper for the maintenance, operation and development of any college or colleges under the jurisdiction of the Board.

Accreditations - National, Regional, and Professional

The College is dedicated to developing and administering a high quality, balanced post-secondary education program and, therefore, seeks national and regional accreditation through the Higher Learning Commission (HLC) and additional program specific accreditations as outlined in the catalog and on the College's website.

Lake Land College is recognized by the Illinois Community College Board and the Illinois State Board of Higher Education as a Class I community college.

Adopted November 9, 1998

Revised July 14, 2003

Revised May 12, 2014

Revised October 9, 2017

Degrees and Awards

Lake Land College is authorized to grant the following degrees to degree-seeking students who successfully completed the requirements of prescribed curricula: Associate in Arts, Associate in Science, Associate in Engineering Science, Associate in Applied Science, and Associate in Liberal Studies. Certifications shall be granted in career fields to students who completed the required courses in accordance with the curricula and standards developed by the College. Other awards which may be appropriate may be granted upon the authorization of the Board.

The President shall be vested with the authority by the State of Illinois and the Board of Lake Land College to confer degrees and certificates upon the completion of requirements and upon the recommendation of the College faculty.

Certificates may be issued for the completion of requirements for short-term, non-degree programs approved by the Board. Such certificates may be issued by the President upon the recommendation of the College division or department concerned.

Programs leading to degrees and certificates shall be embodied in the regulations established by the administration and faculty and approved by the Board.

Adopted November 9, 1998
Revised March 13, 2006
Revised January 11, 2016

Composition and Organization of the Board

The Lake Land College Board of Trustees shall be composed of seven (7) members elected at large in the district, according to the provisions of the Illinois Public Community College Act, and a non-voting student member, who annually will be elected by the student body. The Board of Trustees will elect a chairperson, vice chairperson, and secretary to provide leadership and perform necessary legal duties. In order to facilitate a thorough analysis of issues, there shall be three standing Board Committees: Resource and Development, Buildings and Site, and Finance.

The President of the College is expected to attend all Board meetings, special meetings, and committee meetings, except when their employment or salary is under consideration.

Student Trustee

The Lake Land College Board of Trustees shall have one student member who is enrolled in Lake Land College. The student member shall have all the privileges of membership, including the right to make and second motions, to attend closed sessions, to voice an advisory vote on action items, and to have this advisory vote recorded in the minutes of the meeting.¹

1. Election of the Student Board Member

The Student Board Member election shall be conducted by the Lake Land College Student Government Association at a campus-wide student referendum annually in March. Candidates must, on the date of the election, be enrolled as full-time students and be citizens of the United States, residents of the State and the Lake Land College district, as specified in Board Policy and noted on their residency status in the Admissions and Records Office. Once elected, the student trustee member must maintain a semester and cumulative 2.00 grade point average or higher, continue to maintain full-time enrollment status for the fall and spring semester of their term, and should attend two Student Government Association meetings per month, preferably the meetings immediately before and after regularly scheduled Board of Trustees meetings. Any student enrolled in the College during the time the election is held shall be eligible to vote in the secret ballot election. If the elected member vacates the position for any reason, the successor will be selected by the elective process within thirty (30) days of Board of Trustees action on the vacancy.

2. Term of Office

The College Board of Trustees shall approve the election of the student member during the April Board meeting each year. The student member shall then serve a term of one year beginning on April 15.

¹ 110 ILCS 805/3-7.24 Illinois Public Community College Act

Adopted November 9, 1998
Revised October 9, 2017

Responsibilities, Powers and Duties of the Board

The authority of the Board of Trustees of Lake Land College is derived from the Illinois Public Community College Act, Illinois Compiled Statutes Chapter 110, Act 805, with related acts, as amended through Public Act 88-505.

Under the time honored practice of American colleges, trustees of colleges, as legal official bodies corporate, concentrate on establishing policies governing the college and delegating responsibility for the administration and execution of those policies to their employed professional administrators.

While the overall duties and responsibilities of the Board of Trustees are set forth in the Public Community College Act, more specifically these duties are as follows:

1. To perform such services as may be necessary for the operation of the College under Illinois Revised Statute, Chapter 122, Paragraph 103.
2. To select and appoint the President of the College in accordance with the laws of the Public Community College Act.
3. To approve the annual budget for the operation of the College for submission to the Illinois Community College Board.
4. To approve the preparation of capital equipment and capital construction budgets.
5. To approve the expenditure of all funds as prescribed in purchasing procedures.

6. To appoint or dismiss employees upon the recommendation of the President.
7. To fix the rate of compensation for all employees who are on a salary schedule.
8. To review and approve all salary schedules.
9. To consider and act upon program and curricular offerings of the College.
10. To consider and act upon all recommendations of the President on matters of policy pertaining to the welfare of the College.
11. To 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.
12. To require such reports from the President of the College as are deemed necessary.
13. To provide for an annual audit of all funds handled under the authority of the College in accordance with law and generally accepted accounting procedures.
14. To approve the establishment of advisory committees as deemed necessary to implement the curricula or technical programs.
15. To establish tuition and fees.
16. To provide, through purchase or lease, site and temporary and permanent facilities.
17. To provide for the awarding of certificates and diplomas and the conferring of appropriate degrees upon the recommendation of the President and the faculty.
18. To approve the organizational pattern of the College.

19. To approve regulations governing the behavior and conduct of students and guiding the co-curricular program of the College.
20. To provide policies for the authorization and supervision of travel for the purposes of the College.
21. To make available for inspection all College policies and procedures for the conferring and informing of all members of the College constituency.
22. To approve policies for the admission of students.
23. To 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.
24. To approve the issuance of all employment contracts and notices as well as contract language changes.
25. To grant leaves upon the recommendation of the President.
26. To 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.
27. To borrow money and issue or cause to be issued bonds for the purposes and in the manner provided by law.
28. To 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.
29. To authorize inter-fund loans from any fund or any other fund maintained by the Board.

30. To procure or cause to be procured fire and extended coverage insurance on buildings and furnishings and to procure liability and other types of insurance and indemnity bonds.
31. To accept federal funds when proffered for all types of educational programs for student services and counseling and for construction of physical facilities.
32. To accept gifts or grants from any other source.
33. To enter into contracts or agreements with persons, organizations, associations, educational institutions, or government agencies for providing or securing educational services.
34. To enter into contracts or agreements with any corporation that is organized for educational purposes under the General Not-for-Profit Corporation Act of 1986.
35. To sell or cause to be sold at private or public sale any personal or real property belonging to the district.
36. To appoint persons to be members of the Police Department of the College.
37. To establish or cause to be established parking regulations for the main campus, the Kluthe Center, regional centers, and all other campus sites.

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 action of the Board of Trustees.

Individual Board members are charged with the responsibility of attending all regular and officially called meetings to make appropriate decisions regarding the operation of the College based on objective evidence. Individual members are charged with the responsibility to complete training on the Illinois Open Meetings Act and in accord with Public Act 99-0692.

The College shall maintain on its website the names of all elected or appointed voting Trustees and note whether they have or have not successfully completed the required training. Individual members shall recognize that, in discharging the enumerated responsibilities and duties of their office, the Board of Trustees is a policy-making or legislative body, and the President of the College is the Chief Executive Officer for the Board.

Adopted November 9, 1998
Revised June 9, 2014
Revised December 12, 2016

Elected Board Officials

A Chairperson, Vice Chairperson and Secretary shall be elected at the annual organizational meeting of the Board of Trustees. The organizational meeting of the Board of Trustees will be conducted at the regular April meeting. During an election year, the re-organizational meeting will be held after certification of election results by the county clerks in the Lake Land College district but no later than twenty-eight (28) days following the election. When possible, the re-organization will take place during the regularly scheduled Board meeting.

Terms of office shall be one year, each to serve until the next organizational meeting of the Board, to be held on the next succeeding April and until the successors respectively are duly elected. No officer of the Board of Trustees shall be elected for more than two (2) consecutive terms of one year each.

Vacancies in the office of Chairperson, Vice Chairperson or Secretary may be filled at any meeting of the Board. A vote of the majority of the quorum of all the members of the Board of Trustees shall be necessary for the election of officers.

In the event of the absence or inability to act of the Chairperson, or while the office of the Chairperson is vacant, the Vice Chairperson shall perform the duties and functions of the office of the Chairperson. If both the Chairperson and Vice Chairperson are absent from any meeting or unable to perform their duties, a Chairman Pro Tempore shall be appointed by the Board from among its members.

The Secretary of the Board of Trustees shall perform the duties usually pertaining to their office. If the Secretary is absent from any meeting or refuses to perform the duties, a member of the Board shall be appointed Secretary Pro Tempore.

After approval by the Board of Trustees, the Chairperson and the Secretary shall sign all minutes, official documents and orders as agents of the Board. The Chairperson shall appoint all standing and special Board committees and will serve as an ex-officio member of those committees.

Adopted November 9, 1998
Revised July 14, 2003
Revised May 10, 2004
Revised March 13, 2006
Revised November 13, 2006

Chairperson

The Chairperson shall preside at all meetings of the Board and shall perform such duties as are imposed upon them by law or by action of the Board. The Chairperson shall ensure that the meeting is conducted according to the latest version of *Robert's Rules of Order*, and shall receive motions, give interpretations on questions of order and decorum, and provide overall leadership for the Board in dealings with the President and public. The Chairperson shall have the right, as other members of the Board, to offer resolutions, to discuss questions, and to vote thereon.

Vice Chairperson

In the event of the absence or inability to act of the Chairperson, or while the office of the Chairperson is vacant, the Vice Chairperson shall perform the duties and functions of the office of the Chairperson.

Secretary

The Secretary shall attend all meetings of the Board and cause to be kept a complete record of all votes and acts of the Board. In addition, the Secretary shall promptly furnish or cause to be furnished a copy of the minutes of each regular meeting or special meeting of the Board to all members of the Board. They shall record or cause to be recorded all calls for meeting of the Board and notification to the media. They shall keep or cause to be kept a record in a separate book of the names of the Board members, the dates of their election, the length of their terms, and the date of expiration of their terms, and a file of all reports and minutes of committees of the Board. The Secretary shall keep or cause to be kept a current and complete record and text of the policies of the Board and publish the same from time to time as directed by the Board. They shall furnish or cause to be furnished to all members of the Board and the Lake Land community changes or amendments to Board policies. They will perform all other duties required by the Illinois Community College Act, including but not limited to accepting nomination papers filed by candidates for the office of Trustee, petitions signed by registered voters and certifying minutes according to the latest edition of Robert's Rules of Order and the Open Meetings Act.

Treasurer

The Board of Trustees shall appoint a Treasurer who is not a member of the Board.¹ The Treasurer will report directly to the President and shall be the lawful custodian of all College funds and shall safely keep, according to law, all bonds, mortgages, notes, money and effects belonging to the College and sign all lawful checks, warrants or other instruments for expenditures approved by the Board of Trustees; receive monies in the name of the district; reconcile district cash with bank records, and report each month to the College Board.

Before entering their duties, the Treasurer shall execute a bond with a surety company authorized to do business in this state payable to the Board of the community college district in at least the amount of all bonds, notes, mortgages, moneys, and effects of which they are to have custody. The bond must be approved by at least a majority of the Board of Trustees and filed with the Illinois Community College Board. A copy of the bond must also be filed with the County Clerk of each county in which any part of the community college district is situated.

¹ 110 ILCS 805/3-18 Illinois Public Community College Act.

Terms of Office and Requirements for Serving

The Board shall consist of seven (7) members, each elected by the voters of the district.

Each member of the Board of Trustees must, on the date of their election, be a citizen of the United States, of the age of 18 years or over, and a resident of the state and territory which, on the date of the election, is included in the Lake Land College district for at least one year immediately preceding their election. Each member shall be elected for a term of six (6) years.¹

¹ 110 ILCS 805/3-7 Illinois Public Community College Act

Filling of Vacancies

Upon notice that a vacancy exists on the Board of Trustees, the remaining members shall fill the vacancy, and the person so appointed shall serve until their or a successor is elected at the next regular election for board members.¹

1. If the Board of Trustees fails to act within sixty days after a vacancy occurs, the Chairman of the Illinois Community College Board shall fill the vacancy.
2. The individual appointed to fill the vacancy shall have the same residential qualifications of all board members.
3. If the vacancy occurs with less than four months remaining before the next scheduled consolidated election, and the term of the 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 that election and until the next succeeding consolidated election.
4. If the term of the office of the board member vacating the position is scheduled to expire at the upcoming consolidated election, the appointed member shall serve only until they or a successor is elected at that election.

Upon notice that a vacancy exists on the Board of Trustees, the following steps will take place in order to fill such vacancy:

1. The Chairperson of the Board shall announce at the next meeting of the Board that such vacancy exists;
2. Following such announcement, the Chairperson shall cause notice of such vacancy to be published in a newspaper of general circulation within the district. Such notice shall occur at least twenty (20) days prior to the meeting during which the vacancy is sought to be filled.
3. The Chairperson shall also cause a press release announcing such vacancy to be sent to all media outlets normally provided press releases by the College.

The notices referenced above shall direct persons who wish to be considered for the vacancy to express their interest in writing to the Secretary of the Board by a specified date as determined by the Chairperson. Such date shall be approximately seven to ten days prior to the date of the meeting at which the vacancy is anticipated to be filled.

Candidates for the vacancy shall address the following in the written materials submitted to the Board:

1. Reason for seeking the appointment;
2. How the individual's qualifications will add to the composition of the Board in fulfilling its responsibilities to the district's citizens;
3. Experience in other areas which may enhance public policy or decision-making;
4. Other topics as may be determined by the Board.

Materials received by the Secretary shall be duplicated and distributed to other members of the Board. All materials received shall be determined to be public records.

The Board may invite those candidates from whom more information is desired to be interviewed by the Board. Such interviews may take place in Closed Session of the Board as permitted by law.

¹ 110 ILCS 805/3-7 Illinois Public Community College Act

Committees of the Board

Standing committees of the Board of Trustees shall be Resource and Development, Buildings and Site, and Finance. The Resource and Development Committee shall deal with issues related to personnel, faculty and staff training, curriculum, academic standards, technology, and articulation; the Buildings and Site Committee, with issues related to site development and utilization, the facilities master plan, and upkeep of property; and the Finance Committee, with issues related to budget, revenue, investments, audit, bills, bonding, purchasing, and State funding of community colleges. The Chairperson of the Board of Trustees shall appoint and determine the number of members on the committees. In addition, the Chairperson of the Board of Trustees shall appoint temporary committees comprised of less than the full membership for special purposes. These committees shall be discharged upon the completion of their assignments. The Chairperson of the Board of Trustees shall be an ex-officio member of all committees and shall have the right, as other members of the committee, to offer resolutions, to engage in discussion, to vote thereon and to be counted as members physically present to constitute a quorum for meeting or voting purposes. The Committee Chair shall also serve as the Committee Secretary and certify minutes according to the latest edition of Robert's Rules of Order and the Open Meetings Act. A record of all transactions of Board committees will be recorded in official minutes, which are kept or caused to be kept by the Secretary as a permanent, official record of the College. The minutes shall follow the outline established by the Open meetings Act and Board Policy 03.12. The recorded minutes will be approved by the committee membership at the next scheduled meeting, and minutes of closed sessions of committees shall be made available only after the Board of Trustees acts upon their release.

Adopted November 9, 1998
Revised July 14, 2003
Revised August 11, 2014
Revised December 14, 2015
Revised October 9, 2017

College-Wide Committees

Upon the recommendation of the President, college-wide committees (Standing Committees) shall be established. The President annually will recommend to the Board of Trustees the list of Standing Committees, their purposes, and their membership composition. Employee collective bargaining agreements also identify respective association membership on committees which have been agreed upon during negotiations.

Standing Committees

Appointed to advise, make proposals, and, when applicable, render decisions concerning educational needs and policy adherence of the institution.

Upon the approval of the President, the College will also establish:

Task Forces

Appointed for a specific period of time (short- or long-term). Periodic review will be conducted to determine need for continuation.

Review Boards

Appointed to respond to specific requests.

Adopted November 9, 1998
Revised July 14, 2003
Revised April 12, 2004
Revised July 11, 2005
Revised August 11, 2008
Revised September 13, 2010
Revised April 11, 2016
Revised June 12, 2017

Ethics

Ethics regarding the members of the Board of Trustees rests in the area of appropriateness of action. Ethical questions arise frequently and should be dealt with based on the criteria that are best for the institution in accordance with the laws and regulations governing public officials. Trustees must have but one allegiance, that is to the institution and its mission. Representing special constituencies dilutes trust and undermines the mission of the College.

Matters of a confidential nature frequently arise at the meetings and in the Board's relations with the College administration. It is imperative that Trustees maintain confidentiality with discussions and documents which might otherwise compromise a situation.

Conflict of Interest

Except as permitted under applicable law, no member of the Board of Trustees, nor any officer appointed by the Board, may be in any manner interested, either directly or indirectly, in their own name or in the name of any other person, association, trust or corporation, in any contract with the Board of Trustees, or in the performance of any work on its behalf, where such person may be called upon to act or vote in the making of such contract or the letter of such work. No such person may represent, either as agent or otherwise, any person, association, trust, or corporation, with respect to any application or bid for any contract or work in regard to which such person may be called upon to act or vote.

This policy or Illinois statute does not prohibit a student member of the Board from maintaining official status as an enrolled student, from maintaining normal student employment at the College, or from receiving scholarships or grants where the eligibility for scholarships or grants is not determined by the Board.

Nothing contained in this policy or Illinois statute shall preclude a contract of deposit of monies, loans, or other financial services by the district with a local bank or local savings and loan association, regardless of whether a member or members of the College Board are interested in such bank or savings and loan association as a director, as an officer or employee, or as a holder of less than 7½ % of the total ownership interest. An elected or appointed member of the Board having such an interest shall be deemed not to have a prohibited interest under this section.

A contract for the procurement of public utility services by the district with a public utility is not barred by this policy or Illinois statute by one or more members of the Board being an officer or employee of the public utility

company or holding an interest of no more than 7½ % in the public utility company. An elected or appointed member of the Board having such an interest shall be deemed not to have a prohibited interest under this section.¹

¹ 110 ILCS 805/3-48 Illinois Public Community College Act

Reimbursement for Expenses

It is important and necessary for the welfare and governance of the College that members of the Board of Trustees engage in educational and development opportunities as well as serving as advocates for community colleges on local, state and national levels. The Board of Trustees, however, recognizes that there must be a balance in meeting this need and the need for fiscal responsibility. On an annual basis, the Board of Trustees should determine the priorities for representational needs of the institution and the level of funding available for expenses incurred in these activities.

Members of the Board of Trustees shall serve without compensation but shall be reimbursed for their reasonable expenses incurred in connection with their service as members as outlined in Board Policies 10.34 and 10.34.04.

Auditors

An independent Certified Public Accountant or accounting firm licensed to practice public accounting in Illinois shall be employed by the Board of Trustees to annually audit the district's financial statements. The auditors shall conduct the annual audit of all College accounts in accordance with procedures prescribed in the *Universal Accounting Manual* adopted by the Illinois Community College Board. The auditors shall be employed after approval by the Board upon the recommendation of the Finance Committee. The payment of fees for auditing services will be determined by the Board at the time of the appointment, and the expenses of the audit shall be paid by the College in accordance with Section 9 of the Governmental Account Audit Act.¹ This act provides for payments to be ordered by the Board of Trustees out of general funds or to levy an auditing tax in an amount that will not require an extension of such tax at a rate not in excess of .005% of the value of all taxable property. Money received from the auditing tax shall be held in a special fund and used only for the payment of auditing expenses.

The audit firm shall be selected for up to a three year (3) audit cycle. An auditing firm may perform this service for no more than two consecutive (2) cycles, after which the auditing firm will be ineligible for consideration for the next auditing cycle.

¹ 50 ILCS 310/9

College Board Attorney

At the annual organizational meeting of the Board of Trustees, an attorney licensed to practice in Illinois may be employed. The attorney shall render legal opinions on questions raised by the Board or the President, shall prepare legal documents requested by the Board or the President, shall attend Board meetings or committee meetings when requested by the Board or President, shall represent the district in court proceedings, and shall call attention to Board action when, in the attorney's opinion, the Board or administration is acting contrary to existing law. The Board shall negotiate or cause to be negotiated the fee for services by the College attorney.

The Board may employ or cause to be employed other attorneys, law firms, or consultants who specialize in specific aspects of law. These attorneys, law firms, or consultants will be contracted on an as-needed basis and fees negotiated at the time of their appointment.

Freedom of Information Act

The Board of Trustees will ensure that all meetings are open to the public and that the provisions of the Illinois Freedom of Information Act (FOIA) are adhered. The Board will make available for inspection or copying all public records, except as otherwise exempted by the Act, when a written request is submitted. Each request will be complied with or denied within five (5) business days after it is received. The denial shall be by letter from the President of the College or their designee. The time limit may be extended for five (5) additional business days for reasons prescribed by the law. Requests calling for all records falling within a category shall be complied with unless compliance with the request shall be unduly burdensome for the College and there is no way to narrow the request, and the burden on the College outweighs the public interest in the information. Before invoking this exemption, the College shall extend to the person making the request an opportunity to confer in order to attempt to reduce the request to manageable proportions.

The Board of Trustees has designated individuals in the following positions as FOIA Officers for the College: The Comptroller, the Dean of Enrollment and Student Success, the Director of Human Resources, and the Director of Marketing and Public Relations. All requests should be directed to one of the above individuals, who shall be trained in compliance with State law. Contact information for the FOIA Officers shall be maintained on the College's Web site along with a copy of the College's FOIA policy. Requestors are encouraged to submit requests via the email address of FOIA-Request@lakelandcollege.edu as this will automatically generate the request to all four FOIA Officers for the College.

In order to reasonably reimburse the College for its actual cost for reproducing and certifying public records and for the use, by any person, of the equipment of the public body to copy records, the following fee schedule is established:

1. For the first 50 pages of black and white, letter- or legal-sized copies, there will be no charge.

2. Each black and white, letter- or legal-sized copy in excess of 50 will be 15 cents (\$.15) for each page copied.
3. The charge for different or irregular size copies shall be the actual cost for the reproduction thereof.
4. The cost of certifying each copy or page shall be \$1.00 per copy or page.
5. Electronic copies will be charged at the actual cost of purchasing the recording medium such as a CD or disc.

Adopted November 9, 1998
Revised July 14, 2003
Revised January 11, 2010
Revised December 9, 2019

Disclosure of Economic Interest

Unless exempted by law, members of the Board of Trustees and College employees who are subject to the filing requirements of the Illinois Governmental Ethics Act shall file a Statement of Economic Interest with the Coles County Clerk by May 1 of each year. Any fines or penalties assessed against a member of the Board of Trustees or employee who fails to timely file a required Statement of Economic Interest shall be paid by the non-complying Trustee or employee, and not by the College.

Indemnification

When damages are sought for alleged negligence or wrongful acts while a Board member or employee of Lake Land College is engaged in the exercise or performance of any powers or duties of the Board, or is acting within the scope of their employment or under the direction of the Board of Trustees of Lake Land College, the College shall indemnify and protect the Board members and employees of the College against civil rights, damage claims and suits, constitutional rights, damage claims and suits, death bodily injury, damage claims and suits, including the defense thereof.¹

¹ Indemnification of Public Employees Act

Adoption, Review, Revision and Publication of Policies

Recommendation for the adoption and revision of policies will come from the College President, who, in making their recommendation, presents the best evidence and judgment that they and the College staff can provide with regard to outcomes. In making recommendations, the President should ensure that advice and counsel have been elicited from the Lake Land College community and the existing college-wide committees.

Any policy made by the Board of Trustees may be suspended or changed by a majority vote of a quorum of the Board members in attendance, which vote will be taken by roll call and entered in the minutes of the meeting.

The entire and official Board Policy Manual will be maintained by the Office of the President and posted on the College's website. After adoption by the Board and prior to the next succeeding Board meeting, the Executive Secretary to the Board of Trustees will enter policies on the College's website and ensure that appropriate changes are made.

Adopted November 9, 1998
Revised July 14, 2003
Revised September 13, 2004
Revised October 9, 2017

Annual/Organizational Meeting

The re-organizational meeting of the Board of Trustees will be held at the regular monthly meeting in April. During an election year, the re-organizational meeting will be held after certification of election results by the county clerks in the Lake Land College district but no later than twenty-eight (28) days following the election. When possible, the re-organization will take place during the regularly scheduled Board meeting. At the annual meeting, the Chairperson of the Board, or in their absence, the President, shall convene the new Board and conduct the election for Chairperson, Vice Chairperson, and Secretary.¹

The Board shall then proceed with its organization under the newly elected Board officers².

Within five working days after the convening of the newly elected board or the new board, the Chair of the Board of Trustees shall certify in writing to the ICCB that the Board of Trustees has been organized. The certification shall include the name of the chair, vice chair, and the secretary and state the time and place of regular meetings. If the Board, by resolution, establishes a policy for the terms of office to be one year, instead of the normal two years, or provides for the election of officers for the remaining one year, a copy of this resolution shall also accompany the certification.

¹ 110 ILCS 805/3-8 Illinois Public Community College Act

² Board Policy No. 02.04

Adopted November 9, 1998
Revised April 12, 2004
Revised May 9, 2005
Revised July 11, 2005
Revised November 13, 2006
Revised May 11, 2009

Regular Meetings

The Board of Trustees shall meet on the second Monday of each month at 6:00 p.m. At the beginning of each calendar year, the Executive Secretary to the Board of Trustees shall prepare and make available on the College's website and in the Office of the President a schedule of all regular meetings for that year, listing the times and places of such meetings.

If a change is made in a regular meeting date or location, at least ten (10) days' notice of such change shall be given by publication in a newspaper of general circulation in the district. Notice of the change shall also be posted on the College's website, at the Office of the President and supplied to those news media which have filed an annual request for notice.

Special Meetings

Special meetings of the Board of Trustees may be called at any time by the Board Chairperson. Special meetings also may be called upon a written request by three or more members of the Board; the request is presented to the President, Chairperson of the Board, or the Board Secretary. Public notice of the special meeting, stating the time, place, and purpose of the meeting, may be served by mail or by electronic means forty-eight (48) hours before the meeting or by personal service twenty-four (24) hours before the meeting. Notice of the meeting shall also be supplied to those news media which have filed an annual request for notice. At such special meetings, no other business shall be transacted other than stated in the call.¹

¹ 110 ILCS 805/3-8 Illinois Public Community College Act

Reconvened Meetings

A meeting of the Board may be adjourned and reconvened at a later date so long as notice of the reconvened meeting is given at least twenty-four (24) hours before such meeting and the notice shall include the agenda for such meeting. The requirement of public notice of reconvened meetings shall not apply when the reconvened meeting is held within twenty-four (24) hours of the adjourned meeting, or an announcement of the time and place of the reconvened meeting was made at the adjourned meeting and there is no change in the agenda.¹

¹ 5 ILCS 120/2.02 (a), Open Meetings Act

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.¹

¹ 5 ILCS 120/2.02 (a) Open Meetings Act

Closed Sessions

The Board of Trustees may hold a meeting closed to the public or close a portion of the meeting to the public upon a majority vote of a quorum present, taken at a meeting open to the public for which notice has been given as required by law. The vote of each member on the question of holding a meeting closed to the public and a citation to the specific exemption contained in the Open Meetings Act shall be recorded and entered into the minutes of the meeting. A single vote may be taken with respect to a series of meetings, a portion or portions of which are proposed to be closed to the public, provided each meeting in such series involves the same particular matters and is scheduled to be held within no more than three (3) months of the vote. Only topics specified in the vote to close the meeting may be considered during the closed meeting. All closed sessions will be in compliance with the Open Meetings Act, which states clearly the exceptions authorizing the closing of meetings. A vote of each member on the question of returning to open session shall be recorded. Minutes taken in closed session must include but not be limited to:

1. Date, time and place of the meeting;
2. The members of the body recorded as present or absent; and
3. A summary of discussion on all matters proposed and deliberated.

The taking of final action in any closed meeting is prohibited.

A verbatim record of each closed meeting by an audio or video recording will be maintained. The verbatim record may be destroyed without notification to or the approval of a records commission or the State Archivist under the Local Records Act no less than eighteen (18) months after completion of the meeting recorded but only after: (1) the Board of Trustees approves the destruction of a particular recording, and (2) the Board approves minutes of the closed meeting that meet the written minutes requirements.

Agenda and Order of Business

The President, in consultation with the Chairperson of the Board of Trustees, shall be responsible for preparing and transmitting to the members the agenda for each meeting of the Board. The agenda book shall include, but not be limited to, bills for payment, minutes of previous meetings, financial reports, bids, contracts, special reports, resolutions, correspondence, and personnel report. If Board members wish an item to be placed on the agenda, the President or the Chairperson of the Board should be informed by the Monday preceding the Board meeting.

Items must be listed on the meeting agenda before final action can be taken. If an item comes forth after the meeting agenda has been posted and the topic is not specified on the agenda, the Board of Trustees may only discuss the item, not take final action. If final action is desired, the Board is required to hold a special meeting with the items on the posted agenda or take action at the next Board meeting, only after the item is placed on the posted agenda.

The agenda for each regular meeting of the Board must be posted on the College's website, in the President's office and at the location where the meeting will be held at least forty-eight (48) hours in advance of the holding of the meeting. If the meeting is held in the Board Room at the College, the agenda must be posted directly outside the door to the Board Room.¹

At all regular meetings of the Board of Trustees, the business shall be carried on in the following manner, with the understanding that an omnibus agenda with a consent motion is the prerogative of the Board of Trustees.

1. Call to Order.
2. Roll Call.
3. Approval of Previous Minutes.
4. Approval of Agenda and Addendums.
5. Approval of Bills and Warrants.
6. Hearing of Citizens, Faculty and Staff.

7. Committee Reports.
8. Non-Action Items.
9. Action Items.
10. Other Business.
11. Adjournment.

¹ 5 ILCS 120/2.02(a)

Adopted November 9, 1998
Revised May 13, 2002
Revised July 14, 2003
Revised May 8, 2017
Revised October 9, 2017
Revised December 9, 2019

Vote Required - Motions

The vote on any of the following measures shall be by roll call: budgets or budget amendments, collective bargaining agreements, election of Board officers, financing or lease/purchase agreements, personnel actions, property tax levies, selling of bonds, ratification of emergency procedures, changes in Board Policy, real estate transactions, call to closed session, approval of bids, and payment of bills. In calling the roll of members, the Secretary shall call the names in alphabetical order, with the exception of the Chairperson, whose name shall always be called last. The voting method on any other measure shall be determined at the discretion of the Board Chairperson, provided, however, that any Board member may specifically request a roll call vote on any measure. Except as may be otherwise provided by statute, contract, policy, or the latest version of *Robert's Rules of Order*, a majority of the members voting on any measure shall determine the outcome.

Adopted November 9, 1998
Revised July 14, 2003
Revised April 14, 2014
Revised December 10, 2018

Quorum of the Board

At all meetings of the Board of Trustees, whether regular or special, a majority of members physically present shall constitute a quorum unless specific conditions related to a disaster declaration are met per Illinois Public Act 101-064 (Article 15) and subsection 7(e) of the Open Meetings Act, which permit meetings without the physical presence of a quorum. The student Board member shall not be counted in determining a majority of the Board for voting purposes or for a quorum when counting a majority of the members voting on an issue. When a vote is taken upon any measure before the Board, a quorum being established, a majority of the members shall determine the outcome thereof. No action of the Board shall be invalidated by reason of any vacancy on the Board or by reason of any failure to select a non-voting student member.¹

Attendance by means other than physical presence (video or audio conference) is allowed at open meetings of the Board of Trustees in accordance with the limitations and procedural rules per 5 ILCS 120/7. A Board member attending by means other than physical presence may not be used to determine a quorum unless specific conditions related to a disaster declaration are met per Illinois Public Act 101-064 (Article 15) and subsection 7(e) of the Open Meetings Act. The Board member must be on a speaker phone audible to the audience at the live meeting, and the caller must be able to hear the participants at the meeting. If the disaster related exception does not apply, attendance by means other than physical presence must be specifically approved by Board vote each time a member requests to do so. Attendance by means other than physical presence is not permitted during closed sessions of the Lake Land College Board of Trustees.

¹ 110 ILCS 805/3-9 Illinois Public Community College Act

Quorum of the Committee

At all meetings of committees of the Board of Trustees, a majority of members physically present shall constitute a quorum unless specific conditions related to a disaster declaration are met per Illinois Public Act 101-064 (Article 15) and subsection 7(e) of the Open Meetings Act, which permit meetings without the physical presence of a quorum. The student Board member shall not be counted in determining a majority of the committee for voting purposes or for a quorum when counting a majority of the members voting on an issue. When a vote is taken upon any measure before the committee, a quorum being established, a majority of the members shall determine the outcome thereof.

Attendance by telephonic or electronic means is allowed at open meetings of committees of the Board. A committee member attending remotely may not be used to determine a quorum unless specific conditions related to a disaster declaration are met per Illinois Public Act 101-064 (Article 15) and subsection 7(e) of the Open Meetings Act. The courts have held that conferencing is not a *per se* violation of the Open Meetings Act. However, the committee member must be on a speakerphone audible to the audience at the live meeting, and the caller must be able to hear the participants at the meeting. If the disaster related exception does not apply, conferencing must be specifically approved by committee vote each time a member desires to attend remotely. Attendance by telephonic or electronic means is not permitted during closed sessions of Lake Land College Board committee meetings unless specific conditions related to a disaster declaration are met per Illinois Public Act 101-064 (Article 15) and subsection 7(e) of the Open Meetings Act.

Attendance by Board Members

Attendance by all Board members, including the Student Trustee, is expected at all regularly scheduled and special Board meetings. The Board is only as effective as the participation of its members, and the decision by Board members to serve indicates a willingness to participate.

Procedural Rules and Regulations

Unless in conflict with the laws of the State of Illinois or the rules and regulations of the Illinois Community College Board, the latest version of *Robert's Rules of Order* shall govern the procedures of all Board meetings. The "ayes" and "nays" shall be called and entered by the Secretary upon each roll call vote. Voting ordinarily will be by voice vote, except as indicated in Board Policy 03.08, in which case the vote shall be by call of the roll.

Minutes of the Meeting

A record of all transactions of the open meetings of the Board of Trustees will be recorded in the official minutes, which are kept or caused to be kept by the Secretary as a permanent official record of the College. The minutes shall include but not be limited to (1) the date, time and place of the meeting; (2) the members of the Board of Trustees present and absent and whether the members were physically present or present by means of video or audio conference; (3) a general description of all matters proposed, discussed and decided; (4) and a record of votes taken, including the name of the person who made the motion, the name of the person who seconded the motion, and the vote. The minutes of the meetings shall be open to the public and made available for inspection within seven (7) days of the approval of such minutes. There shall be no obligation to provide copies of the minutes unless requested through legal processes.¹

Minutes of closed sessions shall be available to the public only after the Board of Trustees determines that it is no longer necessary to protect the public interest or the privacy of any individual by keeping them confidential. Elected or appointed voting trustees have the right to access closed session minutes in accord with Public Act 99-0515.

Minutes of closed sessions are subject to the same content requirements as minutes of open meetings. The minutes must summarize the discussion. This can be accomplished by indicating who introduced the matter and what they asked the Board to consider; it is not acceptable for the closed minutes to merely say, "The Board discussed [a specific matter]." The recording secretary should try to capture the gist of the discussion and focus on the most important comments. However, it is not required that every Board member's comments be summarized.

If so requested in the written minutes, any individual Board member voting against a proposition may state their reason and have it made part of the record.

¹ Open Meetings Act, 5 ILCS 120/2.06 (a)

Adopted November 9, 1998
Revised July 14, 2003
Revised December 12, 2016
Revised October 9, 2017

Open Meeting - Public Attendance

It is the public policy of Illinois and of the Board of Trustees that the Board exists to aid in the conduct of the business of the people of the district. It is the intent of the Board members, therefore, that all their actions be taken openly and that their deliberations be conducted openly. Members of the College district and Lake Land College employees are encouraged to attend Board meetings.

Taping or Filming a Meeting

Any person may record the open proceedings of the Board by tape, film, or other means if (a) such recording does not disturb the meeting, (b) a witness required to testify does not object, and (c) there is compliance with media access procedures of the Board. If extraordinary lighting is required, permission of the Board must first be obtained.¹

Closed sessions of the Board of Trustees shall be audio or video taped verbatim. Elected or appointed voting trustees have the right to access verbatim recordings of closed session in accord with Public Act 99-0515. Unless the Board has made a determination that the verbatim recording no longer requires confidential treatment or otherwise consents to disclosure, the verbatim record of a meeting closed to the public shall not be open for public inspection or subject to discovery in any administrative proceeding other than one brought to enforce this Act. In the case of a civil action brought to enforce this Act, the court may conduct such a camera examination of the verbatim record as it finds appropriate in order to determine whether there has been a violation of this Act. In the case of a criminal proceeding, the court may conduct an in-camera examination in order to determine what portions, if any, must be made available to the parties for use as evidence in the prosecution. If the court or administrative hearing officer determines that a complaint or suit brought for noncompliance under this Act is valid, it may, for the purposes of discovery, redact from the minutes of the meeting closed to the public any information deemed to qualify under the attorney-client privilege. The provisions of this subsection do not supersede the privacy or confidentiality provisions of State or federal law.²

¹ Open Meetings Act, 5 ILCS 120/2.05

² Open Meetings Act, 5 ILCS 120/2.06

Dissemination of Board Agendas and Materials

Board agendas and materials, excluding information pertaining directly to closed session minutes, closed session support materials, and presidential notes to Board members, will be posted on the College's website at least 48 hours in advance of the holding of the meeting. News media which have filed an annual request for notice will receive notification of the online availability of the agenda and materials.

Board members shall receive the agenda and materials of regular meetings no later than Thursday previous to the meeting on Monday.

Semi-Annual Review of Closed Session Minutes

Minutes of that portion of any meeting closed to the public shall be kept by the Executive Secretary to the Board of Trustees and maintained in a separate file. Such minutes shall be available for public inspection only after the Board has determined that it is no longer necessary to protect the public interest or the privacy of an individual by keeping such minutes confidential. The Board shall review minutes of closed sessions at each regular June and December meeting to determine whether such minutes or any portion thereof shall be made available for public inspection.¹

¹ Open Meetings Act, 5 ILCS 120/2.06

Public Comment at Board Meetings

At each regular and special meeting of the Board of Trustees which is open to the public, members of the public and employees of the College shall be afforded time, subject to reasonable constraints, to provide comment or ask questions of the Board.

Individuals or groups who wish to speak to the Board during the Public Comment Portion of the meeting are requested to adhere to the following guidelines:

1. There will be an appropriate place during the agenda to hear comments from members of the public and employees of the College.
2. When addressing the Board of Trustees, the speaker shall identify themselves and the topic on which they wish to speak. Comments and questions are to be directed to the Board of Trustees as a whole, not to individual members of the Board, College administrators or staff.
3. The Board cannot discuss specific personnel matters or individual employees in open session. Individuals are encouraged to submit any comments or complaints about a specific employee in writing to the President of the College and/or the Board of Trustees for review.
4. Speakers are expected to conduct themselves with respect and civility towards others. The Board Chairperson reserves the right to terminate public comment which is abusive, disruptive or otherwise not in compliance with these guidelines.

5. Ordinarily individual comments shall be limited to three (3) minutes. The Board Chairperson may extend this time if they feel it is in the best interest of the public. The Board Chairperson reserves the right to limit the number of individuals or groups who will be recognized to speak.
6. The Board of Trustees may, at its discretion, solicit or allow impromptu remarks during the period allotted for public comments when such remarks are determined appropriate to the discussions or deliberations of the Board of Trustees.

President

The President shall be appointed by the Board of Trustees subject to the requirements of law. The compensation and benefit package of the President as well as the length of employment shall be fixed by the Board of Trustees as indicated in an agreed-upon contract.

The President shall be the Chief Executive Officer of the College and shall have the supervision and control of its plant, equipment, operations, and employees, subject to the directions of the Board. The President shall attend the meetings of the Board of Trustees and shall perform such other duties as may be delineated to them by the Board or imposed upon them or pursuant to law.

Duties of the President

The President of the College, as the Chief Executive Officer responsible to the College Board of Trustees, shall provide general educational leadership and promote the educational effectiveness of the institution. In this regard, the President will perform the following duties:

1. Make recommendations to the Board regarding the employment, transfer, promotion and dismissal of personnel.
2. Submit an annual budget to the Board and make recommendations for financing College programs.
3. Implement a comprehensive public relations program.
4. Coordinate the completion of necessary reports to local, state and national agencies.
5. Inform the Board and public of the educational programs of the College.
6. Assume responsibility for the organization of the staff and for the involvement of the staff in the formulation of basic policies relative to the internal affairs of the College for the development of effective and quality instruction.
7. Prepare the agenda for all regular and special meetings of the College Board of Trustees in consultation with the Chairperson of the Board.
8. Review all official correspondence to and write official correspondence for the Board of Trustees.
9. Attend all meetings of the College Board except during those times when the President's salary and/or contract are/is being considered.

10. Review the total educational program of the College on a continuing basis and recommend to the College Board modifications which will improve the scope and quality of the College offerings and related services.
11. Make recommendations on matters relating to facility acquisition and development including sites, buildings and equipment necessary to provide for the educational program of the College.
12. Delegate to members of their staff the authority and responsibilities required for the performance of their duties.
13. Initiate programs to evaluate the effectiveness of College personnel.
14. Provide leadership for continuous improvement in the overall physical and educational operation of the College.
15. Attend scheduled meetings of the Illinois Presidents Council.
16. Ensure that a working relationship is maintained with the Illinois Community College Board and Illinois Community College Trustees Association in order to represent the College to those state organizations.
17. Provide leadership in the private fund-raising activities of the College and the Foundation.
18. Assume primary responsibility for preparing a strategic plan and ensuring that financial forecasts are prepared and analyzed.
19. Represent the College on appropriate community boards, commissions, and committees.
20. Act as chief spokesperson for the College to news media and outlets.
21. Recommend tuition and fee schedules.

22. Provide for the awarding of diplomas and certificates and confer the appropriate degrees at Commencement.
23. Recommend policies for the admission of students.
24. Recommend the granting of leaves for College personnel.
25. Perform all specific statutory responsibilities, administer ICCB rules, and perform other duties which might be requested or delegated by ICCB.
26. Ensure that appropriate and relative actions are taken to comply with requests of accrediting institutions and commissions and that reports, documents, and materials are assembled for on-site visits of these bodies.
27. Perform other duties assigned or delegated by the College Board of Trustees.

Board/President Relationship

The Association of Community College Trustees, through its Round Table Discussion on Board/President Relationships at its Annual Convention in 1982, suggested a Code of Ethics as a guide for establishing sound Board/President relationships to help maintain an environment of trust and mutual support.

Therefore, the following ethical considerations for the Board and the President are established as a means of establishing and maintaining sound Board/President relationships.

The President, in dealing with the Board of Trustees, should:

1. Keep Board members fully informed regarding the state of the institution -- its strengths, opportunities for improvement, and progress toward achieving its objectives.
2. Recommend to the Board for its consideration and approval those policies or policy changes considered important for effective operation of the College.
3. Provide the Board with careful study and advice regarding all policy proposals initiated by the Board.
4. Support Board decisions and exercise maximum effort to implement such decisions, even though they may have been made without or against their recommendation.
5. 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.

6. 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 effective fashion.
7. 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.
8. Provide the Board with a professional and objective assessment of any opportunities noted to improve its operation and general functioning.
9. Maintain strict neutrality regarding Board elections insofar as the public and staff are concerned.
10. Avoid public utterances or actions which will discredit the Board, undermine public confidence, or otherwise serve to damage the image of the College.
11. Work closely with the Board and particularly so with its Chairperson so that the district will benefit from a strong and coordinated team approach.
12. Provide maximum assistance to new members in their indoctrination to Board membership.
13. Provide the Board with appropriate advance notice of plans to resign or seek another position.
14. 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:

1. Be sympathetic and understanding of the difficult position of the President in carrying out their leadership responsibilities amid the wants and concerns of students, faculty, staff, and general public.
2. Seek their advice and counsel regarding matters of policy before making a final decision.
3. Give their full confidence and support realizing that the President needs this assistance if they are to perform with maximum effectiveness.
4. Expect its Chairperson to work particularly close with the President to promote and facilitate the best possible communication and cooperation between the Board of Trustees and the President.
5. Inform the President immediately of any questions or concerns about the College or district so that appropriate follow-up actions may be taken.
6. Help assure the orderly operation of the College by insisting that employees make use of established channels and grievance procedures before bringing their concerns to the Board.
7. Require that the interests and welfare of the entire district be considered before those of any special interest group.
8. Assist the President by supporting fully all Board decisions once they have been made, even though the vote may have been divided.
9. Inform the President immediately of any concerns regarding performance, conduct, or style that, in the opinion of the Board, require attention.
10. Provide the President with adequate time to correct any deficiencies noted.

11. 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.
12. Avoid discussing with the public contractual difficulties or agreements regarding job separation that may have been reached with the President.
13. Give the President a reasonable period of time to find another position.

Selection of the President

Under Illinois Statute, it is the responsibility of the Board of Trustees to make the appointment and fix the salary of a Chief Executive Officer, who shall be the Executive Officer of the Board, other administrative personnel, and all faculty and staff.¹ In carrying out these duties, the Board will:

1. Determine the qualifications, experience, necessary academic preparation, and other skills and characteristics which members seek in a President.
2. Determine the processes and procedures to be followed in selecting the President.
3. 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.
4. Delegate to the Human Resources Office the responsibility to arrange for the processing of applications, announcements, and materials to facilitate the nomination of candidates.
5. Determine the composition and functions of any advisory search committee which Board members feel may be necessary.
6. Determine the terms, conditions and compensation for consultants if the Board wishes to employ a firm or individuals.
7. Select and interview the final candidates and offer opportunities for the campus community to meet the finalists.

¹ 110 ILCS 805/3-26

Adopted November 9, 1998
Revised July 14, 2003
Revised October 13, 2003

Presidential Evaluation Process

The Board of Trustees will, on an annual basis, prepare a written evaluation of the College President, which will be discussed with the President and then placed in their permanent personnel file.

Presidential Line of Responsibility

If an emergency occurs when the President is away from campus, the Vice President in whose area an emergency is originating shall have primary responsibility for handling that emergency. The President will designate a Cabinet member to handle emergency procedures of their office during their absence from campus.

College Spokesperson and Media Communication

College Spokesperson

The President is the chief spokesperson for the College. The President may authorize other personnel to serve as the college spokesperson or participate in media interviews.

Media Communication

Marketing & Public Relations is responsible for communicating with the media regarding College news and requests for interviews, information, or story ideas. Staff shall not release news stories or communicate with the media directly without the approval of the Director of Marketing & Public Relations. Employees other than the President, Athletic Director or Head Coaches who are contacted by the media should direct the representative to Marketing & Public Relations.

The Director of Marketing & Public Relations in consultation with the President will determine who will participate in a media interview.

Definition of Full-Time and Part-Time Employment

The initial appointments of all full-time and part-time personnel at the College shall be made by the President, subject to approval by the Board of Trustees. The full-time College personnel are classified into six groups. The Board of Trustees will have sole responsibility for the assignment of personnel and the determination of compensation for all employees, based upon the recommendation of the President. All promotions or wage increases will be recommended by the President and confirmed by the Board of Trustees. All employees, full-time and part-time, are employed by the Board of Trustees for a duration determined by the Board or prescribed by bargaining agreements.

Employees shall qualify as full-time under one of the following conditions:

1. A faculty member who contracts to teach thirty (30) equated semester hours or its equivalent within two (2) consecutive semesters.
2. An academic support faculty member who is employed to work a minimum of forty (40) hours a week.
3. An employee who is hired to perform duties in an administrative, paraprofessional, supervisory, or institutional support role and who works a minimum of forty (40) hours a week for a nine-(9-), ten-(10-) or twelve-(12-) month period of time.

Employees shall qualify as part-time under one of the following conditions:

A. Part-Time Non-Instructional, Non-Student Employees:

1. An employee who is hired to perform duties in an administrative, paraprofessional, supervisory, or institutional support role and who works twenty-nine (29) or less hours a week.

2. Per the Affordable Care Act, part-time employees working in excess of the hour threshold may be offered health insurance benefits based on a look-back period in accordance with the federal law.

B. Part-Time Student Employees:

1. Student employees may work in various areas of the College, in positions alongside other full-time and part-time employees. Part-time student employees may not work more than 29 hours per week. The College defines a student employee as a student working for Lake Land College who is enrolled in and regularly attending classes at Lake Land College and is employed on a temporary basis at less than full time, or 29 hours or less per week. A student enrolled in and regularly attending classes whose primary purpose is educational is defined as meeting one or more of the following criteria:
 - a. Active student at Lake Land College enrolled in 6 credit hours or more per semester, with the exception of summer term.
 - b. A student working towards either a terminal degree or transfer to another higher education institution.
 - c. A student receiving MAP or PELL grant funding for at least part-time student status at Lake Land College.
2. Student employees are considered to be students first and their work is considered temporary, as it is reasonable to assume their employment as a student will cease with completion of their studies at Lake Land College.
3. Student employees must remain in good standing as defined by the College's Student Code of Conduct.
4. Student employees working under the Federal Work Study Program will additionally follow Board Policy 05.07.
5. International students with a valid F-1 status can work up to 20 hours per week when classes are in session and up to 29 hours per week when classes are not.

A supervisor must notify Human Resources immediately if an employee has a change in their employment status or their status as a student enrolled in and regularly attending classes whose primary purpose is educational.

Part-time, non-instructional, non-student employees currently paying into SURS who desire to take 6 credit hours or more per semester must submit a request to Human Resources to preserve their Part-Time Non-Instructional, Non-Student Employee status.

Adopted November 9, 1998
Revised July 14, 2003
Revised February 16, 2015
Revised April 10, 2017
Revised December 11, 2017
Revised September 11, 2023
Revised January 11, 2024

The Administration

The administration of the College is responsible to the President for facilitating College programs by providing, through their respective administrative units, such guidance and support as will assure the achievement of the mission of the College. Administrators assess College program needs in terms of resource requirements; communicate those requirements to appropriate individuals and groups; assure that resources are obtained, allocated and employed in accordance with current priorities and in an economic manner; and ensure that planned educational results are achieved. Administrators are classified by the President and the list is maintained in Human Resources.

Adopted November 9, 1998
Revised July 14, 2003
Revised June 13, 2005
Revised August 13, 2007
Revised June 9, 2014
Revised May 27, 2015
Revised December 12, 2016. Effective January 1, 2017.
Revised December 11, 2017

The Faculty

The faculty is the component directly responsible for providing challenging and meaningful learning experiences and academic support functions in a variety of appropriate settings or learning delivery systems designed to assist students to meet their individual education goals. The faculty assists in developing an environment that permits a free exchange of ideas and adequate educational resources throughout the college community. Individuals employed in these positions shall be eligible for tenure according to the Illinois Community College Act (110 ILCS 805/B-2). Full-time faculty positions are identified in the collective bargaining agreement with the Lake Land College Faculty Association and in Board Policy 05.02.04.

Adopted November 9, 1998
Revised July 14, 2003
Revised May 8, 2017
Revised December 11, 2017

The Supervisory Staff

The Supervisory staff at Lake Land College assists the administration in the performance of its duties. These individuals are exempt, non-teaching professionals who manage, conduct and direct the activities of persons or operations of the College. The supervisory staff will have the responsibility to recommend to the administration the employment, transfer, suspension, dismissal, promotion, assignment, or discipline of other staff in their area, both full-time and part-time. Supervisors are identified by the President and the list is maintained by Human Resources.

Adopted November 9, 1998
Revised July 14, 2003
Revised February 11, 2008
Revised April 14, 2014
Revised December 11, 2017

The Institutional Support Staff

Support personnel shall mean and include any position which supports the process of teaching or public service, is integral to the function of the College; and is not covered in the collective bargaining agreements of the College. This includes personnel at correctional facilities who are part of their respective collective bargaining agreements.

The Paraprofessional Staff

The paraprofessional staff shall be those employees who keep records, process information upon the direction and request of professional College staff, and who are identified in the Collective Bargaining Agreement with the Lake Land College Paraprofessional Union.

Adopted November 9, 1998
Revised May 12, 2003
Revised July 14, 2003
Revised December 11, 2017

The Custodial Staff

The Custodial/Maintenance/Grounds staff shall refer to those employees who are engaged in the upkeep, event preparation, and the maintenance/repair of College facilities, grounds, and equipment and who are identified in the Collective Bargaining Agreement with the Lake Land College Custodial Association.

Athletics Personnel

The College President, upon consultation with the Vice President for Student Services, will recommend coaching staff appointments. The coaches' performance will be annually evaluated by the Director of Athletics and discussed with the Vice President for Student Services. The coaches and Director of Athletics can be employed by a variety of arrangements, depending upon their employment status, such as:

Head Coaches and Director of Athletics

1. Full-time Faculty

- A. A faculty member may be employed to coach and/or serve as Director of Athletics in addition to regular teaching responsibilities. For the coaching and/or director responsibilities, release time from contractual instructional load may be given, or a stipend, or both. The terms and conditions of the coaching or director responsibilities, release time and stipend will be set forth in a separate job description and request to hire, which is not part of the Board/Faculty Agreement.

2. Administrative, Supervisory, Support, or Part Time Staff

- A. An administrative, supervisory, support, or part time staff position may include coaching and/or Director of Athletics responsibilities as part of the overall duties and responsibilities of the position. A coach or Director of Athletics who is released from their coaching responsibilities could also be released from their employment at the College as an administrative, supervisory, support, or part-time staff member.
- B. An administrative, supervisory, support, or part time staff member may be employed to coach and/or serve as Director of Athletics in addition to their regular position responsibilities. For the coaching and/or director responsibilities, a stipend would be

given. The terms and conditions of the coaching and/or director responsibilities will be set forth in separate job description and request to hire.

Assistant Coaches and Cheer Coach

Assistant and cheer coaches are hired on a voluntary or part time¹ basis and subject to successful completion of background screening upon the recommendation of the Director of Athletics to the Vice President for Student Services and approved by the College President and Board of Trustees.

¹ See Board Policy 05.01- Definition of Full-Time and Part-Time Employment

Adopted November 9, 1998
Revised December 8, 2003
Revised December 11, 2017
Revised December 10, 2018
Revised December 9, 2019

Livestock Judging Team Personnel

The Livestock Judging Team coach is appointed by the College President after consultation with the Vice President for Academic Services. The coach's performance will be annually evaluated by the Division Chair for Agriculture and discussed with the Vice President for Academic Services. The coach can be employed by a variety of arrangements depending upon their employment status, such as:

1. Full-time Faculty

- A. A faculty member may be employed to coach in addition to regular teaching responsibilities. For the coaching responsibilities, release time from contractual instructional load may be given, or a stipend, or both. The terms and conditions of the coaching responsibilities, release time and stipend will be set forth in a separate job description and request to hire which is not part of the Board/Faculty Agreement.

2. Administrative, Supervisory, Support, or Part Time Staff

- A. An administrative, supervisory, support, or part time staff position may include coaching responsibilities as part of the overall duties and responsibilities of the position. An administrative, supervisory or support staff member who is released from their coaching responsibilities could also be released from their employment at the College as an administrative, supervisory, support or part-time staff member.
- B. An administrative, supervisory, support, or part time staff member may be employed to coach in addition to their regular position responsibilities. For the coaching responsibilities, a stipend would be given. The terms and conditions of the coaching responsibilities will be set forth in a separate job description and request to hire, which will include the terms and conditions of the coaching responsibilities.

3. Assistant Coaches

- A. Assistant coaches are hired on a voluntary or part-time¹ basis and subject to successful completion of a background screening, upon the recommendation of the Division Chairperson for Agriculture to the Vice President for Academic Services and approved by the College President and Board of Trustees.

¹ See Board Policy 05.01 – Definition of Full-Time and Part-Time Employment

Adopted November 9, 1998
Revised December 11, 2017
Revised December 10, 2018
Revised December 9, 2019

**Negotiated Agreements with Full-time Faculty, Paraprofessional,
and Custodial Staff for Conditions of Employment**

The negotiated agreements with the Lake Land College Faculty Association, the Lake Land College Paraprofessional Union, the Lake Land College Custodial Association, and the American Federation of State, County, and Municipal Employees (AFSCME), which have been agreed to by the Board of Trustees, state the conditions of employment, leaves, salaries, fringe benefits, overload and overtime rates, grievance procedures, and promotions. As negotiated agreements, these documents are legally binding upon the College and the Board of Trustees for the period of their duration. In the event of conflict between the terms and conditions of employment specified in a collective bargaining agreement and the Department of Corrections contract with Lake Land College, the Department of Corrections contract provisions shall govern and prevail.

Faculty Advisors

Each degree- or certificate-seeking student is assigned to a faculty advisor by the counselor responsible for academic advising. Insofar as possible, this assignment is made on the basis of the choice of the student's major field. Counseling Services is responsible for training new faculty advisors on the many facets of academic advising. The advisor is responsible for familiarizing themselves with the history and goals of their students in order to develop an advising relationship. Each semester, the advisor is to help the student select their courses for the following semester so that the student may satisfy the requirements for graduation at Lake Land College and the requirements for transfer and/or employment. Graduation requirements are explained in the College Catalog, Lake Land College website and degree audit. Concerns that fall outside the general advisor/advisee relationship will be referred to Counseling Services. If a student changes major fields, the student will be reassigned to the appropriate faculty advisor. If an advisor believes that a particular student could be better advised by another faculty member, the advisory may request that Counseling Services make such a change.

Minimum Faculty Employment Requirements/Qualifications

The Vice President for Academic Services and the Vice President for Student Services will determine the need for faculty personnel to fill vacancies or to meet changing enrollment or changing demands within each area of instruction or academic support and follow the minimum qualification requirements as enumerated below:

Instructors

1. Workforce Ready/Career and Technical Curriculum

a. Professional Competency

Preparation shall include instructional organization, preparation of instructional materials, methods, and techniques of instruction specialty areas.

b. Field Experience and Academic Training

A minimum of two-thousand (2,000) hours of experience in the occupational field and/or a bachelor's degree in the field of instruction from an institution accredited by a recognized agency.

c. Compliance with legal, governmental, and professional requirements. For those occupations which employment or preparation is regulated by law or licensure, such laws and licensing requirements shall take precedence.

2. Pre-Baccalaureate Programs

a. Professional Competency

Preparation shall include coursework and/or experience in the teaching- learning process, instructional objectives, motivation, test construction, measurement, classroom management and related areas.

b. Academic Training

Master's degree from an institution accredited by a recognized agency with a minimum of eighteen (18) graduate hours in each field of specialization for which courses are taught, except in such areas in which work experience and related training are the principal learning mediums and tested experience qualifications appropriate to the assignment are met.

3. Basic Skills Instructors

a. Professional Competency

Preparation shall include course work and/or experience in the teaching- learning process, instructional objectives, motivation, test construction, measurement, classroom management and related areas.

b. Academic Training

Bachelor's degree from an institution accredited by a recognized agency with course work in academic area to be taught.

Academic Counselors

1. Professional Competency

Preparation shall include knowledge of human growth and development; learning principles; student needs assessment; provision of academic, career and personal counseling and consultation; multicultural counseling; crisis intervention and referral; and information management.

2. Academic Qualifications

Master's degree in counseling or college student affairs from an institution accredited by a recognized agency.

Financial Aid Advisor

1. Professional Competency

Preparation shall include knowledge of student financial assistance and/or veterans educational benefits; student needs assessment;

student advisement practices; information management and record keeping.

2. Academic Qualifications

Bachelor's degree from an institution accredited by a recognized agency.

Director of Student Life

1. Professional Competency

Preparation shall include knowledge of the administration and coordination of campus activity programs; assessment of student interests and needs; implementation and evaluation of programs for students; assistance to student organizations in planning and implementing their programs; advisement of student governance organizations and provision of training, education and development opportunities for students and advisors involved in student organizations.

2. Academic Qualifications

Master's degree in counseling, college student affairs, or higher education administration required from an institution accredited by a recognized agency.

Director of Career Services

1. Professional Competency

Preparation shall include knowledge of the administration and coordination of career service programs; career counseling and consultation; provision of career development training; human growth and development; program and event management; information management; and marketing and outreach.

2. Academic Qualifications

Master's degree in counseling, college student affairs, or business-related field from an institution accredited by a recognized agency.

Librarian/Resource Specialist

1. Professional Competency
Preparation shall include library organization, preparation of library materials, methods and techniques of library organization.
2. Academic Qualifications
Master's degree in library science from an institution accredited by a recognized agency.

Counselor for Student Accommodations and Mental Health Initiatives

1. Professional Competency
Preparation shall include knowledge of human growth and development; learning principles; student needs assessment; provision of academic, career and personal counseling and consultation; multicultural counseling; crisis intervention and referral; and information management.
2. Academic Qualifications
Master's degree in counseling, psychology, social work or related field; current LCPC or LCPC supervision in progress required or plan to earn and successful completion of LCPC within the 3-year tenure review period.

Prior to assuming their respective duties, faculty members will be required to file the following forms with Human Resources:

1. Official transcript(s) of all college work.
2. Completed Lake Land College Application for Employment.
3. Other documents required by the College or by state or federal law.

Adopted November 9, 1998
Revised July 14, 2003
Revised July 12, 2004
Revised May 8, 2017
Revised June 14, 2021

Paraprofessional/Custodial Employment Requirements/Qualifications

All Custodial and Paraprofessional staff, except those appointed on a temporary basis as substitutes, will be required to possess no less than the minimum educational requirements, knowledge and skills to perform the duties of the position as stated in the job description.

This policy is not retroactive to those individuals who were already employed prior to November 9, 1998, and who did not possess the minimum educational level or its equivalent at the time of employment. They will, however, be encouraged to actively pursue course work and/or continued education in the areas of their employment.

The individual qualifications will be fully delineated in the written job description, which will be filed in the office of Human Resources, including, but not limited to, education, experience, knowledge, skills, personal, and physical requirements. During the yearly job performance evaluation or at the time of a vacancy, a review and update of the job description should be done.

Prior to assuming their respective duties, Custodial and Paraprofessional staff will be subject to successful completion of required pre-employment testing and are required to file the following forms with the Human Resources Office:

1. A formal Lake Land College application for employment.
2. All transcripts, certificates or licenses, as proof of individual requirements for employment.
3. All payroll and employment forms required by the College or state or federal law.

Faculty Proficiency in Oral English

The administration shall establish appropriate procedures to ensure that all persons providing classroom instruction to students are orally proficient in the English language.¹

1. During the initial interview for all potential classroom instructors, the supervisor recommending hiring of an instructor will verify oral English proficiency through discussions held during the interview process.
2. All supervisor and student evaluations of current teaching faculty will include an assessment of oral English proficiency, and all positive recommendations made pursuant to such evaluations will be indicative of a satisfactory evaluation of oral English proficiency.
3. In the event of a negative recommendation related to oral English proficiency made after an evaluation of a current teaching faculty member, Lake Land College will consider reasonable requests for staff development fund resources to pay for such special assistance as may be necessary to improve the spoken English competency to an acceptable proficiency.

¹ 110 ILCS 805/3-29.2

Faculty Professional Responsibilities

The faculty members of Lake Land College shall:

1. In cooperation with other instructors concerned, prepare or revise guides for courses offered in their division and submit to the Division Chairperson or appropriate administrator for review.
2. Teach classes assigned by the Division Chairperson and approved by the Vice President for Academic Services following course outlines approved by the College.
3. In cooperation with other instructors concerned, prepare recommendations for all educational resources and submit to the Division Chairperson for review.
4. File with the librarian a bibliography of library books to be used in each course.
5. Prepare for the annual budget requests for instructional equipment and materials including maps, books, electronic and audio/visual resources, and other supplies and submit these requests to the Division Chairperson for recommendation.
6. Prepare requests for the purchase of new library books and materials as needed and submit these requests to the Division Chairperson for review.
7. Report attendance and grades as prescribed by the Dean of Enrollment and Student Success.
8. Attend division meetings called by the Division Chairperson and faculty meetings called by the administrative officers.

9. Be on campus, in classrooms, laboratories, library, or office for not less than thirty (30) hours a week and maintain a schedule of at least three (3) hours on campus or at an approved location each college day.
10. Maintain at least five (5) office hours per week as posted on the office door and as filed in the administrative office.
11. Arrive at the classroom or approved location prior to the scheduled class time.
12. Cooperate in the promotion of extracurricular activities by accepting reasonable assignments and encouraging student participation.
13. Serve on such committees for the betterment of the College as may be established by the administration and faculty.
14. Assist in registration as needed.
15. Consider the general and special needs of the student. Assist students in meeting needs or solving problems and, when necessary, seek additional help from other college services.
16. Observe, support, and enforce the regulations, policies, and programs of the College and inform the appropriate administrator in writing of any problem that might have a detrimental effect on the College.
17. Conduct themselves in a professional manner.
18. Notify the appropriate administrator well in advance of absences.
19. Advise students assigned by the counselor.
20. Demonstrate commitment to the teaching/learning process.
21. Focus upon student recruitment, retention and success.
22. Use a variety of methods and teaching strategies that reflect the different learning styles and needs of students.

23. Show an understanding of the community college philosophy, including its unique ties to the workforce and its district.
24. Work as a member of a team.
25. Participate in development activities and maintain current perspectives in class presentations.
26. Perform other related duties as assigned.

Performance Evaluation and Tenure of Full-Time Faculty Members

Explanation and Rationale

The single most important responsibility of the Lake Land 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.

With these principles in mind, a systematic and professional program to assess the quality of instruction and academic support services at Lake Land College is necessary to meet the changing needs of the community, the students, and society. This evaluation program is not intended to be a punitive instrument. Instead, it should develop relationships between faculty and administration, assign ownership for improvement to each faculty member, and emphasize the value of community in the process.

The full evaluation of tenured and non-tenured faculty, as well as the granting of tenure, shall be governed by Illinois Compiled Statutes, Higher Education Public Community Act, 110 ILCS 805/ and the active Agreement between the Lake Land College Faculty Association and the Lake Land College Board of Trustees.

Adopted November 9, 1998
Revised June 14, 2004
Revised December 11, 2017
Revised September 11, 2023

**Annual Review and Evaluation of Administrators, Supervisors,
Support, Paraprofessional and Custodial Staff**

Recognizing that employees' performance may change over time and that effective performance requires regular periodic review, the following procedures will be followed:

1. In case of new employees, the immediate supervisor shall complete an Employee Performance Report at the end of the 90-day probationary period for submission to the Human Resources Office.
2. On an annual basis, immediate supervisors will complete Employee Performance Reviews for personnel under their supervision. Supervisors should clearly discuss areas of deficiencies with employees as well as areas of exemplary performance. The annual report should include measures to remedy deficiencies in the employee's performance. The Employee Performance Review is considered sensitive information and should be shared only with appropriate supervisors. After the annual review is completed, it should be filed in the Human Resources Office. Individuals wanting a copy of their annual Employee Performance Review may obtain one from their supervisor or download electronically. Any employee who disagrees with the supervisor evaluation will be afforded the opportunity to state the disagreement in writing and to have that written response placed in their personnel file.
3. In case of conflict between the provisions of College policy and the provisions of the Department of Corrections or Department of Juvenile Justice contract(s), the Department of Corrections or Juvenile Justice contract(s) will prevail.

Adopted November 9, 1998
Revised July 14, 2003
Revised December 11, 2017

Bargaining Units

As per the provisions of the Illinois Educational Labor Relations Act, educational employees have the right to organize and choose freely their representatives. Lake Land College recognizes the following bargaining units:

1. The Lake Land College Faculty Association, IFT/AFT, Local 2296, AFL/CIO, is the sole and exclusive bargaining representative for all full-time faculty and all full-time academic support personnel.
2. The Lake Land College Paraprofessional Union, IFT/AFT, Local 6028, AFL/CIO, is the sole and exclusive bargaining representative for all full-time employees who keep records and process information upon the direction and request of professional College staff for a twelve-month year.
3. The Lake Land College Custodial Association, IFT/AFT, Local 6027, AFL/CIO, is the sole and exclusive bargaining representative for all full-time custodial, maintenance, and grounds personnel.
4. American Federation of State, County, and Municipal Employees (AFSCME), is a bargaining representative for specific employees under the Department of Corrections' or Department of Juvenile Justice's contractual agreements.

Adopted November 9, 1998
Revised July 14, 2003
Revised November 9, 2015
Revised December 11, 2017
Revised August 8, 2022

Employment Requirements/Qualifications

Administration

All administrators, except those appointed on a temporary or acting basis for a period not to exceed one year, shall meet the job expectations and requirements as outlined in their job description. In addition, it is highly desirable that individuals holding the position of President, Vice President for Academic Services, and Vice President for Student Services hold a doctorate degree or its equivalent from an accredited institution of higher education. All other administrators will be expected to possess, at the minimum, a bachelor's degree from an accredited institution of higher education unless not required in their respective job description.

Supervisory and Support Staff

The qualifications and experience for supervisory and support staff will be delineated in the job description, which will be filed in the office of the Director of Human Resources. Those holding the position of supervisor will be expected to possess, at the minimum, a bachelor's degree from an accredited institution of higher education unless not required in their respective job description. Work experience or licensure in lieu of a degree may be acceptable.

Adopted November 9, 1998
Revised July 14, 2003
Revised April 14, 2014
Revised December 12, 2016. Effective January 1, 2017.
Revised December 11, 2017
Revised December 9, 2019

Exempt/Non-exempt Status

Positions are classified as exempt or non-exempt with reference to certain conditions of employment as defined by the Federal Fair Labor Standards Act, a copy of which will be kept on file in the Human Resources office. Exempt employees have a yearly salary and are not qualified for overtime. Non-exempt employees have an hourly wage, and hours beyond forty (40) per week qualify for overtime. For non-exempt employees under the Department of Corrections or Department of Juvenile Justice contract(s), the Department of Corrections or Department of Juvenile Justice contract will prevail.

**Probationary Status
(Administrators, Supervisory and Support Staff)**

Initial employment for administrators, supervisory and support staff shall be for a probationary period of ninety (90) calendar days with the exception of police officers who have not been certified by the state, who will have an initial employment probationary period of one (1) year. If at the end of the probationary period the employee's work is satisfactory based on a written performance report, the employee will be granted continued status. The probationary period for these employees may be extended if further evaluation is deemed necessary and requested by the supervisor. The College reserves the right, however, to terminate a probationary employee before the end of the probationary period if the employee's work proves to be unsatisfactory.

With the exception of police officer positions, employees who transfer from a similar position in one grade level to another grade level may have the ninety (90) day probationary period waived by the immediate supervisor.

Adopted November 9, 1998
Revised July 14, 2003
Revised December 11, 2017
Revised December 9, 2019

Work Week

For purposes of computing the payroll and overtime only, the work week is defined as beginning at midnight Monday morning and ending at 11:59 p.m. the following Sunday night.

Non-Exempt Staff: Full-Time Employees

Except as may otherwise be provided within this section and during the summer term, the regular work week for full-time, non-exempt staff will be forty (40) hours per week at the employee's assigned work site or approved campus location, unless otherwise authorized by the employee's direct supervisor.

All full-time employees' work schedules will provide for a twenty (20) minute paid rest period during each four (4) hour time period. Whenever feasible, the rest period will be scheduled at the middle of each four-hour period.

All full-time employees' work schedule will provide for an unpaid meal period of up to one hour. The meal period must begin sometime within the first five (5) hours of work.

All police officers will be permitted to take a thirty (30) minute paid meal break during their shift. All sworn personnel are presumed to be on duty at all times and will, therefore, postpone any break periods that are interrupted by emergencies or other situations that require immediate response.

For Lake Land College employees at correctional centers or youth facilities, when there is a conflict, the Department of Corrections or Department of Juvenile Justice contract shall prevail.

Non-Exempt Staff: Part-Time Employees

Part-time employees scheduled to work a minimum of 4 hours will be allowed a ten (10) minute rest period unless doing so impedes operation of the College. Such rest periods may not be cumulative, made the basis

for starting late, early ending time, nor used to extend regularly scheduled meal periods.

Part-time employees expected to work seven and one-half (7 ½) continuous hours or longer shall be permitted at least thirty (30) minutes (unpaid) for a meal period that begins no later than five (5) hours after the start of the work period.

Exempt Staff

The normal work week for administrators is forty (40) hours a week, normally commencing between 7:30 a.m. and 8:00 a.m. at the employee's assigned work site or approved campus location, unless otherwise authorized by the employee's direct supervisor. However, due to the nature of their responsibilities, full-time, exempt staff will be considered as subject to call on duty on an around-the-clock basis. There are frequent meetings during the evening at which attendance must be considered as part of the normal responsibilities of those who are in this area of work. Also, there may be times when the work load is such as to require numerous hours beyond that considered to be the normal work hours. This also, if necessary, is considered a part of the responsibility of those who are classified as administrators. The schedule of administrators, on the other hand, should be sufficiently flexible to allow them reasonable hours away from their office during the work day if their immediate supervisor deems it necessary and grants approval. When administrators are away from their office during the normal work day, they should notify their immediate supervisor or leave word with their administrative assistant or other appropriate staff concerning the means to reach them.

All employees, regardless of classification will be provided reasonable break time as needed throughout the day for an employee to express breast milk for their nursing child for up to one year after birth. Employees are entitled to a place to pump at work, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public. These breaks may run concurrently with regularly scheduled break times.

Flex-Work

Flex Work refers to flexible work arrangements that vary from the standard work day, and typically include flexibility in regards to work location, scheduled work hours or a combination of the above. A Flex Work arrangement may be appropriate for certain full-time or part-time positions. Flex Work eligibility and opportunities are based on a job function or role, and not an individual. Additionally, Flex Work shall have a net-neutral or net-positive impact on the work of our peers and service to students. Staff covered by a collective bargaining agreement should refer to their respective agreement regarding flexible work alternatives.

The College's guidelines and eligibility requirements for the Flex-Work program may be found on the College's shared drive, within the Human Resources subfolder.

Adopted November 9, 1998
Revised May 10, 1999
Revised September 15, 2003
Revised December 11, 2017
Revised March 9, 2020
Revised March 13, 2023
Revised April 8, 2024

Life, Health, Dental and Vision Insurance

A comprehensive insurance program will be made available to all full-time administrative, supervisory and support staff members:

1. Life Insurance

Life insurance in the amount of \$40,000 will be provided to all full-time employees with an additional \$40,000 coverage for accidental death and dismemberment. For Vice Presidents, the amount is \$50,000 for each of these provisions. The President's life insurance will be covered by separate contract. The College will pay the premiums for the employee. Optional life insurance is available for eligible employees, employees' spouse, and civil union partner if underwritten by the current insurance carrier. Optional life insurance is available for the employee's dependent children (as defined in the insurance policy). All optional costs are paid by the employee through monthly payroll deductions.

2. Health, Major Medical, Dental and Vision Insurance

Health, major medical, dental and vision insurance is available for every full-time employee.

- A. The College will make information available to each employee identifying the health, major medical, dental and vision insurance coverage.
- B. The College agrees to conduct periodic employee orientation and education programs related to group insurance costs, benefits and utilization.

Adopted November 9, 1998

Revised July 14, 2003

Revised June 13, 2011

Revised December 12, 2016. Effective January 1, 2017.

Personal Days

Personal days for administrative, supervisory and support personnel, with pay of up to 40 hours for full-time 12-month employees and prorated hours for full-time employees of less than 12 months, may be used for any purpose which requires absence from professional responsibilities. Except in an emergency, employees desiring to use personal leave shall notify their supervisor at least one full College business day in advance. A minimum of one hour of personal leave time must be used per request. Personal hours will be recorded by timesheet and deducted as used. Employees in their probationary period are not allowed to utilize personal leave. Personal leave does not carry over or accumulate as personal leave. Any unused personal leave hours will transfer to the employee's sick leave hour balance at the end of each fiscal year and are not reimbursable at the time of separation from employment.

For Lake Land College employees at correctional or youth centers, when there is a conflict, the Department of Corrections or Department of Juvenile Justice contract(s) shall prevail.

Adopted November 9, 1998

Revised August 10, 2009

Revised December 11, 2017

Revised December 11, 2023 with an effective date of January 1, 2024

Sick Days

Sick leave of twelve (12) days per fiscal year is available for full-time twelve (12) month administrative, supervisory and support employees; full-time positions of shorter length will be prorated. Sick time will be credited to the employee's balance at the beginning of each month during the fiscal year. Sick leave may carry over and accumulate with no maximum. Sick leave time will be deducted concurrently with Family Medical Leave time on a rolling calendar basis. Employees must be in a paid status in order to accrue sick time.

Employees may only use the sick time available. A certificate from the employee's physician may be required to verify the illness and the length of the illness and to ensure that the employee has recovered sufficiently to return to their work. Sick leave may be used for personal illness, doctor or dental appointments, disease, or other serious illness or injury of spouse, civil union partner, son, daughter, stepchild, mother, father, mother-in-law, father-in-law, stepparent, sister, brother, grandchild, grandparent or any relative living in the immediate household of the employee.

The employee personally must contact the supervisor promptly upon determining that illness will prevent him/her from performing regularly assigned duties. The employee must personally report to their supervisor every day of the sick leave unless he/she is in the hospital or convalescing.

Sick leave must be recorded on the employee's time sheet or reported on an absence form. Sick time may be taken in hourly segments. Whole hours must be taken; anyone taking less than an hour will be charged at the next hourly level. In the case of extended illness, earned vacation time may, at the employee's option, be substituted for sick leave. Probationary employees are eligible to take sick hours earned. Sick leave is not reimbursable at the time of separation from employment.

For Lake Land College employees at correctional or youth centers, when there is a conflict, the Department of Corrections or Department of Juvenile Justice contract(s) shall prevail.

Adopted November 9, 1998
Revised September 15, 2003
Revised August 14, 2006
Revised June 13, 2011
Revised November 14, 2016
Revised December 11, 2017
Revised December 9, 2019
Revised September 11, 2023
Revised December 11, 2023 with an effective date of January 1, 2024

Bereavement Leave

Each full-time employee will, in the event of a death in the immediate family, be granted a maximum of five (5) working days of bereavement leave per occurrence with full pay. Immediate family is defined as the spouse, civil union partner, child, step-child, parent, step-parent, grandchild, brother, or sister of the employee.

Bereavement leave with pay will be granted for a maximum of three (3) working days in the event of the death of mother-in-law, father-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, grandparents, aunts, uncles, nephews, nieces, or foster parents.

Bereavement leave must be taken within the first five (5) working days of the death of an immediate family member and within the first three (3) working days of the death of all other family members, but need not be taken consecutively. The timeframe for when bereavement leave is granted may be authorized by the employee's vice president or President.

Bereavement leave days granted will not be accumulative from year to year, nor chargeable against any other paid employee leave.

If circumstances require, days needed in addition to the five- and three-day allotments may be charged to personal and/or sick leave balances.

Per the Family Bereavement Leave Act, FMLA eligible employees are entitled to a maximum of ten (10) working days of unpaid leave for bereavement due to the death of a child, stepchild, spouse, domestic partner, sibling, parent, step-parent, mother-in-law, father-in-law, grandchild, grandparent or 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, or a diagnosis that negatively impacts pregnancy or fertility, or a stillbirth. The employee must take any unpaid leave allowed under the Act within 60 days after they are notified of the death of the covered family member or the date on which an otherwise qualifying event occurs. In the event of the death of more than one covered family member in a 12-month period, an employee is entitled to up to 6 weeks of unpaid bereavement leave during that period.

Per the Child Extended Bereavement Leave Act, a full-time employee who has been employed for at least two weeks and who has lost a child to suicide or homicide, may take up to twelve weeks of unpaid bereavement leave. Employees who take leave under this Act may not also take leave under the Family Bereavement Leave Act for the death of the same child.

Per the Victims' Economic Security and Safety Act, employees may be eligible for unpaid leave up to two weeks in the event a family or household member is killed in a crime of violence.

For Lake Land College employees at correctional or youth center centers, when there is a conflict, the Department of Corrections or Department of Juvenile Justice contract(s) shall prevail.

Adopted November 9, 1998
Revised November 11, 2002
Revised June 13, 2011
Revised June 9, 2014
Revised February 13, 2017
Revised February 12, 2018
Revised December 10, 2018
Revised October 10, 2022
Revised September 11, 2023
Revised December 11, 2023 with an effective date of January 1, 2024.

Leave for Jury Duty or Court Attendance

Employees who are summoned to court to perform jury duty shall be granted leave with pay. Employees who are subpoenaed to attend court or board hearings to testify in matters in which they have no personal or monetary interest shall be granted leave with pay. Any remuneration received for jury duty or for testifying before a court or a board shall be refunded to the college, excluding mileage. Employees who attend court as parties to lawsuits or who have a personal or monetary interest therein will be granted leave without pay. In any case, leave for jury duty shall not be charged to sick leave. Employees are expected to report to their work assignment during a normal work day when their presence is not required in the court.

For Lake Land College employees at correctional or youth centers, when there is a conflict, the Department of Corrections or Department of Juvenile Justice contract(s) shall prevail.

Maternity Leave

The Board of Trustees will grant a request for leave without pay for pregnancy and child birth for a period not to exceed one year. The dates of the leave shall be agreed upon by the College and the employee. For approved leaves over six (6) months, the employee will notify the Human Resources Office in writing at least three (3) months prior to the end of the approved leave of her intention to:

1. Return to full-time employment with the College;
2. Terminate employment with the College; or
3. Request an extension of the leave.

The employee will be returned to her original position providing the full leave does not exceed six (6) calendar months. If the leave exceeds six (6) months, the employee, upon return to work, will be returned to her former position or, if such is not available, will be transferred elsewhere within the College to a position of like status and pay. A one-year extension of the leave may be requested upon application with the Human Resources Office and approval of the President and the Board of Trustees. Upon requesting an extension, the applicant must again state in writing the reasons for the requested leave, and all other conditions stated in the three-month policy shall prevail.

The employee will, upon return, receive any general pay increases which may have occurred during her leave, but not retro-actively. Such employee on leave, upon return to work, shall retain and receive all applicable seniority rights or fringe benefits.

The employee may elect to participate in the State Universities Retirement System during the period of the leave, subject to all provisions of the retirement system, and the employee may elect to continue insurance coverage during the period of the leave (arrangements should be made in the Accounting Office). All employee contributions and insurance premiums, employee and employer share, will be the responsibility of the employee.

Parental Leave

Work Absences for Child Rearing:

The Board of Trustees will grant a request for leave without pay and any fringe benefits for child rearing, including the adoption of a child, for a period not to exceed one year. The dates of the leave shall be agreed upon by the employee and the College. For leaves over six (6) months, the employee will notify the Human Resources Office in writing three (3) months prior to the end of the approved leave of an intention to:

1. Return to full-time employment with the College;
2. Terminate employment with the College; or
3. Request an extension of the leave.

The three-month provision applies to extended leaves. The employee will be returned to the original position or to a position of like status and pay. A one-year extension of the leave may be requested upon application to the Human Resources Office and approval by the President and the Board of Trustees.

The employee will, upon return, receive any general pay increases which may have occurred during their leave, but not retro-actively. Such employee on leave, upon return to work, shall retain and receive all applicable seniority rights or fringe benefits.

The employee may elect to participate in the State Universities Retirement System during the period of the leave, subject to all provisions of the retirement system, and the employee may elect to continue insurance coverage during the period of the leave (arrangements should be made in the Human Resources Office). All employee contributions and insurance premiums, employee and employer share, will be the responsibility of the employee.

Work Absences for School Meetings:

Lake Land College shall fully comply with the School Visitation Rights Act (SVRA) 820 ILCS 147/). Effective August 1, 2020, if an employee has exhausted all accrued leave other than sick leave, then the College will grant an employee up to eight hours of unpaid leave during a school year, limited to four hours in a day, to attend school conferences, behavioral meetings or academic meetings relating to the employee's child (as defined by the Act). An employee shall provide a written request to exercise the leave at least seven days in advance. In emergency situations, no more than 24 hours' notice shall be required.

Family and Medical Leave

Employees will be granted unpaid family and/or medical leave as prescribed by federal and/or state law.¹ The college uses a rolling 12-month period for counting FMLA time. The College requires the employee to use, concurrently with the FMLA leave, available accumulated benefit time. If the employee's benefit time is exhausted and the employee is in an unpaid status, the employee will not accrue benefit time, including holidays.

¹ *29 CFR Section 825. The Family and Medical Leave Act.

Adopted November 9, 1998
Revised September 15, 2003
Revised April 13, 2009
Revised December 11, 2017
Revised December 9, 2019

Military Leave

An employee who is drafted into military service or who volunteers for service in lieu of being drafted will be granted a leave of absence for the duration of the required military service.

A person on military leave shall declare in writing to their Supervisor and the President a minimum of thirty (30) days prior to the expiration of the leave his intentions to return to work. All provisions of Public Law 87-291, Reemployment Rights, paragraph 22, shall apply.

Upon expiration of the leave, the employee is eligible to apply to the State Universities Retirement System for experience credit in the pension system.

The College will follow the provisions set forth in the Illinois Service Member Employment and Reemployment Rights Act (Public Act 100-1101).

For Lake Land College employees at correctional or youth centers, when there is a conflict, the Department of Corrections or Department of Juvenile Justice contract(s) shall prevail.

Adopted November 9, 1998
Revised July 14, 2003
Revised December 11, 2017
Revised February 12, 2018
Revised January 13, 2020

General Leave of Absence without Pay

A special leave of absence without pay and without loss of seniority, status, appointment or accrued benefits may be approved 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 appropriate supervisor and administrator and the president of the College. Requests must be submitted at least two weeks prior to the requested leave. Unusual hardship cases will be considered on an individual basis.

Special leaves of absence will not exceed sixty (60) days for each three (3) years of continuous service.

The employee will notify the Human Resources Office in writing three (3) months prior to the end of the approved leave of their intention to:

1. Return to full-time employment at the College;
2. Terminate employment at the College; or
3. Request an extension of the leave.

The employee may elect to participate in the State Universities Retirement System during the period of the leave (subject to all provisions of the retirement system), and the employee may elect to continue insurance coverage during the period of the leave (arrangements should be made in the Human Resources Office). All employee contributions and insurance premiums, employee and employer share, will be the responsibility of the employee. While in this unpaid status, the employee will not accrue any benefit time.

Per the Victims' Economic Security and Safety Act, an employee who is a victim of domestic violence, sexual violence, gender violence, or any other crime of violence or an employee who has a family or household member who is a victim of domestic violence, sexual violence, gender violence, or any other crime of violence may take unpaid leave from work up to 12 work weeks during any 12 month period.

For Lake Land College employees at correctional or youth centers, when there is a conflict, the Department of Corrections or Department of Juvenile Justice contract(s) shall prevail.

Adopted November 9, 1998
Revised December 11, 2017
Revised February 12, 2018
Revised December 9, 2019
Revised September 11, 2023

Absence Due to Inclement Weather

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 shall designate the date on the timecard as an "Official Closing" and credit the day as eight (8) hours worked.

If the President authorizes a shortening of hours because of existing or anticipated inclement weather conditions, the employee shall designate the time in attendance on the timecard, followed by "College Closed" and credit the remaining hours of the employee's shift. Employees who had taken the day off will have that day subtracted from their accrued benefit leave as would have occurred had the shortening of hours not happened.

An employee who is unable to report during the hours or portions of days that the College is open will have the following options:

1. Vacation and/or personal leave may be used in not less than one hour increments.
2. Compensatory release time may be used.
3. Employees who do not have available leave time or earned compensatory time will receive a corresponding deduction in pay.

All absences must be recorded on the employee's timesheet.

Overtime will not be paid for any work that is completed at home during the period the College is closed.

All Campus Police officers, because of the nature of their responsibilities, will report to duty at their regularly scheduled shift and will be paid at a rate of time-and-one-half.

For Lake Land College employees at correctional or youth centers, when there is a conflict, the Department of Corrections or Department of Juvenile Justice contract(s) shall prevail.

Adopted November 9, 1998
Revised May 10, 1999
Revised April 10, 2017
Revised February 12, 2018
Revised April 12, 2021

Sabbatical Leave for Administrators

Sabbatical leave is a plan providing an opportunity for professional improvement with partial compensation following a designated number of years of consecutive service.

1. As a professional development activity, sabbatical leave is intended to provide an opportunity for activities of direct benefit to the College in the areas of advanced study and/or research.
2. An administrator who is employed full-time on an academic year or longer and who has served six (6) consecutive years at Lake Land College shall be eligible.
3. Such a leave may be awarded for one full academic year at one-half ($\frac{1}{2}$) pay or for full pay for a leave of one semester. Administrators on sabbatical leave shall retain all accrued benefits during the period of sabbatical leave. The College will continue its contribution to the fringe benefits plan.
4. The recipient must agree in writing to return to Lake Land College and render at least two (2) full years of service following completion of the leave. In the event the recipient is physically or mentally able to serve for two (2) full years but elects not to do so, the individual must repay the College for any amount received during such leave. The recipient of the sabbatical leave shall be required to sign a promissory note for the amount of the sabbatical leave salary prior to the leave. The note shall be declared void by the Board of Trustees if failure to meet its terms is the result of death or permanent disability as determined under the permanent disability provisions of the State Universities Retirement System.

5. Upon their return to the College and within ninety (90) days, a complete written report on the activities, results, and outcomes of the sabbatical leave must be presented to the President for deposit in the professional collection at the College.
6. Eligible administrators desiring to be considered for sabbatical leave will file an application letter with the President on or before November 15 of the academic year prior to that in which the leave is desired. This application letter must include a detailed description of the proposed use of the leave time.
7. Prior to March 31, the Board of Trustees shall render a decision concerning sabbatical leave for administrators who have applied. The Board of Trustees reserves the right to deny or to limit the number of sabbatical leaves in any one given year.

For Lake Land College employees at correctional or youth centers, when there is a conflict, the Department of Corrections or Department of Juvenile Justice contract(s) shall prevail.

Performance Review

Realizing that employee performance may change over a period of time and that effective job performance requires regular periodic review, the following procedures will be followed:

1. In the case of an employee in a new position, the immediate supervisor shall complete an employee Performance Review at the end of the probationary period for submission to the Human Resources Office.
2. Each year immediate supervisors will submit employee Performance Reviews concerning the personnel under their supervision. The employee Performance Review is considered confidential information by the administration. Such reviews will be filed annually with the Human Resources Office. The supervisor should schedule a conference with each employee at this time to discuss job performance.
3. In addition to the aforementioned probationary and annual performance evaluations, an employee's performance may merit a special evaluation. This evaluation will take precedence over any previous evaluation covering the same period and identify specific concerns and performance issues the employee should immediately address. In the case of an employee in a new position, a special evaluation may occur prior to the end of the probationary period. This special evaluation will be filed with the Human Resources Office.

Discipline and Suspension, Demotion or Dismissal for Cause

The primary purpose for the establishment and enforcement of College rules and regulations is to ensure the efficient operation and safe working conditions for all employees and students. While on College premises and/or engaged in College business, employees are expected to observe College rules and Board policies. Employees who fail to do so are subject to disciplinary action up to and including demotion and dismissal.

A first offense for certain misconduct which is of a serious nature could result in immediate dismissal without prior warning. 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 errant employee a chance to correct their behavior. A supervisor may skip steps or repeat steps, depending on the circumstances, but the basic progressive disciplinary process includes:

1. Oral warning.
2. Written warning, usually with counseling from the employee's immediate supervisor.
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 of the College.

For Lake Land College employees at correctional or youth centers, when there is a conflict, the Department of Corrections or Department of Juvenile Justice contract(s) shall prevail.

Suspension, demotion or dismissal shall result from any conduct or circumstance that is detrimental to the general welfare of the College, including but not limited to excessive tardiness or absence; falsification of any employee record; failure or refusal to perform job responsibilities; theft of property or services; unauthorized use of College equipment, facilities or supplies for personal benefit or for gainful employment outside the scope of College employment; willful destruction of College or personal property; disruption of College operations; possession and/or use of an illegal

substance on campus; unauthorized possession or illegal use of firearms on College property; gross insubordination; incompetence; cruelty; negligence; harassment or intimidation; or immorality. Before any non-probationary employee shall be demoted or dismissed, that employee shall be advised in writing of the demotion or dismissal and of the employee's right to request a hearing before the Board.

Adopted November 9, 1998
Revised July 14, 2003
Revised December 11, 2017
Revised February 12, 2018
Revised December 9, 2019

Dispute Resolution Procedure (Non-Collectively Bargained Staff)

The dispute resolution is defined and limited to an alleged violation of specific policies numbered 05.04.04, 05.04.05, 05.04.06, 05.04.07, 05.04.08, 05.04.09, 05.04.10, 05.04.11, 05.04.12, 05.04.13, 05.04.18, and 05.04.21. If any such dispute arises, the dispute shall be submitted according to the following dispute resolution procedure. This policy does not preclude the employee from seeking to resolve any dispute through informal discussion with their immediate supervisor prior to the time the written dispute is submitted.

Guidelines

1. The resolution of disputes will transpire during times mutually agreed upon by both parties at the respective steps.
2. The employee must be present at all hearings and conferences.
3. The employee, at their option, may secure at their own cost any outside legal representation at any stage of the formal dispute resolution process.
4. The employee may withdraw a dispute at any level without reprisal.
5. If a dispute involves several employees, such dispute may be referred by the appropriate Vice President directly to the President with a recommendation for consideration and subsequent action to resolve the dispute. If the issue is not satisfactorily resolved, the employee(s) may advance the dispute to Step 4 of the formal stage of the dispute resolution procedure.
6. The time provisions at any step may be altered by mutual consent of the employee(s) and the appropriate administrative representative of the College.

7. At each level beyond the informal stage, signed copies of the dispute resolution and the subsequent response will be issued. The employee will retain a copy of all filings and responses. A second copy of all statements will remain with the administration at the appropriate level and may be forwarded as necessary to the Human Resources Office.

Informal Stage

An individual employee who believes their rights have been abridged as provided in a policy shall first make an attempt to resolve any differences in an informal, verbal discussion between the employee and their immediate supervisor.

Formal Stage

1. Step One

If the dispute is not resolved in the informal stage, the employee may, within ten (10) working days of the time of the discussion at the informal stage, present the complaint in writing to their immediate supervisor. A statement of the complaint shall: name the employee involved, state the facts giving rise to the dispute, identify all provisions of applicable Board Policies alleged to be violated, state the contention of the employee, with the right to submit supportive evidence and/or affidavits of witnesses along with their statement of complaint, be signed by the employee, and indicate the statement or relief requested. Within ten (10) working days after the written complaint has been presented to the immediate supervisor, a conference will be arranged to discuss the complaint. Within ten (10) working days after the conference, a written response from the immediate supervisor stating the disposition of the complaint will be forwarded to the employee, with copies forwarded to the Human Resources Office and to the appropriate administrator.

- A. Any dispute alleging discrimination on the basis of sex should be filed with the Director of Human Resources.
- B. Any dispute alleging discrimination on the basis of handicap, either physical or mental, should be filed with the 504

Coordinator.

- C. Employees alleging discrimination because of sex, age, race, national origin, physical or mental handicap may also direct complaints to the Office of Civil Rights, U. S. Department of Education, or employees may pursue both avenues of complaint resolution.

2. Step Two

If the complaint is not resolved in step one of the formal stage, the employee may, within ten (10) working days of the filing of the decision of the immediate supervisor, submit to the appropriate administrator a statement of the complaint signed by the employee. Within ten (10) working days after receipt of the statement of the complaint, the appropriate Vice President will arrange a conference with the employee to discuss the complaint, or at the employee's option, a formal hearing on the dispute. At such hearing, the employee will have the right to present evidence and cross examine witnesses. Within ten (10) working days after the final conference or hearing, the Vice President will file a written disposition of the complaint with the employee and forward copies to the President of the College.

3. Step Three

If the complaint is not resolved in step two of the formal stage, the employee may, within ten (10) working days of the filing of the decision of the appropriate administrator, submit to the President of the College a statement of the complaint signed by the employee. Within ten (10) working days after receipt of the statement of the complaint, the President will arrange a conference with the employee to discuss the complaint. Within ten (10) working days after the final conference, the President will file a written disposition of the complaint grievance with the employee and the Human Resources Office.

4. Step Four

If the complaint is not resolved in step three, the employee may,

within ten (10) working days of the filing of the decision of the President of the College, submit the complaint through the President's Office to the Board of Trustees chairperson. The President of the College will forward all written statements and related material pertaining to the complaint along with a copy of the employee's statement of dispute to the Board. If the statement of dispute is received one week prior to the regular monthly Board Meeting, the complaint will be placed on the agenda for the Board Meeting, or if received subsequent to the aforementioned deadline date, at the next regularly scheduled meeting. The Board will review all documents submitted by the employee and the College President pertaining to the complaint, hold hearings and conferences, and if desirable, or at the request of the employee, seek further information pertaining to the complaint. The Board will render a decision within ten (10) working days and will file with the employee, the President and the Human Resources Office a written disposition of its decision. The Board of Trustees' decision regarding the disposition of the dispute and any recommended relief, settlement, or considerations related thereto will be considered final and binding on all parties.

Overtime and Compensatory Time for Non-Exempt Employees

General:

All overtime must be pre-approved by the employee's immediate supervisor prior to an employee working beyond their regularly scheduled 40 hour work week. Except as may otherwise be provided within this section, overtime will be applicable to all non-exempt employees according to the following provisions:

Supervisor approval is required for all work beyond an employee's normal work hours. This includes working from home, attending required business meetings or conducting any type of college business after work hours. Any work performed without prior supervisor approval may subject an employee to disciplinary action, up to and including discharge.

Summer Schedule:

If the College schedules a four-day summer session where the work day is eight and one-half (8-1/2) hours, hours worked between eight and one-half (8-1/2) and ten (10) in any work day will be paid at the regular hourly rate, and overtime will be paid for all hours in excess of forty (40) hours in one week, in accordance with the requirements set forth in this section.

For Police officers, because of the nature of their responsibilities, time-and-one-half will be earned as compensatory time or paid only for hours worked in excess of forty (40) hours in one week. All hours worked on the first day following the completion of an officer's regularly scheduled work week will be earned or paid at time-and-one-half. All hours from the second day following the completion of an officer's regularly scheduled work week and through the end of the regular work week will be paid at double time.

As outlined above, non-exempt employees who exceed 40 hours of work in a single work week will be paid at the rate of one and one-half (1 ½) times their regular hourly rate for the hours worked beyond forty (40).

Compensatory Time:

In lieu of receiving overtime pay, non-exempt employees may receive

compensatory time-off at a rate of one and one-half (1 ½) hours for each hour worked beyond 40 in a given workweek.

At no time may an employee's accumulated compensatory time-earned exceed 80 hours.

Notwithstanding, the above and to avoid hardship to the College, an employee's supervisor may require the employee to reduce accumulated compensatory time, or schedule the compensatory time-off for the employee, so that the employee does not accumulate more than 80 hours of compensatory time.

An employee who has accrued compensatory time-off shall be permitted to use such time in no less than one hour increments, provided that such request does not unduly disrupt the operations of the College. Employees choosing to use their accrued compensatory time-off shall submit a request for their immediate supervisor's approval. An employee's immediate supervisor must approve a request to use compensatory time-off.

Upon separation from employment, an employee will be paid for unused compensatory time-off at their regular final rate of pay.

Compensatory time-off is time during which the employee is not working. Therefore, compensatory time-off is not counted as "hours worked" for purposes of overtime compensation.

Additional Positions:

Full-time, non-exempt employees may not hold additional positions (such as adjunct teaching) that require work beyond the regularly scheduled 40 hour work week. Part-time, non-exempt employees may not hold jobs equaling more than 29 hours per week. Exceptions to this guideline may be pre-authorized by the appropriate vice president, but *only* in the instance of a staffing emergency. An emergency is defined as "a sudden, unexpected occurrence demanding immediate action." Overtime will be paid based on a calculation of average hourly wages of both positions.

Record Keeping:

Supervisors are responsible for monitoring the working schedules of non-exempt employees to maintain accurate records of all time worked and ensure time worked is recorded appropriately on their time sheet.

Overtime requirements may not be waived by agreement between the employer and employee.

Adopted November 9, 1998

Revised May 10, 1999

Revised June 14, 2004

Revised December 14, 2015 (Effective date of January 1, 2016)

Revised August 14, 2017

Vacations

Supervisory and Support Personnel

Vacation leave for full-time twelve (12) month employees in paid status working eight (8) hours or more per day in a non-grant funded position will be applied according to the following accrual schedule:

Anniversary Accrual	Vacation Hours Earned Per Month
----------------------------	--------------------------------------------

Upon hire	6.67
One year	7.33
Two years	8.00
Three years	8.67
Four years	9.33
Five years	10.00
Six years	10.67
Seven years	11.33
Eight years	12.00
Nine years	12.67
Ten years	13.33

For grant funded positions, vacation hours are earned monthly but are loaded at the beginning of each fiscal year. If an employee separates from employment and more benefit time was utilized than accrued, the amount in arrears will be deducted from the employee's final paycheck.

Vacations will be scheduled in advance, approved by the supervisor, and staggered to ensure a reasonable staffing level at all times.

College-funded employees may elect to carry-over into the next fiscal year a maximum of eighty (80) hours of earned vacation time. All other vacation time earned by each employee must be taken as time off from work.

Vacation time cannot be accrued from year to year beyond the eighty (80) hour maximum accrual described above except in extenuating circumstances where the College may grant the employee an increase in the vacation carry-over balance in order to temporarily satisfy operational and staffing needs in a particular department of the College. All extensions of the eighty (80) hour maximum carry-over balance will be approved in writing by the immediate supervisor and the appropriate Vice President. Approved requests will be forwarded to the Director of Human Resources.

Requests for additional vacation without pay must be submitted in writing and approved by the immediate supervisor and the appropriate Vice President. Approved requests are to be forwarded to the Director of Human Resources for subsequent Board action.

Administrative Personnel and Academic Support Faculty

Personnel employed as full-time administrators and academic support faculty will earn 160 hours of paid vacation for each full year of employment. The accrual rate is 13.34 hours per month. Vacation may be taken as earned at the rate of 13.34 hours per month. Personnel employed as full-time administrators and academic support faculty are covered by the following provisions:

1. A maximum total of 240 hours may be accumulated toward carry-over. The specific count of accumulated carry-over hours will be reviewed at the end of each fiscal year, and hours in excess of 240 will be removed from the record.
2. Administrators and academic support faculty will schedule vacation in consultation with the President and/or respective Vice Presidents to avoid unnecessary disruption of the College.
3. Vacations will be scheduled, where possible, not to exceed two (2) weeks at any one period.

Support, Supervisory and Administrative Personnel

Full-time employees working less than a twelve-month but more than a ten-month schedule will earn a proportionate amount of vacation hours.

Vacation leave must be taken in not less than one-hour increments unless there is a balance remaining of less than one hour. All vacation must be approved by the immediate supervisor.

If an observed holiday or declared day off occurs during the vacation leave, employees will not be required to use vacation for that day.

New employees will be eligible to take vacation hours earned provided that the ninety (90) day probationary period has been satisfactorily completed.

Years of service for computing accrual of vacation earned will be based on the employee's position hire date.

If the College establishes a four-day summer work schedule, any vacation days taken during this period will be charged at the rate of one and one-quarter (1¼) vacation days, or ten (10) hours for each full work day taken. For every hour taken, 1.25 hours will be charged.

Except for employees in a totally grant-funded position, unless specifically authorized by the grant, all earned vacation time will be paid upon termination of employment.

Employees in a totally grant-funded position who attempt to carry-over unused vacation hours at the end of a fiscal year do so at the risk of losing the vacation hours and pay for those hours if the grant funding is not renewed and employment with the College is terminated. An employee in a totally grant-funded position shall be advised to take all earned vacation hours prior to the termination date of a grant-funded position to eliminate possible forfeiture of pay for such remaining hours.

For Lake Land College employees at correctional or youth centers, if there is a conflict, the Department of Corrections or Department of Juvenile Justice contract(s) shall prevail.

Adopted November 9, 1998
Revised July 14, 2003
Revised January 14, 2008
Revised April 13, 2009
Revised October 10, 2011
Revised February 12, 2018
Revised December 10, 2018
Revised December 9, 2019
Revised September 11, 2023

Salary and Grade Schedules

Grade schedules and salary ranges within each schedule will be established by the Board of Trustees for administrative, supervisory, and support staff. At appropriate intervals to be established by the Board, salary schedules and salary ranges will be reviewed.

Whenever an individual is recommended to the Board of Trustees for employment, this individual will have been placed within a salary grade, and a determination of their starting salary will have been made by the compensation guidelines and approved by the appropriate Vice President and the College President. The exact title and function of the individual also will be recommended to the Board of Trustees. Placement within a salary grade will be based upon grade classification as determined by the Hay Review Board.

Position Status

At the time designated by the Hay Review Board if an employee feels that the duties and responsibilities of their position have materially changed, a request for a re-evaluation with the immediate supervisor should be made. If the immediate supervisor decides that a re-evaluation is warranted, and with the approval of the appropriate Vice President, a letter of recommendation should be submitted to the Hay Review Board. The employee requesting a change in position status will be notified of the disposition of their request following the review by the Hay Review Board. Any compensation adjustment will be made on either January 1st or July 1st depending on when the evaluation was completed.

Paid Parental Leave

The College will grant up to four (4) calendar weeks of Paid Parental Leave to an eligible employee within twelve (12) weeks after the occurrence of a qualifying event (defined below).

Eligibility

Full-time employees, who have at least one (1) year (twelve (12) months) of continuous full-time service with the College at the time of a qualifying event, will be eligible for Paid Parental Leave. In addition, the qualifying event must have occurred on or after the effective date of this policy, and on or after the employee's eligibility date (*i.e.*, one (1) year anniversary of continuous, full-time employment). Should both parents be employees of the College and each meet the eligibility requirements under this policy, each is entitled to Paid Parental Leave under this policy.

Qualifying Events

Eligible employees may apply for Paid Parental Leave if one of the following occurs:

1. The employee gives birth to a child;
2. The employee's spouse or domestic partner gives birth to a child;
3. The employee completes adoption of a child under the age of 18; or
4. The employee becomes the parent of a newborn through surrogacy.

Paid Parental Leave may not be utilized prior to the occurrence of a qualifying event.

Exclusions

The following are not considered Qualifying Events under this policy:

1. Adoption of a spouse's or domestic partner's child(ren) who were born before the employee's marriage or domestic partnership began;
2. Voluntary termination of the employee's (or the employee's spouse's or domestic partner's) parental rights after the birth of a child (*e.g.*, surrendering a child for adoption); or

3. Birth of a child when the employee, spouse, or domestic partner is acting in the role of a surrogate.

Usage of Paid Parental Leave

Eligible employees may receive a maximum of four (4) calendar weeks of Paid Parental Leave following a qualifying event. The Paid Parental Leave must be initiated and completed within 12 weeks of the qualifying event. Paid Parental Leave is limited to one (1) occurrence of a qualifying event during a twelve (12) month period (*i.e.*, eligible employees may only receive a maximum of four (4) calendar weeks of Paid Parental Leave within any twelve (12) month period). Paid Parental Leave must be taken continuously during the first twelve (12) weeks immediately following the qualifying event.

Paid Parental Leave may not be used, initiated, or extended beyond the twelve (12) week time period immediately following the qualifying event. Any unused Paid Parental Leave will be forfeited (*e.g.*, if an employee first utilizes Paid Parental Leave ten (10) weeks following occurrence of the qualifying event, the employee is entitled to receive a maximum of two (2) weeks of Paid Parental Leave).

Compensation

Paid Parental Leave is compensated at an employee's weekly base pay. An employee's eligibility to accrue other paid leave under the College's policies will continue during the Paid Parental Leave period. The employee will remain in a "paid status" during Paid Parental Leave.

If an employee does not complete six (6) months of full-time employment upon returning to work after receiving Paid Parental Leave, the employee shall be obligated to repay the College for the full amount of the Paid Parental Leave received. Employees electing to use Paid Parental Leave will be required to execute an agreement to this effect as a condition for receipt of Paid Parental Leave. Any extenuating circumstances will require Presidential approval.

Notice

Requests for Paid Parental Leave must be submitted at least 30 days before the leave is expected to begin. Employees should contact their supervisor and Human Resources at least 30 days in advance of the need for leave.

Supporting documentation will be required for Paid Parental Leave and must be submitted to Human Resources, which may include birth certification or adoption decree, order, or petition. Any extenuating circumstances will require Presidential approval.

Coordination of Other Policies or Leave Laws

Paid Parental Leave will run concurrently with other leave taken under FMLA, federal, state, and/or local law, or if applicable, under any other board policy or individual agreement for which the employee qualifies. Unless running concurrently with another form of leave that provides certain rights by law, Paid Parental Leave is not considered job-protected leave.

Other Considerations

1. Paid Parental Leave does not extend the amount of leave available for use under FMLA, federal, state, and/or local law.
2. During the Paid Parental Leave period, any College closed days, Fridays in the Summer, and Holidays that fall within the four week paid leave window, will be coded and paid as Paid Parental Leave.
3. Paid Parental Leave shall not accrue, carry over, or be donated to another employee.
4. Paid Parental Leave is not paid to an employee upon separation from the College.
5. Employees are not required to utilize Paid Parental Leave in order to receive FMLA leave.
6. This policy does not apply to employees covered by a Collective Bargaining Agreement (unless expressly incorporated by reference). Bargaining unit employees should refer to the applicable Collective Bargaining Agreement for further guidance as to available leave benefits and options.

Adopted November 11, 2024 - Effective January 1, 2025

Qualifications, Expectations, Duties, Requirements, Compensation and Incentives for Adjunct Faculty

Chairpersons of Divisions will identify and recommend, to the Vice President for Academic Services, adjunct faculty to fill vacancies and meet changing enrollment demands within each area of instruction or academic support. Adjunct faculty must meet the minimum qualifications and requirements as outlined in Board Policy 05.02.04.

Adjunct Faculty Expectations, Duties, Requirements and Compensation

Adjunct faculty will:

1. Teach course(s) in accordance with the requirements as detailed in the course descriptions and outlines.
2. The expectation for adjunct faculty members, as with all faculty members, is that for every hour an adjunct faculty member spends teaching in the classroom, an additional hour is spent outside of the classroom in preparation for teaching as well as grading, assessing student work, working with students, etc.
3. Develop a syllabus for each course taught which shall include an outline of course goals, methods of instruction, course content, reading materials, grading practices, and attendance policy. The syllabus will be distributed to each student in the course during the first week of classes.
4. Administer a final examination in each course taught during the designated final examination period.

5. Submit final grades to the Vice President for Academic Services.
6. Be reasonably available for individual student consultation.
7. Be subject to evaluation in a timely fashion as determined by administration.
8. Conduct student evaluations in each course in accordance with College procedures.
9. Be ineligible for College benefits, except as provided by law.
10. Be paid a rate established by the Board of Trustees and reviewed upon the recommendation of the President.
11. Receive a corresponding reduction in pay for absences from class and for whom a substitute instructor is assigned.
12. Be subject to Board Policy 05.02.06 covering oral English language proficiency.

Adjunct Faculty Incentives

Adjunct faculty will:

1. Be invited, if selected by their Division Chair, to participate in the graduation ceremony, including the wearing of cap and gown.
2. Receive a tuition waiver, upon request, equal to the credit hours of the course(s) taught, not to exceed three semester hours per semester. This tuition waiver is nontransferable and covers only tuition. Each adjunct faculty is responsible for all fees associated with the course. The waiver must be requested within one calendar year of the semester or term in which the waiver credit was earned.

3. Be included in employee development and in-service activities.
4. Be included in an adjunct faculty recognition program.
5. Receive, upon request, a season pass to athletic events.
6. Be eligible for the paid leave for adjuncts benefit program (PLA).
 - a. Adjunct faculty will be given the equivalent of .80 hours of PLA per equated credit hour taught each semester (as of 10th day) front loaded. For example, an adjunct faculty teaching a 3-credit hour course would earn 2.40 hours of PLA for that semester.
 - b. Adjunct faculty must notify their supervisor in advance of their absence. The leave time can be used for any reason.
 - c. Adjunct faculty must complete the absence form when requesting PLA. Adjunct faculty must use PLA in 2-hour increments. Leave time can only be submitted for a semester in which they are an active employee scheduled to teach with the College.
 - d. PLA will not be paid out at separation of employment or the end of the term.
 - e. Adjunct faculty who also work at the College in a full-time capacity are excluded from paid leave, as they already receive this benefit.
 - f. In accordance with Item #11 above, adjuncts will receive a corresponding reducing in pay for absences from class and for whom a substitute is assigned if they are without PLA to cover their absence.
 - g. No carryover will be permitted between academic years.

Non-Paid Clinical Instructors/Supervisors Incentives

Non-paid clinical instructors/supervisors will:

Be eligible for a one-semester-hour, nontransferable tuition waiver upon request for 120 clock hours of non-paid clinical supervision provided at a clinical site per year. Clinical instructors/supervisors are responsible for all registration and course fees. The waiver must be requested within one calendar year of the semester or term in which the waiver credit was earned.

Adopted November 9, 1998
Revised April 11, 2005
Revised April 8, 2013
Revised May 12, 2014
Revised December 12, 2016. Effective January 1, 2017.
Revised December 11, 2017
Revised August 12, 2024

Part-time Non-Instructional, Non-Student Employee Incentives

In order to supplement the work load of full-time employees at the institution, individuals may be employed as needed in part-time non-instructional positions. On an annual basis, the Board of Trustees will approve the part-time non-instructional hourly rate. Individuals employed in these positions will receive no fringe benefits or guarantee of continued employment. However, the following incentives will be offered:

1. Include part-time non-instructional employees in staff development and in-service activities.
2. Include part-time non-instructional employees in any employee recognition program.
3. Include part-time non-instructional employees in the College phone listing by title and office location.
4. Part-time non-instructional employees may use the Fitness Center during the period they are working at the College.
5. Provide part-time non-instructional employees with a College ID.
6. Include part-time non-instructional employees in the Employee Recognition Program for years of service as a part-time employee.
7. As a part-time non-instructional employee for a full semester, provide a one-credit-hour tuition voucher. The voucher would be nontransferable and have a one-calendar-year expiration from the date of issuance.

8. Hourly part-time employees will accrue .025 hours of part-time paid leave for every hour worked each pay period. Part-time employees may not use more than a total of 40 hours in paid leave in a given fiscal year. Accrued but unused hours will be carried over into the next fiscal year. Employees in their probationary period are not allowed to utilize personal leave. A minimum of one hour of personal leave time must be used per request.

The above incentives are excluded for part-time paid and unpaid student employees as defined in Board Policy 05.01.

Adopted November 9, 1998
Revised December 11, 2017
Revised December 10, 2018
Revised December 11, 2023 with an effective date of January 1, 2024

Student Employment – Federal Work Study Program

The Director of Financial Aid and Veteran Services is responsible for the administration of the federal work study student employment program in accordance with regulations of the U. S. Department of Education.

In accordance with federal regulations, the Director of Financial Aid and Veteran Services will determine the eligibility of students for College work study positions and assign interested students to specific offices. Student employees generally will work a maximum of fifteen (15) hours a week during the year. Additional hours may be assigned during break periods. Supervisors will be encouraged to be mindful of student class schedules and study requirements when making hiring decisions and establishing work schedules.

Student employee pay rates will be set by the Director of Financial Aid and Veteran Services consistent with guidelines established by the U. S. Department of Education. Student employees will not be eligible for College fringe benefits, and student employees may be dismissed by their immediate supervisor after consultation with the Director of Financial Aid and Veteran Services.

In addition to the federal work study student employment program, the College may hire students for part-time positions through general staff hiring processes.

Job Descriptions

All job descriptions will be kept on file in the Human Resources Office, and each employee for whom a job description exists will be provided with their job description whenever they assume a new position. The President and the Vice Presidents will be responsible for ensuring that the job descriptions within their areas of responsibility are current. The job description should include but not be limited to duties, qualifications, salary schedule level, experience, licensure, and such other information as may be germane to the particular position. The Board of Trustees, in turn, will be responsible for maintaining and updating the job description of the President of the College.

Responsibilities of Club Sponsors

Any faculty member or full-time staff member who sponsors a student organization is responsible for the following:

1. To assist in the development of a constitution and secure its approval from the Student Government Association, Vice President for Student Services, President, and the Lake Land College Board of Trustees.
2. To be present at each meeting of the organization or arrange for another full-time staff member to be present.
3. To ensure that the constitution of the organization is implemented and followed.
4. To deposit all dues and other funds with the Lake Land College Accounting Office.
5. To certify membership to the Student Government Association and Vice President for Student Services.
6. To verify the validity of all financial requests via the sponsor's signature and a signature of a designated student representative of the organization on all requisitions.
7. To ensure the organization's membership adheres to all College policies which relate to the function of the organization.
8. To establish regular meeting dates (a minimum of one per term) and to obtain approval for facility use.

Adopted November 9, 1998
Revised December 11, 2017
Revised December 10, 2018

Hiring for Full-Time Employees

1. Human Resources will be notified of all vacant positions by the President, administrator or appropriate supervisor.
2. Human Resources will arrange job opening notifications to be posted, when requested by the Supervisor or required by the bargaining unit, internally and/or with the appropriate outside media.
3. All application materials will be submitted to the Human Resources Department. Application materials received from qualified applicants will be available to the search team, provided they have had the required training.
4. The hiring Supervisor must form a search team to conduct the confidential review of qualified applicants, candidate interviews and recommendations. The team should be limited in size, represent the hiring department and include at least one member from outside the department. Additionally, a representative from Human Resources will be included on each team. All search team members must have appropriate training prior to participation. If a search team member is closely related to the applicant, they must excuse themselves from the committee.
5. The hiring supervisor will formulate a timeline, prior to posting the vacancy, outlining the process and have it approved by the Director of Human Resources. Interview questions must be approved prior to the interviews by the Director of Human Resources.
6. Candidates selected for interview will be scheduled through the Human Resources office. When search team members agree to serve, they are making a commitment to make every effort to attend all interviews and meetings.

7. Human Resources will conduct and ensure that reference checks and background screenings will be conducted on the recommended candidate prior to hiring approval by the Board of Trustees. Background checks may include, but may not be limited to, criminal checks, credit checks, driver's license, education and employment verification. If any information is developed and verified through reference checks or background screenings that is contrary to the conditions and/or personal qualifications represented by the applicant, an offer for hire, if already made, may be immediately revoked.
8. The position supervisor will complete a request to hire through the system and appropriate approvals are required.
9. Recommendations must be reviewed by the President. The President will recommend the candidate to the Board of Trustees at the next regular Board meeting. All offers of employment will be made by the Director of Human Resources and are not considered final until obtaining Board of Trustees approval.
10. Human Resources will conduct a new employee orientation regarding policies, procedures and benefits of the College. The appropriate administrator or supervisor will acclimate all new employees in their respective areas.
11. All application materials will be kept on file in the Human Resources office as indicated in Policy No. 11.08.04. The hiring supervisor must collect from the search team all interview notes and materials and return to Human Resources.
12. New employees may be required to have a physical examination and/or drug test before beginning work. The form is supplied by the College and must be completed by a physician or practitioner. The College may request a physical examination and/or drug test at any time during employment at the College's expense.

13. Lake Land College personnel at Department of Corrections and Department of Juvenile Justice facilities will be required to submit to a background investigation and a drug test.
14. Steps in the process listed above may be altered by approval of the President due to extenuating circumstances, such as a restructuring.

Adopted November 9, 1998
Revised April 9, 2001
Revised September 15, 2003
Revised September 8, 2008
Revised December 11, 2017
Revised December 10, 2018
Revised August 10, 2020
Revised September 9, 2024

Disability and Worker's Compensation

Any accident or illness which is the result of employment is covered by Worker's Compensation. Employees who are injured during working hours at Lake Land College must report the accident as soon as practicable but not later than forty-five (45) days after the accident to College Health Services or their supervisor, even if the injury does not seem to warrant medical attention, so that an Accident Report can be prepared. Notice of the accident shall give the approximate date and place of the accident, if known, and may be given orally or in writing.

The College will continue salary benefits through the first three (3) working days, at which time Worker's Compensation will start paying the employee for time lost. In the event the disability from an accident extends beyond ten (10) working days, Worker's Compensation insurance will pay from the first day of disability. The employee then would reimburse the College for the first three (3) working days' compensation.

In the event that Worker's Compensation denies the claim and appeal is unsuccessful, the employee, upon return to work, can use available sick leave days to cover the absence. In the event that sick leave day benefits expire prior to release by a physician to return to work, the employee may refer to the provisions of the State Universities Retirement System disability benefits.

Organizational Chart

An organizational chart of the College will be reviewed and approved by the Board of Trustees on an annual basis. The geometrical chart clearly will explain reporting relationships among all administrative entities of the College. It will be maintained and published by the Human Resources Office and made available online via the Board of Trustees web page.

Intellectual Property Rights

Copyright Compliance Statement

Lake Land College is committed to educating faculty, staff, and students on issues of intellectual property, copyright, and fair use. International, federal, and state laws, which include the Copyright Act of 1976 and its amendments, the Digital Millennium Copy Act of 1988, and the TEACH Act of 2002, dictate policy as to how institutions may use the works of others. It is Lake Land College's policy to maintain and comply with these intellectual property, copyright, and fair use guidelines. The incorporation of copyright compliance protects the ideas and products that Lake Land College's faculty, staff, and students create as well as outside scholars' ideas and materials which are used for academic purposes.

Copyrights

1. The College recognizes that the creation of scholarly materials can be of benefit to the author and the College and is to be encouraged. This policy is intended to foster the traditional freedoms of faculty with regard to the creation of such materials and to provide a fair balance of the interests in such works.
2. Works subject to copyright may include, but are not limited to, the following:
 - A. Books, journal articles, texts, glossaries, bibliographies, study guides, laboratory manual syllabi, tests, and proposals.
 - B. Lectures, dramatic or musical works, and unpublished scripts.
 - C. Films, film strips, charts, transparencies, and all other visual aids.
 - D. Pictorial, graphic, and sculptural works.

- E. Audio and video tapes and cassettes.
 - F. Programmed instructional materials.
 - G. Computer/web-based graphics, text and/or programming.
 - H. Open Educational Resources (OER) or Creative Commons.
3. Under copyright law, the right to copyright any of the above, or to assign subsidiary rights, normally belongs to the author of the work. However, in the case of “work for hire,” the employer or other entity for whom the work has been prepared is considered the copyright owner. To establish guidelines for determining whether or not a “work for hire” relationship exists and to balance the equitable interests involved, the following principles will be followed:

Ownership in copyrightable works produced by authors who are faculty at the College shall remain with the faculty authors except in the following situations, in which ownership of all rights in copyrightable works produced shall belong to the College (for the benefit of the College):

- A. Works prepared under an agreement with an external party (e.g., a grant or contract) where the terms of the agreement require the College to hold or transfer ownership in the copyrightable work.
 - B. Works expressly commissioned in writing by the College; or
 - C. If an author is uncertain about the ownership of a work arising out of a particular assignment, before undertaking the assignment, the author shall be entitled to request and to receive a clarifying written statement from the President of the College.
4. If more than half the cost of production of a copyrightable work not considered a “work for hire” hereunder was provided through College resources, the faculty author shall grant the College an irrevocable, nonexclusive, royalty-free license to use, copy, and sell

such work in connection with its teaching, research, and public service programs.

5. With respect to copyrightable works owned or used by the College pursuant to paragraph 3 or 4 above, the author may be required to execute such documents as are necessary to vest ownership or a royalty-free license to copy, use, and sell such works in the College or its designee and to warrant that such works do not infringe any pre-existing copyright.
6. When the College commissions the preparation of a copyrightable work by an author who is not a faculty member, the contract with such authors shall specify that the work shall be considered “work for hire.”
7. Works owned by the author may be copyrighted, published, and distributed by the author, or by others to whom the author has assigned such rights, subject only to any license referred to in paragraph 4 above. Authors may request that the work be produced through the College; and, if the request is granted, an agreement will be drawn-up specifying the duties of the author and the College, the distribution of any income received between the author and College (for the benefit of the College), and other mutually agreed-upon terms. The agreement shall be approved by the President of the College, after considering the recommendations of the appropriate research administrator or committee.
8. To avoid the appearance of impropriety faculty-authors who require their students to purchase their works should:
 - A. Donate the equivalent amount of any royalties received from such purchased to the College Foundation for use in an appropriate fund (e.g., department or College scholarship); or
 - B. Consider other appropriate methods of divesting themselves of the equivalent amount of any such royalties.
9. In the event that income is received by the College from any copyrightable works belonging to the College, an appropriate share shall be paid to the author. The amount of said share shall be

determined by the President of the College, after considering the recommendations of the appropriate research administrator or committee.

10. The College's share of copyright income shall be used and controlled in ways to produce the greatest benefit to the College and to the public in a manner to be determined by the President of the College, after considering the recommendations of the appropriate research administrator or committee.

Penalties for Copyright Infringement

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

In accordance with Board Policies 05.04.18 – Discipline and Suspension, Demotion or Dismissal for Cause, 07.28.01 – Student Code of Conduct and Disciplinary Procedures, and 11.15 – Acceptable Technology Use, disciplinary action may be imposed against employees and students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the College's information technology system. Penalties for copyright infringement may also include civil and criminal penalties as defined by the U.S. Copyright Office.

Patents

1. The principle is recognized that discoveries, inventions, and patents which are the result of research carried on by, or under the direction of, faculty on College time, with significant use of College facilities, or from College funds under their control belong to the College and shall be used and controlled in ways to produce the greatest benefit to the College and to the public.
2. Patentable inventions or discoveries covered by paragraph 1 above

shall be submitted to the appropriate research administrator or committee to be considered for submission to a research corporation, which may patent and commercialize the invention or discovery without expense to the inventor or discoverer or to the College. If an invention is not submitted to or accepted by such research corporation, its disposition will be determined by the President of the College, after considering the recommendation of the appropriate research administrator or committee.

3. In the event that income is received by the College (for the benefit of the College) from any patent, an appropriate share shall be paid to the inventor or discoverer. This share is to be determined by the President of the College, after considering the recommendation of the appropriate research administrator or committee.
4. Agreements with sponsors which provide that the sponsor may determine disposition of patentable inventions or discoveries may be accepted when required by applicable state or federal statutes or when the action of the Board in waiving its rights to such inventions or discoveries is determined to be in the public interest. Any such waiver requires the approval of the President of the College.
5. The share of any income to the College resulting from the commercial development of inventions or discoveries shall be used and controlled in ways to produce the greatest benefit to the College. Such use shall be determined by the President of the College, after reconsidering the recommendations of the appropriate research administrator or committee.
6. Approval by the President shall be required for use of the name of the College in advertising or promoting commercial development resulting from research, and approval by the President shall be required for use of the name of the College for such purposes.

Adopted November 9, 1998
Revised September 15, 2003
Revised December 11, 2017

Part-time Pay, Stipends, and Substitute Pay

On an annual basis, the President of the College will recommend to the Board of Trustees the wage scale for part-time workers; stipends for administrative, coaching, counseling, and other part-time professional positions; and the hourly wage rate for substitute instructors and counselors. In acting upon the recommendation of the President, the Board of Trustees will set the beginning date for the rates.

Compensation for Outside Specialists for Credit and Non-credit Teaching

Specialists possessing unique job talents may, from time to time, be employed by the College to offer seminars or workshops on contemporary topics. These are usually events of short duration which may be credit or non-credit. Fees charged will be sufficient to cover College costs and presenter fees and/or provide additional revenue to the College.

Specialists may be of two categories:

1. Persons not currently employed by the College on a full-time basis, or
2. Current full-time employees employed by the College in a capacity beyond their normal job duties, so long as the employment as a specialist does not interfere with the employee's normal job duties.

Exit Checklist

When employees terminate their employment with Lake Land College, Human Resources will send an electronic message to the Accounting Office, Bookstore, Campus Police Office, Information Systems and Services (ISS) Department and Library. If outstanding debts exist, Human Resources will notify the employee, and arrangements must be made by the employee for the removal of outstanding debts with the College, e.g. Accounting Office, Library, Bookstore. Office and master keys must be returned to Human Resources on the last day of employment.

Adopted November 9, 1998
Revised September 15, 2003
Revised August 14, 2006
Revised December 11, 2017

Failure to Report for Work

Absence from days of service without approved leave or an employee's failure to report for work for a period of two (2) consecutive working days will be considered resignation without notice. Such resignation will result in immediate termination. At the end of these two days, the College shall send notice in writing within two college working days by certified mail to said employee that they have been terminated by reason of their resignation without notice, having failed to report to work for a period of two consecutive working days without approved leave. Within ten (10) days of such resignation, the former employee may present evidence to the College showing just cause for reconsideration of the termination decision. After the evidence has been considered, the employee will be informed of the College's decision. If the College's decision results in the re-employment of the employee, tenure, seniority, accrued sick leave, vacation leave, and other employee benefits may be adjusted.

Holidays and Summer Work Week

Holidays

Except as may otherwise be provided within this section, holidays include those days when the College is officially closed, as shown in the published college calendar for each academic year.

Except as may otherwise be provided within this section, each full-time employee will be granted the day off with pay on each of the following holidays:

- January 1
- Friday before Easter
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- December 25

When any regular paid holiday falls on a Saturday, the preceding work day will be observed. If a holiday occurs on a Sunday, the following work day will be observed.

If Independence Day falls on Friday or Saturday when the College is closed due to the implementation of a four-day summer work schedule, employees will receive a credit for eight and one-half (8½) hours or one (1) summer day off to be used during the same or following work week with prior approval of the immediate supervisor.

If an employee is required to work on a holiday, the employee is entitled to holiday pay, which is double the regular rate of pay.

If a paid holiday occurs during a full-time employee's vacation leave, an additional day of vacation will be granted. Additional holidays established and observed are subject to approval by the Board of Trustees. Religious holidays may be deducted from personal leave, vacation, or compensatory time.

For full-time police officers, because of the nature of their responsibilities, holidays include only the following days:

- January 1
- Martin Luther King Jr. Day
- Friday of Spring Break
- Easter Sunday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- December 24
- December 25

Police officers will receive regular pay for regularly scheduled workdays (non-holidays) worked during periods when the College is closed, as shown in the published college calendar for each academic year.

Summer Work Week

Except as may otherwise be provided within this section, if the College establishes a four (4) day summer session work schedule, the standard work day, not including the lunch break, will be eight and one-half (8½) hours, which is equivalent to a thirty-four (34) hour work week. A flexible starting time during the summer session will be allowed but must be approved by the appropriate Vice President. The lunch break will not be less than one-half hour nor more than one hour in duration. The employee's work schedule, once established and approved, will remain unchanged for the duration of the summer session. All employee work schedules for the summer session will be filed in the College Human Resources Office.

For police officers, the standard work week will consist of thirty-four (34) hours not to be scheduled in less than three nor more than four days in any one work week. Officers will be permitted to take a thirty (30) minute paid lunch break during their shift. The adjusted start times for each shift will be approved by their appropriate Supervisor

For Lake Land College employees at correctional centers or youth facilities, when there is a conflict, the Department of Corrections or Department of Juvenile Justice contract shall prevail.

Adopted November 9, 1998
Revised May 10, 1999
Revised September 15, 2003
Revised June 14, 2010
Revised December 11, 2017
Revised February 11, 2020

Employee Resignations

An employee resigning their position at the College shall submit a written notice to the immediate supervisor and the Director of Human Resources at least ten (10) working days prior to the effective date when possible. The resignation does not obligate the resigning employee to remain beyond the notice of ten (10) working days. Faculty members have contractual obligations with the College for a specified period of time, and the College reserves the right to reject resignations outside of the contract. Recommended action on resignations shall be given to the Board of Trustees by the President.

Adopted November 9, 1998
Revised September 15, 2003
Revised April 14, 2014
Revised December 11, 2017

Planned Retirement

To enhance long-range planning, eligible Lake Land employees hired or re-hired prior to July 1, 2017, may participate in the planned retirement program and are encouraged to submit resignations up to four (4) years in advance of their retirement date. Upon acceptance of the resignation by the Board of Trustees, qualified employees will receive a raise that amounts to the lesser of the maximum increase allowed by the State Universities' Retirement System without incurring a penalty, or 6% in any given year on their contractual base salary for each of the last four (4) years of service. In addition, a years-of-service incentive will be paid after SURS has completed the processing of the qualified employee's pension and notification of a penalty, if any, and the processing of the appeals of the penalty. Employees participating in SURS self-managed plan will be paid a years-of-service incentive the first pay period after payment of their final paycheck. Any penalty assessed by SURS shall be deducted from the employee's years-of-service incentive upon processing. This incentive will be based on the following formula:

<u>Years of Service at LLC</u>	<u>% of the Final 12-Month Base Salary</u>
25 & Over	56% of base pay
20-24	50% of base pay
15-19	44% of base pay
10-14	38% of base pay

Unused sick days can be accumulated and applied towards the years of service at Lake Land College based on the following scale. Unused sick days cannot be applied in partial increments.

180 unused sick days = 1 additional year of service at Lake Land College

360 unused sick days = 2 additional years of service at Lake Land College

To qualify, employees must meet the following criteria:

1. Have a full-time employment start date or re-hire date at Lake Land College prior to July 1, 2017.
2. An employee must be qualified to receive a retirement annuity from S.U.R.S.
3. An employee must have been employed full-time at Lake Land College for at least six (6) consecutive years, including the year prior to applying for participation in the Planned Retirement Program.
4. The employee must submit a signed resignation form to the President up to four (4) years prior to retirement.
5. Retirement must occur no later than the resignation date approved by the Board.
6. Eligibility for benefits hereunder is contingent upon continuing satisfactory performance by the employee and maintenance of continued employment at the College.

An intent to resign must be submitted to the President by December 31 prior to the year in which a resignation will be given. The salary adjustment will begin within thirty (30) days of Board of Trustee approval of the employee's resignation except the salary adjustment may not commence sooner than four (4) years prior to the effective date of resignation.

At the discretion of the Board of Trustees, the number of resignations accepted in advance may be limited to fifteen percent (15%) of employees qualified per year. Should this option be invoked, resignations will be accepted on a seniority basis within employee group with Lake Land College. Employees denied will have one (1) year added to the four (4) year window of opportunity.

Employees who have fifty percent (50%) or more of their salaries paid by a third party, as reported on the Restricted Purposes Fund (Fund 06) of the College's general ledger, are not eligible for participation in Planned Retirement.

Notwithstanding any contrary or other provision of this policy, in the event a retiring employee's SURS creditable earnings for any year used to determine the employee's final rate of earnings (FRE) for SURS retirement purposes annually would increase by more than the maximum increase allowed by the State Universities' Retirement System without incurring a penalty, the employee shall only receive the lesser of the maximum creditable earnings allowable without an employer penalty, or 6% under SURS rules.

Any retirement incentives set forth shall cease to be available to employees if any law is passed or regulation adopted which would require the Board to pay a penalty or any other type of payment to any instrumentality of state government as a result of the award of such incentive. This restriction shall apply not only to future incentives which have not yet been accessed but to any incentive which is currently being paid or received.

Adopted November 9, 1998
Revised February 14, 2000
Revised July 14, 2003
Withdrawn September 12, 2005
Revised July 9, 2007
Revised January 10, 2011
Revised June 12, 2017
Revised September 10, 2018

Tuition Waivers

Current Employees

Lake Land College employees in positions defined as full-time will be approved for a tuition waiver for credit courses offered by Lake Land College. The employee shall submit an application for a tuition waiver for each course to the business office prior to registration. Conditions for the application of this policy are stated below:

1. Eligibility for a tuition waiver shall include only the employee, spouse, civil union partner, and their unmarried children under twenty-three (23) years of age.
2. Tuition waiver students shall be subject to all registration and course fees when enrolling in a course.
3. Tuition waiver students may apply for scholarship funds that may be used in lieu of tuition waiver; however, they are not required to do so.
4. Employees shall not enroll in classes during normal working hours, subject to contract provisions, unless they are requested to do so by the appropriate Vice President or the President in order to perform the duties of their position.
5. Upon approval of the appropriate Vice President or the President, both tuition and fees will be waived for courses taken for professional development.

Retired Employees

Retired employees will be approved for tuition waivers for credit courses offered by Lake Land College. A retired employee is defined as a State Universities Retirement System annuitant who has worked full-time at Lake Land College for a minimum of five (5) years. The retired employee shall submit an application for a tuition waiver for each course to the business office prior to registration. Conditions for the application of this policy are stated below:

1. Eligibility for a tuition waiver shall include only the retired employee, spouse, civil union partner, and their unmarried children under twenty-three (23) years of age.
2. Tuition waiver students shall be subject to all registration and course fees when enrolling in a course.
3. Tuition waiver students may apply for scholarship funds that may be used in lieu of tuition waiver; however, they are not required to do so.

Adopted November 9, 1998
Revised October 13, 2008
Revised June 14, 2010
Revised June 13, 2011
Revised December 11, 2017

Outside Employment

Full-time employees shall not engage in any outside employment which would be in conflict with or interfere with their work performance at the College, as judged by the employee's Vice President or the President.

Conduct and Appearance

The reputation of Lake Land College in the district 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 Lake Land is operated. Regardless of the position, it is important to remember that good manners, appropriate dress, and a willing, cooperative attitude are an important part of the job.

An individual's personal appearance on the job reflects the image of Lake Land College. Employees are expected to care enough about themselves and their position at Lake Land to be neat and well groomed at all times on the job. Inappropriate or unclean clothes detract from the College's image and cannot be allowed. Employees should dress in a manner appropriate to their position or job category.

State Universities Retirement System

Individuals employed on a continuous basis are required to become participants in the State Universities Retirement System (SURS), unless they are eligible for exemption by law.

Public Act 102-0540 requires automatic enrollment of newly certified SURS eligible employees into the SURS Deferred Compensation Plan on or after July 1, 2023. SURS eligible employees are enrolled in this plan and have the opportunity to opt out within 90 day calendar days from this plan directly with the DCP plan and receive a refund less any applicable earnings, investment fees, and administrative fees. The default member contribution rate and default investment option are set by SURS through Public Act 102-0540. Refer to Policy 05.38 for the College's 403B/457 Plan Matching Incentive.

Adopted November 9, 1998
Revised July 11, 2023

Medicare Insurance

As of April 1, 1986, all new full-time and part-time personnel are required to pay Medicare insurance. The College matches this contribution. Individuals who are exempt from State Universities Retirement System (SURS) participation are required to pay the entire amount (100%) of the Medicare insurance.

Professional Development

The College recognizes the need for continued development and training of its employees. Designated funds are included in the budget to be utilized for staff development, and tuition waivers are granted for individuals to enroll in courses which expand their skills. It will be the responsibility of the appropriate Vice President, Division Chair, or cost center supervisor to arrange the appropriate activities to broaden the professional opportunities of each member of the staff.

Children in the Workplace

Since it is important that the workplace environment be as free from disruptions as possible in order to serve students, employees will not be permitted to bring children to their work stations or to leave children unattended on school premises in accordance with state law¹.

¹ 705 ILCS 405/2-3

Adopted November 9, 1998
Revised December 10, 2018

Employee Assistance Program

Lake Land College will provide an Employee Assistance Program for all full-time employees.

The purpose of this program is to meet the requirements of the National Drug-Free Workplace law and to ensure that problems that negatively affect the work performance of employees are addressed. The Employee Assistance Program will offer confidential and professional services to employees to assist them with problems related to individual, family, work and alcohol or chemical dependency.

The annual fee for each employee will be paid by the College. If the situation of an individual employee requires referral to outside providers for further services, the cost of those services will not be covered by the College.

Faculty and Staff Attendance at College Activities

All faculty and staff members are encouraged to attend the athletic, cultural, and social events sponsored by the College. Such attendance reflects the interest of the faculty and staff and the present welfare and future growth of the College. Whenever possible, there will be no charge for these events; however, when additional costs are incurred by the College, a charge will be made for admission of faculty and staff members.

Tuition Reimbursement

Lake Land College employees in positions defined as full-time are eligible to participate in a tuition reimbursement program. The purpose of the program is to place additional and increased value on employee education. The program offers the opportunity for employees to further their education beyond an associate's degree. Complete guidelines are located in Human Resources.

Anti-Nepotism

This policy is intended to ensure effective supervision, internal discipline, security, safety and positive morale in the workplace. It also eliminates favoritism, discrimination, impropriety and conflicts of interest.

Decisions about hiring, promoting, evaluating, awarding salary increases and terminating employees are based on qualifications for the position, ability and performance. This policy eliminates favoritism, the appearance of favoritism, discrimination, impropriety and conflicts of interest in employment and supervisory decisions. The College reserves the right to take action when relationships or associations of its employees impact its mission.

This policy excludes any employee or member of the Board of Trustees from taking part in influencing the hiring, promoting, evaluating, awarding of salary increases and terminating of a family member. Family members are defined as an employee or Board member's parent, child, spouse, civil union partner, mother-in-law, father-in-law, son-in-law, daughter-in-law, sister, sister-in-law, brother, brother-in-law, grandparents, grandchildren, aunts, uncles, nieces, nephews or foster parents and any step relationships within the preceding categories.

The President may determine that an exception needs to be made to these conditions on a case-by-case basis based upon unique technical/professional qualifications and business necessity. The President may recommend a full-time applicant for employment, promotion or transfer as an exception to any and all conditions contained within this policy. The President, in such instances, will notify the Board of Trustees when an exception has been made.

The Vice Presidents may determine that an exception needs to be made concerning part-time employees. The Vice Presidents, in such instances, will notify the President when an exception has been made.

Any employee who has reason to believe a violation of this policy has occurred has the responsibility to notify the Director of Human Resources.

If a complaint of wrongdoing involves the President of the College, the Director of Human Resources will notify the Ethics Officer, who will immediately notify the Chair of the Board of Trustees. However, upon the receipt of a complaint involving a Board of Trustees member, the President immediately will bring the complaint to the attention of the entire Board of Trustees membership.

Abused and Neglected Child Reporting Policy

Lake Land College (the "College") shall fully comply with the Abused and Neglected Child Reporting Act ("Act") (325 ILCS 5/1 *et seq.*).

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 that include observation, supervision or mentoring of children in a school or child care setting are also mandated reporters under the Act. (3) Effective January 1, 2023, this Act was expanded to specifically include athletic trainers, physical therapists, physical therapy assistants, occupational therapists, and occupational therapy assistants. Third-party contracted individuals falling under one of these newly included categories also have mandatory reporting obligations while engaged in a professional capacity at the College, even if they are not considered College employees.

Training: By law, mandated reporters are required to complete an initial training within three months of the first time they engage in a professional or official capacity as a mandated reporter, or within the time frame of any other applicable State law that governs training requirements for a specific profession, and at least every three years thereafter. Additionally, Lake Land College has adopted annual training requirements for mandated reporters per Board Policy 05.37 - *Employee Compliance Training*.

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.

To implement this policy, the College Board of Trustees has directed the Department of Human Resources to publish procedures and ensure their availability to the College community.

Employee Compliance Training

In accordance with federal and state legislation and regulations, Lake Land College is required to provide all employees specific information/training upon their initial employment with the College and updates at least annually. The goal of the information/training is to ensure that all employees understand their related professional obligations.

The Director of Human Resources is charged with ensuring that the required information/training is provided for all employees and that it includes, but is not limited to, the following:

- Abused and Neglected Child Reporting (Board Policy 05.36)
- Discrimination and Harassment (Board Policy 11.04)
- Drug-Free Workplace (Board Policy 11.07)
- Ethics and Standards of Conduct (Board Policy 11.23)
- Family Educational Rights and Privacy Act (Board Policy 07.11)
- Prohibiting Sex Discrimination (Board Policy 11.04.01)
- Security of Critical and Sensitive Information (Board Policy 11.28)
- Whistle-Blowing and Fraud Protection (Board Policy 11.03)
- Diversity, Equity, Inclusion, and Belonging (Board Policy 01.03.07)

In addition to the requirements for all employees, the College provides information/training needed to meet federal and state requirements related to specific positions or workgroups.

403B/457 Plan Matching Incentive

Full-time Lake Land College employees participating in contributing to a 403B or 457 investment plan may elect to have up to 3.0% of their annual base salary earnings matched by the College based on the employee's contribution level.

By electing to participate in the 403B/457 Plan Matching Incentive, the employee will relinquish their eligibility to participate in the Planned Retirement Program, if hired or re-hired prior to July 1, 2017.

To be eligible to participate in the 403B/457 Plan Matching Incentive, the employee must have been employed full-time at Lake Land College for at least two (2) consecutive years.

Employees who have fifty (50%) or more of their salaries paid by a third party, as reported on the Restricted Purposes Fund (Fund 06) of the College's general ledger, are not eligible for participation in the 403B/457 Plan Matching Incentive.

All contributions and matching incentive shall comply with the contribution limits allowed by the IRS for a 403B or 457 investment plan.

This policy shall be effective July 1, 2019.

Academic Freedom

Lake Land College, in educating adults for full participation as citizens, has an obligation to encourage free discussion and inquiries in the pursuit of truth. Recognizing that only in this free exchange of ideas can the maximum potential of any educational entity be fully reached, the faculty and students are urged to study any and all issues and problems. Consistent with this belief, it is the policy of the College to maintain and encourage full freedom, within the law of inquiry, teaching and research. In the exercise of this freedom, the faculty member may, without limitation, discuss their own subject in the classroom; they may not, however, claim as their right the privilege of discussing in the classroom controversial matter which has no relation to the subject. In their role as citizen and faculty member, they have the same freedom as other citizens. They should be mindful that in extramural utterance, they have an obligation to indicate that they are not an institutional spokesperson.

Curriculum Advisory Committees

The Board of Trustees encourages open communications between staff of the College and representatives of other colleges and organizations. When such communications can best be accomplished through an organized curriculum advisory committee, the Board of Trustees authorizes the President to grant responsibility to the Division Chair and the designated program coordinator to initiate such committees for approval of the Board of Trustees.

The members of a curriculum advisory committee are to:

1. Provide ideas and information regarding instructional content, methodology, and equipment.
2. Recommend training stations for on-the-job training experience or internships and introduce College staff members to persons at these stations.
3. Serve as resource persons to classes, students, and staff members.
4. Help to identify prospective staff and students.
5. Help to identify organizations which are potential employers of graduates and former students and introduce College staff members to persons at those organizations and businesses.

Academic Calendar

The Vice President for Student Services shall chair a committee to establish an academic calendar for the years consistent with the next issuance of the College Catalog. The academic calendar shall include sufficient days of instruction to satisfy (a) the rules of the Illinois Community College Board and (b) the terms of the master agreement between the Lake Land College Board of Trustees and the Lake Land College Faculty Association. It shall clearly state, but not be limited to, dates of official college closings, student attendance, final examinations, grades due and semester closing, registration, staff development, student withdrawal, tuition and fees refund, commencement, and last date to file intent to graduate.

The committee's recommendation will be forwarded to the President of the College for the President's recommendation to the Board of Trustees.

Cooperative Educational Agreements

Cooperative agreements and contracts with other Illinois educational agencies and those out of state may be established for the purpose of providing more accessible instructional services to students and increasing efficiency in the use of educational resources. All agreements established at Lake Land College will be in accordance with the Administrative Rules of the Illinois Community College Board.

The Board of Trustees will review and approve all new and revised cooperative agreements and contracts.

Adopted November 9, 1998
Revised September 15, 2003
Revised December 11, 2017

The College Library

In accordance with the stated roles of the American Library Association, it is the policy of the College Library to:

1. Work closely with College faculty, staff, and Administration to remain an active partner in student success.
2. Reassess services, collections, policies, and procedures on a regular basis to ensure compliance with College policies, practices, and strategic goals.
3. Observe professional standards and keep appropriate administration and staff aware of developments in professional practice that affect operations and may impact services and budgets.

Collections and Resources

Responsibility for selecting books and other instructional materials is to be a cooperative effort between the faculty and the Library professional staff. Faculty members are expected to recommend resources in their own fields of specialization, and the Library professional staff is responsible for other collection decisions. The Library staff also is responsible for coordinating the collection and strengthening weak areas which are not being given adequate attention by the faculty. The ultimate responsibility for selection of resources resides with the Board of Trustees. However, the responsibility of all selection is delegated by the Board and the President to the Director of Library Services observing the following principles:

1. Provide resources of high quality that enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the student body and the needs of the faculty.
2. Provide access to resources that support and enhance the educational goals and objectives of the College.

3. Select resources that stimulate growth in factual knowledge, literary appreciation, aesthetic value, and ethical standards.
4. Insure that the needs of all segments of the College community are being met by establishing a cooperative approach to selection.
5. Place principle above personal opinion and reason above prejudice to assure a representative collection of high quality resources.

Aside from the matter of the availability of funds, the following criteria for selection are to be followed:

1. Relevance to the purpose of the College.
2. Adequacy of the center's holdings in the field.
3. Authority and effectiveness of presentation.
4. Balanced presentation of controversial issues.
5. Exclusion of textbooks adopted by the College.
6. Non-duplication of materials, except in high use areas.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas and that the following basic policies should guide their services. The Board of Trustees endorses these policies.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

“Freedom to Read” Statement

The American Library Association policy on Freedom to Read is affirmed by the Board of Trustees:¹

The Board of Trustees, believing that the freedom to read is essential to our democracy, hereby affirms the “Freedom to Read Statement” endorsed by the American Library Association and the American Association of Publishers.

Copies of the “Freedom to Read Statement” can be obtained on the American Library Association website or from the Director of Library Services.

¹ This statement was originally issued in May, 1953, by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004 by the ALA Council and the AAP Freedom to Read Committee.

Adopted November 9, 1998
Revised September 15, 2003
Revised December 11, 2017

Public Access to Electronic Information Networks

In order to offer residents access to the information they need to make informed decisions, the Lake Land College library is a member of the Illinois Library and Information Network (ILLINET). As partners in the Illinois Library and Information Network (ILLINET), more than 5,000 multi-type (academic, public, school and special) member libraries contribute to the ongoing enrichment of the State's library resources. Beginning in 1975, ILLINET has relied on resource sharing to meet the information and research needs of library patrons. In addition, library resource sharing provides a means to access entertainment, nurture personal interests and hobbies, and, overall enhance the lives of Illinois residents.

Lake Land College is committed to networking, which represents good public policy by maximizing the use of the resources of all types of libraries. All library users benefit from expanded access to information beyond the four walls of a single library building.

Library patrons are expected to adhere to acceptable use policies established by the College and by the ILLINET. Current acceptable use policies are available from the Lake Land College website or from the Director of Library Services.

General Education for Associate Degrees

Lake Land College is a participant in the Illinois Articulation Initiative (IAI), a statewide agreement that allows transfer of the Illinois General Education Core Curriculum (GECC) between participating institutions. Completion of the GECC at any participating college in Illinois assures transferring students that lower-division general education requirements for an associate or bachelor's degree have been satisfied.

Students who complete the IAI GECC as noted below may request to have the General Education Core Curriculum Credential noted on their Lake Land College transcript. Specific courses that apply to each category are identified in the Lake Land College catalog.

General Education Core Curriculum (GECC)

CATEGORY	REQUIREMENT
Communications IAI (C)	3 courses (9 semester hours)
Mathematics IAI (M)	1 course (3 semester hours)
Physical and Life Sciences (IAI P, IAI L)	2 courses (7 to 8 semester hours)
Humanities and Fine Arts (IAI H, IAI F, IAI HF)	3 courses (9 semester hours)
Social and Behavioral Sciences (IAI S)	3 courses (9 semester hours)
TOTAL	37-38 semester hours

Associate in Arts Degree (AA)

The General Education Core Curriculum (GECC) is fully incorporated into the Associate in Arts degree as defined by the IAI.

Associate in Science Degree (AS)

The AS degree, designed specifically for select science, technology, engineering and mathematics majors, includes a modified general education core as defined by the IAI. Students who complete the AS degree may complete an additional six (6) hours of IAI GECC courses (one course in Humanities and Fine Arts and one course in Social and Behavioral Sciences) at Lake Land or following transfer to the four-year university to meet the GECC requirements.

Associate in Engineering Science Degree (AES)

The AES degree is highly structured to require extensive, sequential mathematics and science courses required for study in Engineering. This degree includes a reduced general education core as defined by the IAI. Students who complete the AES degree may complete the GECC following transfer to the four-year university or meet the university's lower-division general education requirements.

Associate in Applied Science

The AAS degree is highly structured to prepare individuals for employment in a specific field. General education requirements for this degree include the following. Specific courses that meet general education for each AAS degree are identified in the Lake Land College catalog.

CATEGORY	REQUIREMENT
Communication	3 credit hours
Mathematics or Physical and Life Sciences	3 credit hours
Humanities and Fine Arts or Social and Behavioral Sciences	3 credit hours
Additional hours selected from two different categories listed above or any course with the prefix: HED, PED, REC, SFS	6 credit hours

TOTAL	15 credit hours
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Associate in Liberal Studies

The ALS degree provides a unique opportunity to develop an individualized program that crosses traditional academic disciplines. General education requirements for this degree include the following. Specific courses that apply toward each category are identified in the Lake Land College catalog.

CATEGORY	REQUIREMENT
Communication	6 credit hours
Mathematics or Physical and Life Sciences	7 credit hours
Humanities and Fine Arts	3 credit hours
Social and Behavioral Sciences	3 credit hours
Humanities and Fine Arts or Social and Behavioral Sciences	3 credit hours
TOTAL	22 credit hours

Inclusion of Human Relations in Curriculum

It is the policy of Lake Land College to include in its General Education Requirements course work on improving human relations. This policy includes improvement in understanding about race, ethnicity, gender, and related issues as they impact on racism, gender bias, and sexual harassment.

The General Education course work addresses the issues of race, ethnicity, gender, and other issues as they relate to racism and sexual harassment as a part of its discipline. Each discipline includes course work which is appropriate to that area of study¹.

Adopted November 9, 1998
Revised April 11, 2016
Revised September 9, 2019

¹ 110 ILCS 205-9

Baccalaureate/Transfer Program Guarantee

Guarantee

It is the policy of Lake Land College that students graduating with an Associate in Arts degree, Associate in Engineering Science degree, or an Associate in Science degree be guaranteed the transferability of Lake Land articulated credits earned in the degree program and identified in the Illinois Articulation Initiative (IAI), Transferology, or another official articulation agreement as transferrable to a baccalaureate degree-granting Illinois public college or university. If an articulated course that was selected from Illinois Articulation Initiative (IAI), Transferology, or another official articulation agreement and successfully completed with a grade of "C" or better within three years of initial enrollment is not accepted for transfer by an Illinois public college or university, Lake Land College will refund tuition paid by the student for said course.

Notification and Conditions

To call the guarantee, the student must submit a letter to the Transfer Coordinator showing evidence of acceptance at and enrollment in the transfer institution and stating which credits did not transfer along with a letter from the transfer institution stating why the course(s) did not transfer. If the College verifies that the course(s) should have transferred according to an articulation through the Illinois Articulation Initiative (IAI), Transferology, or another official articulation agreement in effect at the time the course was taken and when the transfer was attempted, and if the College is unable to rectify the problem with the transfer institution, the student's tuition paid for the course(s) will be refunded. No refunds will be issued for tuition paid by a third party.

Adopted November 9, 1998
Revised September 15, 2003
Revised March 14, 2005
Revised March 13, 2006
Revised February 13, 2017

Occupational Program Guarantee

Guarantee

It is the policy of Lake Land College that students graduating with an Associate in Applied Science degree or certificate in a career/occupational program be guaranteed competency in the technical skills that the program is designed to teach in the degree or certificate. Graduates of degree programs who jointly with their employers determine they are lacking in the technical skills contained in the program and graduates who have been unsuccessful in passing required licensure exams after two attempts shall be permitted to enroll in up to 15 credit hours of retraining for a degree or 9 credit hours of retraining for a certificate, tuition free. Impacted nursing graduates who fulfill specific vendor remediation requirements as listed in the nursing handbook are eligible to participate in the vendor supplied National Council Licensure Examination (NCLEX) remediation program for no additional cost.

Notification and Conditions

This policy shall become effective with new degree- or certificate-seeking students of the 1994 fall term.

All course work for the degree or certificate must have been completed at Lake Land College with a grade of "C" or better within three years of initial enrollment at the College, and the graduate must have been employed full-time in a job directly related to their training within one year after graduation from the program. Upon written verification from the employer within six months of the graduate's initial employment that the graduate lacks competency in specific technical skills as represented by the degree or certificate information printed in the College Catalog or other printed matter, a retraining plan will be developed through the Office of the Vice President for Academic Services. The retraining will be limited to courses regularly offered by the College on the main campus and must be completed within one calendar year.

Adopted November 9, 1998

Revised April 14, 2014

Revised December 12, 2016. Effective January 1, 2017.

Revised December 11, 2023. Effective January 1, 2024.

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Curriculum Development

The curricula at Lake Land College are designed and implemented to offer high quality, balanced post-secondary and adult education programs to meet the lifelong educational needs of the residents of the Lake Land district. The curricula follow the general guidelines established by the Illinois Community College Board and the Higher Learning Commission.

The objectives of the curricula, then, are to provide baccalaureate transfer education programs, technical and vocational education programs, adult basic education and adult post-secondary programs, training and retraining programs for area businesses and industries, non-credit community education programs, and general education programs.

A committee chaired by the Vice President for Academic Services will review and make recommendations to the President on changes in existing curricula and implementation of new programs. The administration is charged with the responsibility of serving the needs of the district to ensure that programs are meeting workforce demands. The Board of Trustees will consider and act upon program offerings recommended by the President.

Adopted November 9, 1998
Revised September 15, 2003
Revised December 11, 2017

Elimination of a Program/Curriculum and Seniority Rights

In the event the College must reduce or eliminate a particular program, faculty members will be retrained according to the collective bargaining agreement or released according to the Illinois Public Community College Act. On an annual basis, the Board of Trustees shall establish a list categorized by position showing the seniority of each faculty member. (See Policy 05.02.08, Seniority Rights.) Copies of the list shall be distributed to the Lake Land College Faculty Association on or before February 1 of each year.¹ The elimination of an instructional program requires the approval of the Board of Trustees.

¹ 110 ILCS 805/3B5, Illinois Public Community College Act

Academic Divisions

In order to facilitate the educational process at the College, academic divisions will be established based on similarity of programs and professional preparation or credentials of faculty members. The divisional structure or a change in divisional structure must be approved by the Board of Trustees.

The academic divisions are:

1. Agriculture
2. Allied Health
3. Business
4. Humanities and Communications
5. Mathematics and Science
6. Social Science and Education
7. Technology

Division Chair Selection and Replacement

On an annual basis, the College President will recommend the appointment of Division Chairs to the Board of Trustees. In making their recommendation, the President will rely heavily upon consultations with the Vice President for Academic Services.

The Vice President for Academic Services shall establish a procedure for the selection and replacement of a Division Chair.

A Division Chair will have faculty status and teach a minimum of fifteen (15) equated credit hours per academic year. They shall provide leadership to those faculty members in their division, oversee the divisional budget, and assist in the selection of full-time and part-time instructors.

A job description for Division Chairs shall be kept on file in the Human Resources Office and in the Office of the Vice President for Academic Services.

Illinois Articulation Initiative

The Board of Trustees fully supports the Illinois Board of Higher Education Initiative for Articulation of courses between participating Illinois community colleges and four-year institutions. The Illinois Articulation Initiative works to assure the transferability of the general education core curriculum and major areas of study.

Credit for Professional Certification and Licensure

Lake Land College may award credit to students seeking advanced education in an academic program for which the student currently holds professional certification or licensure through the State of Illinois. Specific credit to be awarded is determined by the academic department in which the program of study is offered and approved by the Vice President for Academic Services.

The following provisions apply:

1. Students must submit a copy of their current certification or licensure to the Admissions and Records Office.
2. Credit will be awarded according to the pre-approved equivalencies established by the academic department and published in the college catalog.
3. Credit will be granted without a grade, but it may be used to fulfill graduation requirements. (See Board Policy 07.24 Graduation Requirements.)
4. Credit will not be used to calculate grade point averages.
5. No tuition or fees will be charged for professional certification or licensure credit.
6. Students should be aware that professional certification or licensure credit may not be accepted by another college or university.

Credit by Proficiency Examination

If reasonable evidence exists that a student possesses college-level academic proficiency in a subject area, the student may request to take a proficiency examination. Students may earn credit for college courses based on proficiency examinations and use that credit to meet requirements for an associate degree or certificate. (See Board Policy 07.24 Graduation Requirements.)

Proficiency examinations are limited to those courses recommended by the Division Chair and approved by the Vice President for Academic Services. Forms to begin the process are available in the Office of the Vice President for Academic Services.

A non-refundable evaluation fee equal to fifty percent (50%) of the current in-district tuition per credit hour is required for a proficiency examination and must be paid in advance. A grade will be given and the credit earned will be posted to the student's transcript. No official record is made of failures. Tuition and fees will not be assessed for credit earned by proficiency examination.

Proficiency examinations are given with the following criteria:

1. Examinations are given for experience for which no prior college credit has been received.
2. The student must be admitted into the College and must not have previously audited or taken any course for which they are seeking credit.
3. The student will not be certified for academic credit in any course that they are not eligible to register for credit.
4. No proficiency examination will be given if the student is currently enrolled in the course past the official refund date.

5. Examinations will not be given if the student has received credit for advanced work in the subject area beyond the course in which the examination is requested.
6. Students may attempt a proficiency examination one time per course.

Adopted November 9, 1998
Revised September 15, 2003
Revised June 8, 2015
Revised December 12, 2016. Effective January 1, 2017.

Credit through CLEP Examination

College credit is given for examinations taken through the College Level Examination Program (CLEP) of the College Entrance Examination Board (CEEB) if satisfactory scores are achieved. The following provisions apply:

1. Students must have scores sent directly to the Lake Land College Admissions and Records Office. (Scores from other college transcripts cannot be used.)
2. All scores will be individually evaluated to determine specific course credit and the amount of credit to be awarded. Information on required scores and credit available is listed in the most recent edition of the College Catalog.
3. Credit will be granted without a grade, but it may be used to fulfill graduation requirements. (See Board Policy 07.24 Graduation Requirements.)
4. Credit will not be used to calculate grade point averages.
5. No tuition or fees are charged for CLEP credit.
6. Students should be aware that CLEP credits may not be accepted by another college or university.
7. CLEP testing is available through Lake Land College.

Credit for Military Experience

Lake Land College grants credit for military training, education and occupational experience in accordance with the American Council on Education (ACE) Military Guide including credit for DANTES Subject Standardized Tests (DSST). ACE credit recommendations appear on a service member's Joint Services Transcript.

To receive Lake Land College credit based on the Joint Services Transcript:

1. Students must submit the Joint Services Transcript and a Transcript Evaluation Request to Admissions and Records.
2. The Joint Services Transcript will be evaluated to determine specific course credit applicable to the requirements of the student's certificate or degree program.
3. Credit will be granted without a grade, but it may be used to fulfill graduation requirements. (See Board Policy 07.24 Graduation Requirements.)
4. Credit will not be used to calculate grade point average.
5. No tuition or fees will be charged for credit awarded.
6. Students should be aware that credit awarded for military experience may not be accepted by another college or university.

Students may be awarded three hours of credit for completion of military basic training. If this credit is not documented on a Joint Services Transcript, the student may submit to the Admissions and Records Office a DD 214 indicating honorable discharge.

Information regarding specific credit available for military experience is maintained in Admissions and Records.

Life Experience Credit through Portfolio Development

Not all learning takes place in the classroom. Valuable college-level knowledge may be acquired through job experience and other life accomplishments. Students may earn credit for college courses based on life experience and may use that credit to meet requirements for an associate degree or certificate. (See Board Policy 07.24 Graduation Requirements.)

Learning experience must parallel courses offered at Lake Land College and credits are applied based on requirements of each specific certificate or degree.

Credit is awarded based on completion of INS099 Portfolio Development and an evaluation of documentation of the learning experiences presented through the portfolio process. Students must demonstrate an acquisition of knowledge of the learning outcomes of the course to receive credit for life experiences. Tuition and fees will be charged for INS099 and a pass/fail grade will be assigned.

A non-refundable evaluation fee equal to fifty percent (50%) of the current in-district tuition per credit hour will be required prior to formal evaluation of the portfolio. No tuition or fees are charged for credit earned through portfolio development and no grade is assigned. The credit will be posted to the student's transcript. No official record is made if no credit is granted for the portfolio.

Life experience credit is awarded with the following criteria:

1. Life experience credit will be awarded for courses for which no prior college credit has been received.
2. The student must be admitted into the College and must not have previously audited or taken any course for which they are seeking credit.

3. The student will not be certified for academic credit in any course that they are not eligible to register for credit.
4. No life experience credit will be given if the student is currently enrolled in the course past the official refund date.
5. Life experience credit will not be given if the student has received credit for advanced work in the subject area beyond the course for which the credit is requested.
6. Students may attempt life experience credit one time per course.
7. Portfolios must be completed and submitted prior to the start of the semester in which the student plans to graduate.
8. Each portfolio will be individually evaluated and must meet all requirements to be awarded credit for a specific course(s). No partial course credit will be granted.

Adopted November 9, 1998
Revised September 15, 2003
Revised December 14, 2009
Revised June 8, 2015

Credit through the Advanced Placement or International Baccalaureate Diploma Programs

Lake Land College grants credit for courses taken by high school students who participate in the Advanced Placement and International Baccalaureate Programs. Credit is based on the College Board Advanced Placement examination and International Baccalaureate Diploma subject scores, according to the following provisions:

1. Students must have scores sent directly to the Lake Land College Admissions and Records Office. (Scores from other college transcripts cannot be used.)
2. All scores will be individually evaluated to determine specific course credit and the amount of credit to be awarded. Information on required scores and credit available will be listed in the most recent edition of the College Catalog and on the College's website.
3. Credit will be granted without a grade, but it may be used to fulfill graduation requirements. (See Board Policy 07.24 Graduation Requirements.)
4. Credit will not be used to calculate grade point averages.
5. No tuition or fees are charged for Advanced Placement or International Baccalaureate credit.
6. Students should be aware that Advanced Placement and International Baccalaureate credit may not be accepted by another college or university.

Adopted November 9, 1998
Revised October 8, 2001
Revised June 8, 2015
Revised June 12, 2017

Credit through the Illinois State Seal of Biliteracy

Lake Land College grants course credit for two semesters of foreign language, including sign 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 course credit through the Lake Land College Admissions and Records Office within three (3) academic years after graduating from high school. Credit is based on criteria established by the State Board of Education and the following provisions apply:

1. Students must submit a final high school transcript verifying receipt of the State Seal of Biliteracy.
2. Students must request course credit for the Seal within three (3) academic years after graduating from high school and must be currently enrolled at Lake Land 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. ENG110/111: Manual Communication-Deaf and Advanced Signing
 - b. FLG140/141: 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. (See Board Policy 07.24 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.

Adopted June 12, 2017
Revised June 12, 2023

Dual Credit Program

In accordance with the Dual Credit Quality Act (110 ILCS 27/40), Lake Land College offers academic and career and technical college-level courses to qualified high school students in order to extend access to affordable higher education to a larger percentage of district residents, stimulate and challenge high school students, and give students advanced college placement when entering the colleges of their choice. These courses are important links in the transition from one educational experience to another and into careers.

Dual Credit Courses

Lake Land College will exchange tuition and related course fees for the instruction of dual credit courses taught by qualified high school teachers during the regular school day at the high school or college- approved facility. High school students registered in these courses are not charged tuition and course fees by Lake Land College. Depending on the course, students may be required to purchase workbooks, supplies, or other items deemed necessary for class participation. Dual credit courses offered at the high school or college-approved facility during the regular school day shall be college-level.

To ensure the academic credibility of college-level courses offered by Illinois community colleges, the Illinois Community College Board (ICCB) has adopted rules pertaining to dual credit (ICCB Rule 1501.507(b)(11) – Credit Hour Claims). The Lake Land College Board of Trustees endorses these rules and will adhere to their intent.

1. State Laws and Regulations and Accreditation Standards

All state laws, ICCB regulations, accreditation standards specified by the Higher Learning Commission, and local college policies that apply to courses, instructional procedures, and academic standards at the college apply to college-level courses offered by the college on campus, at off-campus sites, and at secondary schools. These policies, regulations, instructional procedures, and academic standards apply to students, faculty, and staff associated with these courses.

2. Instructors

The instructors for these courses shall be selected, employed, and evaluated by the community college. They shall be selected from individuals with appropriate credentials and demonstrated teaching competencies at the college-level according to Lake Land Board Policy 05.02.04.

3. Qualification of Students

Students accepted for enrollment in college-level courses must have appropriate academic qualifications, a high level of motivation, and adequate time to devote to studying a college level course. The students' course selections shall be made in consultation with high school counselors and/or principals and are restricted to high school students with junior or senior status. Students must have a high school grade point average of "C" or better to initially enroll in dual credit courses and maintain a Lake Land College grade point average of "C" or better to continue enrollment in the Dual Credit Program. The students will meet all college criteria and follow all college procedures for enrolling in dual credit courses.

4. Placement Testing and Prerequisites

High School students enrolling in college-level courses must satisfy the same course placement tests or course prerequisites as other college-level students, when applicable, to assure that they are qualified and prepared.

5. Course Offerings

Courses should be selected from transfer courses that have been articulated with baccalaureate institutions in Illinois or from courses in ICCB-approved certificate or associate in applied science degree programs.

6. Course Requirements

The course outlines utilized for dual credit courses shall be the same as for courses offered on campus and at other off-campus sites and shall contain the content articulated with colleges and universities in the state. Course prerequisites, descriptions, outlines, requirements, learning outcomes, and methods of evaluating students shall be the same as for on-campus offerings.

7. Concurrent Credit

The determination for whether a college course is offered for concurrent high school and college credit shall be made at the secondary level, according to the school's policies and practices of the district.

8. College Credit

College credit may be earned through the Dual Credit Program for any course numbered .040 and above as approved by the appropriate Division Chair. Specifically, courses numbered .040 to .099 are career/technical courses, and courses numbered .100 and above are college transfer courses. The maximum number of dual credit hours over .040 that can be obtained by a student is 32.

9. Dual Credit Fee

Lake Land College will assess all dual credit students a dual credit service fee. This fee will be set in accordance with generally accepted college practices through the Office of the Vice President for Business Services and is intended to cover textbook rental and other costs incurred by the College in operating the Dual Credit Program.

Dual Enrollment Courses

Lake Land College courses offered outside or inside the regular high school day for which Lake Land College reimburses the instructor for teaching services are regular college courses. High school students taking dual enrollment courses for college credit will be charged in accordance to the agreement between the school district and the college, which may include full tuition and related fees. Students will not be charged a separate dual credit fee.

Lake Land College reimburses the instructor and facility according to the current Lake Land College reimbursement policy. Depending on the course, students may be required to purchase workbooks, supplies or other items deemed necessary for the class participation.

Adopted November 9, 1998
Revised August 16, 1999
Revised October 13, 2003
Revised June 13, 2005
Revised April 10, 2006
Revised July 14, 2008
Revised May 8, 2017
Revised September 18, 2019
Revised December 9, 2019
Revised December 12, 2022
Revised March 11, 2024

Limitation on Course Loads

No student may register for more than twenty (20) semester hours without permission from the Vice President for Academic Services. During the summer term, no student may register for more than ten (10) semester hours without permission from the Vice President for Academic Services.

Course Audit

Students wishing to gain knowledge from a course but not credit may enroll to audit the class. To audit a course, students must pay the same tuition and fees as they would if they were taking the course for credit. They must declare their intention to audit the course in writing on the proper form with the Admissions and Records Office during the registration period for the course.

Waiver of Graduation Requirements

Because of the restrictions in academic rule-making placed upon the College by the Illinois Community College Board, the Illinois Board of Higher Education, and the laws of Illinois, only under dire or extreme circumstances will requests for waivers for graduation requirements be considered. If a student feels that their circumstances are of such unusual or exceptional nature to warrant a waiver in the academic rules of the institution, they may petition the Vice President for Academic Services to render a decision.

Independent Study

A student may pursue supervised study for one-half (0.5) to four (4.0) semester hours of credit on an independent basis for academic work which reflects a reasonable and moderate extension of current Lake Land College courses. Students are permitted to enroll in Independent Study with permission of the instructor and approval by the Division Chairperson and the Vice President for Academic Services.

Adopted November 9, 1998
Revised October 13, 2003
Revised January 11, 2016
Revised December 12, 2016. Effective January 1, 2017.

Attendance in the Classroom

Because regular, punctual classroom attendance is considered important for quality performance and success, students are expected to punctually attend all meetings of classes in which they are enrolled. Instructors or divisions have the prerogative to determine minimum requirements; oftentimes these requirements are determined by accrediting and credential-granting agencies. Instructors also have the prerogative of lowering grades for unexcused absences. Because the Illinois Community College Board requires instructors to certify the attendance of students at mid-term, an instructor may withdraw a student from class if the number of absences is detrimental to their ability to meet the course objectives. In case of absence, students should notify each of their instructors. In case of prolonged absence because of illness, accident, or hospitalization for which students are not able to notify instructors, they may notify College Health Services who will then notify their instructors. Students who are seeking attendance accommodations in accordance with Title IX, the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act, may be required to submit medical certification in order for the absence to be excused.

Student absences for the purpose of attending regular National Guard or military reserve unit activities, volunteer emergency worker duty, and jury duty will be considered excused absences upon submission of appropriate documentation to the course instructor.

Lake Land College will reasonably accommodate student absences for religious observances in accordance with the University Religious Observations Act (110 ILCS 110/1 and 110/1.5) in regards to admissions, class attendance and the scheduling of examinations and work requirements. Students faced with schedule conflicts related to religious observances should make prior arrangements with instructors at least ten (10) calendar days in advance of the examination or other activity involved. A student who believes that they have been unreasonably denied an educational benefit due to their religious beliefs or practices may appeal the decision in accordance with the College's Student Complaint Procedures.

Adopted November 9, 1998
Revised March 11, 2013
Revised June 8, 2015
Revised December 9, 2019

College Catalog

At least biannually, the College will publish a College Catalog which will clearly state the academic requirements, calendar, admissions policies, financial aid information and assistance, instructional services, general college information, academic standards, program requirements, course descriptions, special services provided for people with disabilities, tuition and fees, listing of college personnel and trustees, and other pertinent and necessary information.

Art Gallery

An art gallery/exhibition area is located in the Learning Resource Center. The gallery displays various works of staff members, students, and outside artists. Through these exhibitions, the College seeks to promote the development of artistic talent in the district as well as aesthetic awareness. Exhibitions will be selected by the Learning Resource Center staff, and staff members are charged with selecting exhibits which are the highest quality available and which represent a variety of viewpoints expressed by contemporary artists to students, staff, and the public. The length of exhibitions or art shows also will be determined by the Learning Resource Center staff.

Audio/Visual Equipment

The Information Systems and Services (ISS) Department provides equipment in support of the educational process. Instructional equipment for use in Lake Land College classes may be requested through ISS.

ISS staff will not make deliveries off-campus; however, faculty teaching in off-campus locations may utilize portable equipment on a pick-up-and-return basis.

Neither the equipment housed in the department nor the services of the department are intended for general public use.

Adopted November 9, 1998

Land Laboratory

Because of the College's commitment to the agricultural community, an area of the campus is designated as the Lake Land College Land Laboratory. This area is used to supplement the classroom work of students enrolled in agricultural programs by putting theory into practice. It also serves as a demonstration site for chemicals and seeds of interest to the local agricultural community. The Division of Agriculture is responsible for coordinating and ensuring the cultivating, planting, and harvesting of this area. One member of the Agriculture Division will be designated as Farm Manager.

Learning Laboratories

To enhance learning opportunities for students enrolled in various programs, learning laboratories (clinics) will be maintained in, but not be limited to, the following areas: Agriculture Power Technology, Automotive Technology, Cosmetology, Dental Hygiene, and Massage Therapy. The purpose of these clinics is to provide the students in these programs a wide variety of experiences that will serve to improve their educational development.

The clinics will be open to students, staff, and the general public. Patrons will be charged a nominal fee that will cover costs of materials, parts and supplies. Potential patrons are encouraged to check with the various clinics for specific information regarding services offered, hours of operation, and clinic-specific procedures.

John Deere Partnership

On an annual basis, the partnership with John Deere will be evaluated. The partnership provides for an Associate in Applied Science degree for John Deere Tech.

A John Deere Advisory Committee will review curriculum, equipment needs, and other subjects of interest. The committee will consist of John Deere sponsoring dealers, graduates of the John Deere Tech Program, John Deere corporate representatives, and Lake Land College administrators and staff members.

**Illinois Department of Transportation
Quality Management Training Program**

By contract with the Illinois Department of Transportation, and in cooperation with the Illinois Asphalt Paving Association, the College shall provide quality management training for contractors, consultants, and Department of Transportation employees. When classroom space is available, students enrolled in the Lake Land College Civil Engineering Technology program will be afforded the opportunity to enroll.

The contract is reviewed every four years and may include provisions for services in areas of the state outside the Lake Land College district.

Adopted November 9, 1998
Revised December 11, 2017
Revised December 10, 2018

Correctional Programs

Because of the belief that all citizens demonstrating an ability to benefit should have an opportunity for an education, the College will provide educational services to correctional facilities through a contract with the Illinois Department of Corrections Office of Adult and Vocational Education and the Illinois Department of Juvenile Justice. These contracts can vary in length from one to three years upon mutual agreement between the College and the contracting department and will be reviewed and revised as appropriate at their renewal.

By negotiated agreement with the Lake Land College Faculty Association, only Vandalia Correctional Center instructors are eligible for membership in the Lake Land College Faculty Association. Instructors at the other Illinois Department of Corrections facilities are classified as support staff and may be represented by the AFSCME labor union. Instructors at Illinois Department of Juvenile Justice facilities are classified as support staff.

All correctional center employees are subject to rules and regulations of the Illinois Department of Corrections Office of Adult and Vocational Education or the Illinois Department of Juvenile Justice, as appropriate, the facility in which they work as well as those of the College. In case of conflict, rules of the Department of Corrections Office of Adult and Vocational Education or the Illinois Department of Juvenile Justice, as appropriate, shall apply.

Adopted November 9, 1998
Revised November 8, 1999
Revised October 13, 2003
Revised July 8, 2013
Revised December 11, 2017
Revised December 9, 2019

Course Materials Rental

The College will maintain a course materials rental system for students. Course materials include but are not limited to books, compact discs, and other rented materials. In order to ensure the viability of the system, the following criteria will be followed:

1. While it is the goal of the College that textbook editions be changed every three years, the maximum amount of time textbook editions can be used without permission from the Vice President for Academic Services will be five years. Written requests for deviations from this criterion will be considered for special academic or program needs.
2. The selection of textbooks and instructional materials is the responsibility of the faculty. Textbooks for each course will be selected by instructors in consultation with the Division Chairs. The same textbooks will be used in all sections of a course. With permission from the Vice President for Academic Services, written requests for deviation from this criterion will be considered for special academic or program needs.
3. Textbook changes will be requested by faculty, with approval from the Division Chairs, and sent to the manager of the bookstore by April 1 of the preceding academic year.
4. Faculty directing programs with special academic or student needs may request that textbooks be purchased by the student. The same process and deadline noted above for textbooks will be followed for consumable materials.
5. Consumable course materials will be purchased by the student.
6. Students will be charged a service fee per credit hour, a part of which will be budgeted for course material acquisition. All service fee changes will be approved by the Board of Trustees.
7. Students may purchase rental textbooks as available.

8. All rented items must be returned to the College by the close of hours on the day the semester closes, Students will be charged new retail price for any book not returned by the Bookstore's posted deadline or for any book returned defaced or damaged.
9. Students will be restricted from picking up textbooks and any further registration activity until textbook fees are paid or terms of an approved petition are met.
10. In order to pick up course materials at the Bookstore, a student must present a valid Lake Land College identification card and a Lake Land College textbook list.

Adopted November 9, 1998
Revised October 13, 2003
Revised October 11, 2004
Revised November 14, 2005
Revised March 10, 2008
Revised October 12, 2009
Revised February 11, 2013
Revised August 10, 2015
Revised December 12, 2016. Effective January 1, 2017.
Revised December 11, 2017
Revised December 9, 2019
Revised August 8, 2022
Revised August 14, 2023
Revised August 12, 2024

Center for Business and Industry

The Board of Trustees strongly supports existing local businesses and industries in the training and retraining of their workers. The Center for Business and Industry at the College, therefore, is the entity assigned to provide quality, cost-effective, customized training in support of economic and workforce development within the district. The Center for Business and Industry is authorized by the Board of Trustees to enter into contracts with area businesses for the delivery of customized training. It is, therefore, understood that whenever possible, these courses should be offered for regular college credit. These contracts must be authorized by the Vice President for Workforce Solutions and Community Education. The Center for Business and Industry should also serve as a resource in the area of grant-funding for training and research on emerging trends in organizational development.

Adopted November 9, 1998
Revised May 12, 2014
Revised December 11, 2017

Non-Credit Classes/Community Education

In order to assist district residents in fulfilling individual educational goals, the College will offer non-credit classes on an “as requested” basis. Because there is no State reimbursement for non-credit classes, all offerings should be self-supporting. Non-credit course fees and distribution of revenue shall be reviewed as needed by the Vice President for Workforce Solutions and Community Education.

It shall be the responsibility of the Vice President of Workforce Solutions and Community Education to ensure that non-credit classes are, in fact, offered for educational purposes and not for private profiteering.

Adopted November 9, 1998
Revised October 13, 2003
Revised May 12, 2014
Revised December 9, 2019

Radio Station WLKL

To enhance the educational opportunities of students enrolled in the Radio/TV Broadcasting program, Lake Land College will maintain an FM non-commercial radio station. WLKL, as it is known, will provide students with the opportunity for on-air time each term that they are enrolled in the program.

The College radio station must be licensed by the Federal Communications Commission. A faculty member, teaching primarily in the radio/TV program, will be designated as the station manager and will be responsible for adhering to all pertinent rules and regulations.

Faculty and Staff Consulting

Faculty and staff who do consulting work for external businesses, agencies, etc. during contractual service days and who receive full salary for such days will refund to the College any remuneration or honorarium received. With permission of the College President, such remuneration or honorarium may be donated to the Lake Land College Foundation.

Upper Division and Graduate Course Offerings by Other Institutions

In keeping with the College's philosophy of fulfilling the educational needs of district residents and in the spirit of cooperation with the Illinois Board of Higher Education to share resources, Lake Land College will permit the offerings of upper division and graduate level courses by senior institutions on a space-available basis during normal open hours of the College.

Proposed upper division courses should be screened to assure that they are not duplications of courses already offered by Lake Land College. Preference for course offerings will be given to senior public institutions with which the College has articulation agreements.

Field Trips, Field Studies, and Students Studying Abroad

1. Field Trips

Field trips are defined as travel required as part of the instructional activities of a course. Field trips are to be budgeted for each division. Trips are normally limited to 250 miles from the main campus. Instructors planning field trips taking students away from other classes must notify the Division Chair and the Vice President for Academic Services at least two weeks prior to the date of the proposed trip and provide the names of the students who will be absent from other classes.

Instructors may make arrangements with students to meet them for class purposes at a location not more than thirty (30) miles from the main campus or from the Kluthe Center if the class normally meets there.¹

2. Field Studies

Field studies are defined as courses requiring travel as a major part of the educational experience. Field studies are to be budgeted by each division and listed on the regular timetable for the term the field study course will be offered. Each field study course offered shall be approved by the Vice President for Academic Services. Field study courses are seen as a good way to enhance the cultural diversity of students attending Lake Land College. Field study courses to foreign countries should be encouraged as a part of internationalizing the curriculum.

3. Students Studying Abroad

To encourage students to explore the benefits of living and studying abroad in a foreign culture, Lake Land College sponsors a short-term study abroad program. Study abroad opportunities are led by

various College faculty and staff and are generally offered between regular College terms. Study abroad offerings are announced on the College website. Students wishing to participate enroll in a credit course STA 200, Short Term Study Abroad, which may apply as elective credit depending upon the student's program of study. Standard tuition and fees are charged for the STA 200 course.

¹ Also see Policy 07.35.

Adopted November 9, 1998
Revised October 13, 2003
Revised February 11, 2013
Revised December 12, 2016. Effective January 1, 2017.
Revised December 11, 2017

Final Examinations

It is recognized by the College that a final examination is an important part of the educational process; therefore, instructors are expected to provide students with some form of final examination. Students are required to complete their final examinations at the times and places scheduled. Rescheduling of final examinations is not permitted without the permission of the Vice President for Academic Services. Each class must meet at the time the final examination is scheduled.

Children in the Classroom

Since it is important to every student that the learning environment be as free from disruptions as possible, parents will not be permitted to bring children to classes or to leave them unattended on school premises.

Children participating in college-sanctioned courses or activities are allowed in classrooms and designated areas at the times and locations specified for those activities.

Community Personnel in the Classroom

Contact by students with practitioners in the field is a highly valuable experience and is encouraged.

For the benefit of a record, instructors who bring community personnel into the classroom should advise the Division Chair of the name of the individual, the date, and the course name and number. If instructors believe that publicity is appropriate, a brief summary of the meeting should be given to the Director of Marketing and Public Relations.

No gratuities will be paid to community personnel when they are used in the classroom. If it is necessary to pay transportation costs, arrangements must be made in advance through the Division Chair.

Adopted November 9, 1998
Revised May 12, 2003
Revised April 14, 2014

Continuing Education

In order to assist district residents in keeping abreast of changes in their professions, the College will provide continuing education workshops and seminars. Because State reimbursement is not available, the workshops and seminars must generate sufficient revenue to be self-supporting.

The area of the College sponsoring any particular continuing education activity will develop a fiscally responsible budget for the event.

Grade Exclusion

Students are offered a once-only opportunity to improve their grade point average, provided they meet the following conditions:

1. They must not have been enrolled in credit courses at Lake Land College for at least five (5) consecutive calendar years from their last enrollment period.
2. They must have completed a minimum of twelve (12) semester hours with a grade point average of 2.00 or better at Lake Land after the five- (5-) year waiting period.
3. Only "F" grades that were earned in a single semester or term of enrollment will be excluded.
4. The Grade Exclusion policy cannot be applied before the minimum credits, waiting period, and grade point average are earned.

Students planning to transfer to another institution are cautioned that the receiving university may use all grades earned in excluded courses for a computation of grade point average for admission or other purposes. Eligible students should see a counselor or academic advisor to begin the process.

Alternative Education Program (Pathways)

Lake Land College is committed to the principle that education and training are essential to the development of a skilled workforce. To this end, it will be the policy of Lake Land College to offer the Alternative Education program (Pathways) to the residents of District 517. The primary duties of the College in operating the Pathways Program include:

1. Employing qualified teachers and staff to operate the Pathways Program.
2. Assuming financial responsibility for all Pathways Program funds.
3. Providing GED and high school credit transfer classes for qualified students who have dropped out of high school and want to obtain a GED or high school diploma.
4. Assisting students who desire to continue their education at Lake Land by providing various support services.
5. Coordinating services and referrals with area high schools and the appropriate Regional Offices of Education.

Adult Education Program

Lake Land College is dedicated to the principle that education and training are essential to the development of a skilled workforce. To this end, it will be the policy of Lake Land College to offer an Adult Education Program to the residents of District 517. The primary duties of the College in operating the Adult Education Program include:

1. Employing qualified staff to operate the Adult Education Program.
2. Assuming financial responsibility for all Adult Education Program funds.
3. Providing day and evening, on- and off-campus GED classes for adults who have not completed a high school diploma.
4. Offering job skills and parenting classes for eligible Temporary Assistance to Needy Families (TANF) recipients.
5. Assisting eligible TANF recipients in enrolling in vocational classes at the College.
6. Working with area businesses to offer on-site GED, literacy tutoring, basic skills assessment, curriculum development, and basic skills enhancement classes in reading, writing, and math.

Admission of Students

Admission requirements are to be published in the College Catalog. All applicants for admission are required to file an official Application form. Students are admitted according to the current residency policy of the College. (See Board Policy No. 07.06.)

Lake Land College does not deny admission to a person on the basis of race, traits of race, color, sex, age, religion, national origin, ancestry, disability, marital or civil union status, veteran status, sexual orientation, or any basis of discrimination precluded by applicable federal and state statutes. Traits of race includes, but is not limited to, hair texture and protective hairstyles such as braids, locks and twists, per Public Act 102-1102 - Create a Respectful and Open Workplace for Natural Hair (CROWN) Act, which amended the definition of “race” in the Illinois Human Rights Act effective January 1, 2023.

Lake Land College admits students in the following categories:

1. High school graduate.
2. Recipient of a GED Certificate.
3. Transfer student from an accredited college.
4. Non-high school graduate 18 years of age or older.
5. Student whose connection with a secondary school is severed. Any student who is 16 years of age or over and has severed 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 the College in accordance with the policies of the Board.
6. A student currently enrolled in a secondary school program may be accepted into a college course(s) if that student qualifies under Lake Land Board Policy 06.19 – *Dual Credit Program*. If such courses are offered during the regular 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 district must be received.

7. Student in a program for a special group.¹
8. A gifted student less than 16 years of age may enroll in course work at Lake Land College. A gifted student is defined as a student who is judged to possess exceptionally high academic ability by both the secondary school/home school in which the student is enrolled and the College.

A student must meet the following requirements to enroll as a Lake Land College gifted student:

- A. Be identified as a gifted student by the secondary school/home school in which the student is enrolled and have approval of the school's chief executive officer on the Gifted Student Admission form.
- B. Demonstrate college readiness by meeting college-level placement in two of three areas (reading, English and mathematics) as determined by ACT, SAT or college placement test and meet any minimum placement requirements identified for a specific course.
- C. Submit the Gifted Student Admission form with all required approvals to the office of Admissions and Records.
- D. Gifted students are limited to enrollment in one academic course during their first term of enrollment and may enroll in two courses each semester thereafter if they maintain a Lake Land College cumulative grade point average (GPA) of 3.0 or higher.
- E. A gifted student who reaches the age of 16 will follow the requirements in the appropriate category (1-8) above.

Lake Land College admits as regular degree seeking students only those who:

- Have a high school diploma; and/or
- Have the recognized equivalent of a high school diploma; and/or
- Are beyond the age of compulsory school attendance in the State in which the institution is physically located.

For Federal Student Aid purposes, Lake Land College admits only the following as regular Title IV eligible students:

- Those that have a high school diploma; and/or
- Those that have the recognized equivalent of a high school diploma

The Financial Aid Office will work with the Admissions office and other relevant sources such as the secondary school of attendance to evaluate the validity of a student's high school completion if the institution or the Secretary has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education (34 C.F.R. §668.16(p)).

¹ Illinois Community College Board Administrative Rules, Section 1501.402.

Adopted November 9, 1998
Revised May 8, 2000
Revised December 8, 2008
Revised December 11, 2017
Revised December 10, 2018
Revised May 13, 2019
Revised March 23, 2023
Revised March 11, 2024

Admission of International Students

Lake Land College, in accordance with regulations of the U.S. Citizenship and Immigration Services, will admit citizens from other countries who meet the following admission requirements.

International students are accepted on the basis of available space in the various educational programs. Consideration is also given to selecting a diversified international student population. *All documents should be written in English or accompanied by an official English translation.* The admission of international students will be determined based upon the following criteria:

1. Completion of an International Student Application for Admission.
2. Submission of official transcripts showing completion of the equivalent of a high school (secondary) education.
3. Submission of official transcripts from any previous colleges or universities attended, including training in English as a Second Language. If student plans to transfer credit from a college or university outside of the United States, student must provide an evaluation completed by one of Lake Land College approved credential evaluation services.
4. Submission of a completed International Student Financial Affidavit and corresponding official bank statements or documentation supporting the ability to cover all expenses for an academic year. Tuition is charged at the out-of-state rates for international students, except students who are sponsored by a resident of the Lake Land College district or who have attended a minimum of one semester at an in-district high school, who will be charged tuition at the in-district rate.

5. Submission of proof of health insurance coverage. Students who do not provide proof of health insurance must immediately purchase a policy and submit documentation to the Coordinator of International Studies Program.¹
6. Students who have satisfied the English Proficiency requirement will be allowed to enroll in regular academic courses without any support from the Intensive English Language Program.

Students who have not met the English proficiency requirement will be required to enroll in the Intensive English language Program until they are adequately prepared for regular academic courses. Assignment to the appropriate level will be based on Lake Land College placement testing prior to registration.

7. Completion of the Lake Land College placement test consisting of math, reading, and English, or submission of ACT or SAT scores. This placement test will be deferred for students enrolled in the Intensive English Language Program.
8. Enrollment as a full-time student.
9. Students who already possess an F-1 visa and wish to transfer to Lake Land College must submit copies of current I-20 and F-1 visa.

¹ Board Policy No. 10.28.02

Adopted November 9, 1998
Revised May 12, 2003
Revised November 10, 2003
Revised November 14, 2005
Revised April 14, 2014
Revised December 8, 2014
Revised June 12, 2017
Revised March 14, 2022

Special Admission and Graduation Requirements for Select Technical Programs

It is a statutory duty and responsibility of the Board of Trustees to approve policies for the admission of students and graduation requirements.¹ All requests to establish special admission criteria and/or unique graduation requirements for technical programs must be submitted to the Academic Standards Committee. These requests should include a rationale that sets forth the uniqueness of the program in regards to establishing special admission or graduation requirements. When a division chair wishes to change or eliminate an approved special admission criterion or graduation requirement, they are required to bring the requested change along with the rationale for the change to the Academic Standards Committee for consideration.

The Academic Standards Committee will act upon requested special admission and unique graduation requirements in a timely manner. If the committee approves a program to establish or eliminate special admission criteria or unique graduation requirements, it will forward the recommendation to the President and Board of Trustees for final action. All programs approved by the Board of Trustees to have special admission criteria or graduation requirements will be identified in the College catalog. Specific admission criteria and graduation requirements will be updated on the Special Admissions program page of the Lake Land College website.

Programs with approved special admission and unique graduation requirements:

Associate Degrees

Associate Degree in Nursing, Court Reporting Technology, Dental Hygiene, Fire Science Management, John Deere Tech, Paramedical Services, Physical Therapist Assistant.

Certificates

Fire Science Management, Massage Therapy, Medical Assistant,
Paramedical Services, Practical Nursing.

¹ See Board Policies 02.03 and 07.24.

Adopted May 8, 2000
Revised June 11, 2012
Revised June 12, 2017
Revised May 11, 2020
Revised July 13, 2020
Revised June 12, 2023
Revised February 12, 2024

Re-admission of Students

A Lake Land College student who has interrupted their continued enrollment for at least one full year and wishes to return must submit an Application to the Admissions Office to reactivate their enrollment status.

Re-admitted students are bound by the program and degree requirements of the catalog published for the year they were re-admitted to the College.

Admission to Associate in Arts, Associate in Engineering Science, and Associate in Science Degree Programs

The State of Illinois has enacted minimum admission standards for all Illinois public universities and community colleges (Public Act 86-0954). These standards are for admission to college transfer programs leading to a baccalaureate degree. The specific high school subject requirements for students admitted to college transfer programs are satisfactory completion of at least fifteen (15) units of high school course work from the following five categories:

1. Four (4) years of English (emphasizing written and oral communications and literature);
2. Three (3) years of social studies (emphasizing history and government);
3. Three (3) years of mathematics (introductory through advanced algebra, geometry, trigonometry, or fundamentals of computer programming);
4. Three (3) years of science (laboratory sciences); and
5. Two (2) years of electives in foreign languages, music, vocational education or art.

Students must meet general admission requirements.

If at the time of admission, it has not been determined from the applicant's final high school transcript that the high school course work pattern has been satisfied, the student will be provisionally admitted. The student will remain on provisional status until the high school pattern has been verified or deficiencies have been made up through appropriate course work.

New Students

All degree-seeking students must demonstrate initial placement levels for reading, English and mathematics and participate in scheduled orientation activities prior to registration. The College assesses multiple measures in determining initial placement levels including ACT and SAT college entrance exams, GED test scores, and high school grade point average and course completion (see Board Policy 07.05).

Transfer Students

Students transferring from other colleges who are seeking a degree must meet the same placement requirements as new students. Students transferring from other regionally accredited colleges who have successfully completed thirty (30) semester hours or more of college level course work in good standing may have met the reading placement requirement. Students who have previously completed college-level English and math courses may have met the English and mathematics placement requirements. In order to be considered for placement based on transfer credit, students must present, or have on file in Admissions and Records, documentation of their previous college work.

Readmit Students

Former Lake Land College students who have interrupted their continued enrollment for at least one full year are considered to be readmit students upon returning. Readmit students are bound by the admission and placement requirements in effect at the time of their readmission.

Continuing Students

Continuing students requesting a curriculum change into an A.A., A.E.S., or A.S. degree program must meet the placement requirements in effect at the time of the requested curriculum change.

Adopted November 9, 1998
Revised November 10, 2003
Revised January 10, 2011
Revised June 12, 2017
Revised March 8, 2021

Application Procedures and Requirements

To enroll at Lake Land College, a student must submit an Application form. The Application is submitted online or through printed forms available in the Lake Land College Admissions and Records Office and the Lake Land College Kluthe Center for Higher Education and Technology.

Neither the Scholastic Aptitude Test (SAT) nor the American College Test (ACT) scores are required; however, these scores may be used for course placement. Some academic programs may require additional tests prior to registration.

An accepted student who does not enroll after applying loses their enrollment status at the College and must reapply for admission to any future semester.

Adopted November 9, 1998
Revised May 12, 2003
Revised June 14, 2004
Revised January 10, 2011
Revised June 12, 2017
Revised December 10, 2018
Revised March 8, 2021

Course Placement by Assessment

All degree-seeking students must demonstrate initial placement levels for reading, English and mathematics prior to registration.

All non-degree students who wish to enroll in an English or mathematics course must also demonstrate initial placement level as part of the pre-requisite prior to course enrollment.

Lake Land College assesses multiple measures in determining initial placement levels as follows. Placement will be determined in accordance with the highest scores achieved through the multiple measures and any specific academic program requirements. Depending upon the students' placement level, completion of developmental courses may be required for specific courses in reading and English.

1) ACT or SAT college entrance exams

Students who choose to utilize ACT or SAT college entrance exam scores for placement must present, or have on file in Admissions and Records, a copy of their test scores. Students are encouraged to request that a copy of their ACT or SAT scores be sent to Lake Land College at the time of testing.

2) GED test scores

Students who wish to utilize GED test scores for placement must present, or have on file in Admissions and Records, a copy of their GED test scores.

3) High school grade point average (GPA) and completion of four years of English and/or mathematics

Students who wish to utilize this option for placement must present, or have on file in Admissions and Records, a copy of their high school transcript.

4) Completion of high school transitional English and/or mathematics with a grade of C or better

Students who wish to utilize this option for placement must present, or have on file in Admissions and Records, a copy of their high school transcript.

5) Previous college credit

Students who have successfully completed thirty (30) semester hours of college course work in good standing at a regionally accredited college or university may have met the reading placement requirement. Students who have previously completed college-level English and mathematics courses may have met the English and mathematics placement requirement. In order to be considered for placement based on transfer credit students must present, or have on file in Admissions and Records, documentation of their previous college work. (Some vocational programs may require use of other instruments.)

6) Completion of placement testing in reading, English and mathematics

The ACCUPLACER test is administered through the Lake Land College Tutoring and Testing Center. A minimal fee is charged for each retest.

Students may choose to take the Accuplacer exam at Lake Land College through the Testing and Tutoring Center or may present a copy of ACCUPLACER test scores completed at another college.

Students may also present, or have on file in Admissions and Records, a copy of ACCUPLACER test scores completed at another college.

Placement levels for reading, English and mathematics courses based on the multiple measures are presented on the Tutoring and Testing Center website and are available in Admissions and Records and Counseling Services.

Adopted November 9, 1998
Revised May 12, 2003
Revised November 10, 2003
Revised January 10, 2011
Revised June 12, 2017
Revised March 8, 2021
Revised December 11, 2023
Revised May 13, 2024

Residency

Students will be classified by residency according to the following provisions:

State Resident

1. To be classified as a resident of the state, one must have occupied a dwelling within the state of Illinois for thirty (30) days immediately prior to the date established for classes to begin. Students who fail to meet the 30-day state residency requirement may not meet that requirement by attending classes at Lake Land College.
2. The following categories of people shall be classified as residents of Illinois without meeting the 30-day residency requirement:
 - A. Federal job corps workers stationed in Illinois.
 - B. Members of the armed forces stationed in Illinois.
 - C. Inmates of state correctional/rehabilitation institutions located in Illinois.
 - D. Students who are employed full-time in Illinois.

District Resident

To be classified as a resident of District 517, one must have occupied a dwelling in the community college district for thirty (30) days immediately prior to the date established to begin classes at Lake Land College.

Students who fail to meet the 30-day district residency requirement may not meet that requirement by attending classes at the College for thirty (30) days or more.

Out-of-District Resident

The following categories of people shall not be classified as residents of the district:

1. Federal job corps workers stationed in the district.
2. Members of the armed forces stationed in the district or individuals entitled to assistance as described in 38 U.S.C. 3679(c).
3. Inmates of state or federal correctional/rehabilitational institutions located in the district.
4. Full-time students attending a post-secondary educational institution who have not demonstrated through documentation a verifiable interest in establishing permanent residency.
5. Students who occupy a residence outside the district but who are employed by a firm located in the district.
6. Students attending the community college under the provisions of a chargeback, cooperative agreement, or CAREER agreement with other community college districts.
7. Students on an F-1 visa.

Other Provisions

1. Persons who reside in the college district whose primary intent in obtaining such residence is not to attend the College shall be exempted from the 30-day state and/or district residency requirement if they demonstrate through documentation a verifiable interest in establishing a permanent residency.

2. Students residing in the college district who are currently under legal guardianship of, or recently emancipated from, the Illinois Department of Children and Family Services shall be exempted from the 30-day state and/or district residency requirement if they provide verification of Departmental status and current in-district residency. Those students who previously met the residency requirement shall continue to be considered in-district if they have a placement change into a new community college district during their enrollment.
3. Students who fail to meet the 30-day state and/or district residency requirement may meet that requirement upon presentation of a voter's registration card verifying in-district residency.
4. Any approved change in residency status is not retroactive to previous semesters or terms.
5. Documentation verifying state and district residency may include signed statements on the application as well as other requested documents.

Adopted November 9, 1998
Revised May 12, 2003
Revised April 10, 2006
Revised January 9, 2017
Revised October 10, 2022

Tuition Charges for Special Groups of Students

The following groups of people are charged in district tuition rates but are not considered as in-district residents for official residency classification:

1. Students enrolled in courses taught at business and industry locations in the district.
2. Full-time students enrolled at Eastern Illinois University, except students on an F-1 visa, who will be classified as out-of-state.
3. International students on an F-1 visa who are sponsored by a resident of the Lake Land College district or who have attended a minimum of one semester at an in-district high school.
4. In accordance with Public Act 102-0800, Members of the armed forces stationed in the district or individuals entitled to assistance as described in 38 U.S.C. 3679(c).
5. Students attending the community college under the provisions of a chargeback, cooperative agreement, or CAREER agreement with other community college districts.
6. In accordance with ICCB Administrative Rules, out-of-district residents who are employed for at least 35 hours per week by an entity located in the Lake Land College district or is in a course that is being provided under terms of a contract for services between the employing entity and the College.

Residency for Selected Indiana Students

Since the Illinois Community College Board authorizes a community college board to establish definitions of residency for tuition purposes, a special District 517 residency status and tuition rate for Indiana students within specific geographic boundaries equal to the amount annually determined by the College Audit as the chargeback reimbursement rate in addition to the in-district tuition rate, subject to the following limitations is established according to the following criteria:

1. The applicant must have legal residence in Indiana in one of the counties of Vigo, Clay, and parts of Parke and Vermillion south of Indiana Route 36, including high school districts that are either adjacent to or include Route 36 in their district boundaries.
2. The Senior Citizen Tuition Waiver Program is not available to Indiana residents.
3. Non-resident students enrolled in Lake Land College courses or programs taught in Indiana will be given a special District 517 residency status and charged tuition at the aforementioned chargeback reimbursement rate.
4. The administrative staff will periodically report to the Board of Trustees and recommend revisions as needed.
5. The tuition rate for special residency status students shall be adjusted annually to the closest whole number in the chargeback rate.
6. Preference for specific programs shall be given to qualified in-district students.

Courses from Other Colleges and Universities

Degree and certificate candidates at Lake Land College may receive credit for parallel courses completed at other regionally accredited colleges and universities. Only courses satisfactorily completed will be considered for transfer credit. Some programs may require specific grades or grade point averages and/or specific time frames for course completion concerning transfer courses applicable to that program.

In order to receive a degree or certificate from Lake Land College, students are required to complete at least one-half of the total number of semester hours required for the degree or certificate from Lake Land College. (See Board Policy 07.24 – Graduation Requirements.)

To receive credit for courses completed at other regionally accredited colleges and universities, students must have an official transcript sent to the office of Admissions and Records and submit a Transcript Evaluation Request indicating the intended degree or certificate.

Students transferring from other regionally accredited colleges who are seeking a degree must meet the same placement testing requirements as new students, with the following exception: Students transferring from other regionally accredited colleges who have successfully completed thirty (30) semester hours or more of college level course work in good standing are not required to complete the reading placement test. Students who have previously completed college-level English and math courses may not be required to complete the English and math placement tests. In order to be considered for a placement test waiver, students must present, or have on file, documentation of their previous college work.

In accordance with the Illinois Career and Workforce Transition Act*, Lake Land College shall accept up to 30 credit hours transferred from an institution that is approved by the Illinois Board of Higher Education under the Private Business and Vocational Schools Act of 2012 and that is nationally accredited by an accreditor approved by the U.S. Department of Education.

To be eligible for transfer credit, both the program in which the credits were earned and the institution from which they were earned must have received approval through the Illinois Community College Board.

Students should be aware that transfer credit may be awarded as elective credit and may not be accepted by another college or university.

*110 ILCS 151

Adopted November 9, 1998
Revised November 10, 2003
Revised December 8, 2014
Revised December 11, 2017
Revised December 9, 2019

Tuition Rates and Fees

Tuition

1. In-District Tuition Rates

The Board of Trustees will establish student tuition and fee rates, in an amount not to exceed one-third (1/3) of the per capita cost as defined in Sections 6-2 of the Illinois Public Community College Act.¹ By resolution, these rates may include variable tuition based on program cost variance.

Tuition rates will be reviewed at least annually by the Board of Trustees and adjusted when necessary to meet projections of the budget.

2. Tuition for Senior Citizens

District 517 residents age 65 or over who have enrolled in a class for credit will have their tuition costs waived, at the current tuition rate, for each credit hour enrolled through the College; however, senior citizens will be responsible for the payment of applicable fees.

3. Tuition for Qualifying Adult Education Students in Vocational Skills Classes

The Board of Trustees recognizes the importance of providing vocational skills training for the economically disadvantaged adult population throughout the district. The Board, therefore, establishes a policy which waives tuition and fees for students who meet the eligibility requirements and are enrolled in the Public Assistance section of the Adult Education Grant administered by the College.

4. Special Event Tuition Waivers

The Board of Trustees authorizes the President to grant up to but not to exceed fifteen three-credit-hour tuition waivers per year as prizes for special campus events. Requests for a tuition waiver certificate must be submitted to the President's office. The tuition waiver recipient must present the approved certificate to the College's Accounting Office at the time of enrollment. The recipient will be responsible for the payment of applicable fees. An annual report of tuition waivers awarded will be provided to the Board of Trustees. Multiple tuition waiver requests for larger events must be presented to the Board of Trustees for prior approval.

5. Out-of-District Tuition

The current state-allowed calculation for out-of-district tuition for chargeback purposes only will be used. For all other credit instruction offered by the College, the College will set the out-of-district tuition rate at a minimum of 1.5 times the highest in-district tuition rate of any neighboring contiguous community college district. In addition, the Board of Trustees will set a market-driven out-of-district tuition rate for courses offered by the Internet, correspondence, and other distance learning modes. On an annual basis, the Board of Trustees will review these rates. For out-of-district tuition for Adult Basic Education (ABE), Adult Secondary Education (ASE) and English as a Second Language (ESL), the College will also annually set the tuition allowable by stated federal regulations for these courses.

6. Out-of-State Tuition

The Board of Trustees will set market-driven out-of-state tuition rates for courses offered via the Internet, correspondence, and other distance learning modes and annually review these rates. For out-of-state tuition for ABE, ASE and ESL, the Board of Trustees will set rates allowable by federal regulation and annually review these rates. For all other credit instruction offered by the College, the Board of Trustees will set the out-of-state tuition rate at a minimum of 1.67 times the in-district tuition rate or the out-of-district

tuition rate used by the College, whichever is higher, and annually review these rates.

7. International Tuition

The Board of Trustees will set market-driven international tuition rates for all credit instruction offered to international students. The minimum rate for international tuition will be 1.67 times the in-district tuition rate or the out-of-district tuition rate used by the College, whichever is higher, and annually review these rates.

8. Post-9/11 GI Bill and Montgomery GI Bill Tuition Rates

In accordance with Section 702 of the Veterans Access, Choice and Accountability Act of 2014, individuals eligible for tuition benefits under the Post-9/11 GI Bill (Chapter 33) and Montgomery GI Bill (Chapter 30) programs will be charged in-district tuition rates.

Fees

1. Service Fee

All students enrolled in college credit courses for one or more semester hours are required to pay a per-semester-hour service fee. This fee provides for textbook rental and supports services related to application/registration, graduation, transcripts, library, recreation/fitness center, health service, extension centers, computer network, and College publications. The Board of Trustees annually will review the service fee.

2. Student Activity Fee

Students enrolling for on-campus, online and Kluthe Center courses will be assessed a student activity fee for each semester hour. No activity fee is charged for students enrolled in non-credit continuing education courses, off-campus courses, and administratively determined contractual courses. On an annual basis, the Board of Trustees will review the student activity fee.

3. Course Fees

Course fee levels for consumable materials will be periodically reviewed by the Board of Trustees.

¹ 110 ILCS 805/6-4, Illinois Public Community College Act

Adopted November 9, 1998
Revised November 8, 1999
Revised March 8, 2004
Revised June 14, 2010
Revised March 14, 2011
Revised April 14, 2014
Revised June 9, 2014
Revised May 11, 2015
Revised December 11, 2017

Responsibility for Tuition Classification

The Dean of Enrollment and Student Success or their designee shall determine the tuition classification of each student at the time the student enters or re-enters the College. Any change of tuition classification for students currently enrolled shall be determined by the Dean of Enrollment and Student Success. Persons responsible for making tuition classification determinations are authorized to require such certificates, affidavits, documents, or other evidence as they deem necessary. In all cases, the burden of proof shall be upon the student making a claim to resident student status.

A student who provides false information or refuses or conceals information for the purpose of achieving Resident status, or who fails to notify the Dean of Enrollment and Student Success of a change of facts which might effect reclassification from Resident to Non-resident status, shall be required to pay retroactively any tuition fees which would normally have been charged and shall be subject to appropriate disciplinary action, including, but not necessarily limited to, dismissal from the College.

Changes from Non-Resident to Resident Status

It is the responsibility of the student to apply to the Dean of Enrollment and Student Success for reclassification to Resident status if the student believes that changes in facts justify such a reclassification. The College will not assume responsibility for initiating such an inquiry independently. The student may submit such an application in writing on a form approved by the Dean of Enrollment and Student Success at any time after the appropriate domiciliary requirements have been met, but no later than the semester close day of the term or semester for which reclassification is requested.

Changes from Resident to Non-Resident Status

If a student is classified as a Resident, either the student or the College may initiate a reclassification inquiry, based on changes in facts which would justify such an inquiry. An unemancipated Resident student whose parents or legal guardian leave the district and establish domicile outside the district shall be reclassified to Non-resident status, effective with the beginning of the next academic session following said change.

Refunds

Tuition and fees are refundable at the College for both full-time and part-time students according to the following:

1. 100% if the class is canceled by a College official.
2. 100% before the first official meeting of class as listed in the class schedule and College Catalog.
3. For classes meeting twelve (12) weeks or longer, 100% if the student drops courses within the first ten (10) instructional days of the semester. The last day to drop to receive a 100% refund will be listed in the class schedule and College Catalog.
4. For classes meeting 8-12 weeks, 100% if the student drops courses within the first five (5) instructional days of the semester/module in which the course is offered, as listed in the class schedule and College Catalog.
5. For courses meeting 3-7 weeks, 100% through the first instructional day of the course.
6. Courses meeting less than 3 weeks must be dropped prior to the first instructional day of the course.
7. No refund for disciplinary drops or for non-attendance.
8. No refund for failure to meet a financial obligation.

Because of the unique circumstances associated with scheduling, securing resources, and the ability to backfill vacated seats, some non-standard courses require five (5) college business days' notice in advance of the first class meeting to receive a 100% refund.

A Refund Review Board is established to review the unusual or special circumstances of students petitioning for a refund of tuition and fees. The petitions will be considered only if there are unusual circumstances, and students who petition will have the opportunity to fully explain their contentions in writing and to provide verifying documents if they feel their circumstances have prevented them from dropping within the stated time periods set by the College. After a decision has been rendered by the Refund Review Board and if the student can validate that unusual or mitigating circumstances still have not been properly addressed, a challenge to that decision may be made to the Vice President for Business Services. Decisions of the Vice President for Business Services are final.

Students in a non-standard course requesting a refund for a non-standard course must appeal to the office responsible for the associated area before petitioning the Refund Review Board.

Adopted November 9, 1998
Revised October 13, 2003
Revised March 14, 2005
Revised September 12, 2005
Revised July 8, 2013
Revised December 11, 2017

Financial Aid

Lake Land College recognizes the need to assist students and their families in actively seeking college financial resources in the form of federal and state loans, grants, work study and scholarships. The Office of Financial Aid and Veteran Services is established to operate a comprehensive program of financial assistance for academically qualified and needy students.

Adopted November 9, 1998
Revised December 11, 2017

Financial Aid Standards of Satisfactory Progress

In accordance with United States Department of Education regulations, Lake Land College is required to establish satisfactory progress standards for federal and state financial aid recipients. These standards ensure that only those recipients demonstrating satisfactory progress toward the completion of their educational objectives continue to receive financial aid assistance. These standards apply to all students, regardless of current or previous financial aid eligibility status.

Satisfactory Progress

The Financial Aid Satisfactory Progress Standards are measured each semester and determined by a combination of the following elements:

1. **Completion Rate**

To continue financial aid eligibility, a student must successfully complete at least 67 percent of the student's official cumulative credit hour enrollment as determined at the end of the "add/drop" period.

Grades of "F", "W", "I", and "U" do not meet satisfactory progress standards. A course for which a passing grade was received may be repeated one time and will count once as completed and twice as attempted. Approved developmental/remedial credits for students enrolled in a program eligible for financial aid will be included in determining satisfactory progress.

2. **Grade Point Average**

All financial aid recipients must comply with the minimum standard for cumulative Grade Point Average (GPA) regardless if the student previously received financial aid at Lake Land College or any other institution of higher education. The cumulative GPA for financial aid includes grades for all courses attempted at Lake Land College,

including developmental/remedial courses. Lake Land College uses an escalating minimum GPA consistent with the school's graduation requirements.

Minimum GPA	Credit hours attempted
1.6	0-15
1.8	16-29
2.0	30+

3. Maximum Timeframe

Regardless of any combination of course work attempted at Lake Land College, a student may not receive financial aid beyond 150 percent of the student's official academic program as measured in semester hours. Attempted credits include all earned, unearned, repeated, and transfer credits. All attempted credits count toward this limit even if financial aid was not received, or the student changes programs or pursues multiple or additional degrees.

4. Warning, Suspension, and Reinstatement

A financial aid recipient not meeting GPA or Completion Rate satisfactory progress standards will be notified and placed on financial aid warning for their next term of enrollment.

A student on warning status who does not then meet satisfactory progress standards following the next term of enrollment will be notified and placed on financial aid suspension and lose financial aid. A student suspended from receiving financial aid must meet the GPA and Completion Rate elements previously described to regain eligibility or follow the appeal procedure. There is no warning status for maximum timeframe; students who reach the 150% maximum will be placed on financial aid termination and no longer be eligible for financial aid.

Appeal Procedure

Because unusual circumstances may influence satisfactory progress, students may file an appeal. Complete details for the appeal procedure are available from the Financial Aid Office. An in-person conference with a financial aid advisor is required prior to filing an appeal. Decisions of the Financial Aid Satisfactory Progress Review Board are final. A student may appeal only one time for each element.

Programs Covered

Financial Aid programs covered by this policy include: Illinois Monetary Award, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work-Study, Federal Direct Stafford Loan (subsidized and unsubsidized), and the Federal Parental Loan for Undergraduate Students.

Adopted November 9, 1998
Revised November 8, 1999
Revised April 9, 2001
Revised December 11, 2017
Revised June 10, 2024

Financial Aid Refunds and Repayments

Students withdrawing from Lake Land College within the policies of the College will be eligible for a refund of their tuition and fees.

Students with Title IV financial aid funds applied to their tuition and fee expense will receive any refund due after funds representing financial aid awards are returned to appropriate Title IV accounts.

Students receiving Federal Pell Grant and/or Federal Supplemental Educational Opportunity Grant (FSEOG) who officially withdraw, “drop-out” or otherwise change their enrollment status may be required to repay a percentage of their financial aid award. The prorated refund/repayment schedule begins with the first official day of classes and continues through 60 percent of the enrollment term from which the student withdraws.

Confidentiality of Student Records

The Family Educational Rights and Privacy Act (“FERPA”) affords students certain rights with respect to their “Education Records”. Lake Land College maintains only those “Education Records” which are essential to the process and procedures required to develop and maintain an accurate academic record for each student and to support such student accounting needs and requirements as are imposed by state and federal law and regulations and College policies and operational procedures students may inspect and review their records upon written request.

Personally identifiable information contained in a student’s Education Record is considered confidential and will not be released without the written consent of the student, except as authorized under FERPA and/or its implementing regulations. Requests for Education Records shall be fulfilled through the College’s Admissions and Records Office, which has responsibility for maintaining and disclosing Education Records.

The College has designated the following information as “directory information”: student name, mailing address, College e-mail address, enrollment status (full-time or part-time), student classification, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended, and photograph. Any student objecting to their directory information being made public must file notice in writing of such objection with the Admissions and Records Office.

Adopted November 9, 1998
Revised January 15, 2001
Revised January 14, 2002
Revised December 14, 2009
Revised December 11, 2017

Student Optional Disclosure of Private Mental Health Information

In compliance with the *Student Optional Disclosure of Private Mental Health Act*, Illinois Public Act 99-278, Lake Land College shall establish procedures and an accompanying form providing students with the opportunity to authorize, in writing, the disclosure of certain private mental health information to a designated person, subject to conditions and under the circumstances provided for in the Act.

To implement this policy, the Board of Trustees has directed the Vice President for Student Services to publish procedures and the accompanying form and ensure their availability to the College community.

Adopted February 8, 2016

Talented Student Scholarships

Talented Student Scholarships are awarded to graduating high school and G.E.D. students who have demonstrated outstanding achievements and who attend Lake Land College as full-time students. There are three Talented Student Scholarships: Presidential Scholarship, Livestock Judging Scholarship and Athletic Scholarship.

The Presidential Scholarship is a tuition waiver awarded for a maximum of two consecutive calendar years to in-district high school graduates who have a class rank in the top 15%, an ACT composite score of at least 26, or an SAT total score of at least 1230.

The Presidential Scholarship is awarded to G.E.D. recipients as follows: (1) to two G.E.D. recipients who participated in the College's Pathways program for at least one semester and scored at the 85th percentile or above on the G.E.D. pretest, and (2) to two G.E.D. recipients who successfully completed the College G.E.D. program and scored at the 85th percentile or above on the G.E.D. test.

The Livestock Judging Scholarship and Athletic Scholarship are tuition and fee waivers (activity, course, and service/rec fee) awarded by Lake Land College coaches for a specific enrollment period to students who, in their judgment, have outstanding ability to perform on their team. Additional grants-in-aid may be awarded through the Athletics department.

The number and administration of Livestock Judging and Athletic Scholarships are in accordance with the Junior College Livestock Coaches Association, National Junior College Athletic Association and the Lake Land College Board of Trustees guidelines.

Guidelines for the administration of Talented Student Scholarships are presented for approval to the Board of Trustees for three two-year cycles. The guidelines are available from the Office of the Vice President for Student Services.

Adopted November 9, 1998
Revised October 13, 2003
Revised May 14, 2007
Revised November 10, 2008
Revised December 8, 2014
Revised November 13, 2017
Revised October 8, 2018

Student Classifications

The Admissions and Records Office evaluates all student Application forms and classifies students as follows:

1. Degree-Seeking Students
Students who are seeking a Lake Land College degree or certificate of 24 or more credit hours.
2. Non-Degree-Seeking Students
Students enrolled in courses at Lake Land College who are not pursuing a degree or certificate of 24 or more credit hours.
3. Re-Admit Students
Students who have interrupted their continued enrollment for at least one full year at Lake Land College.
4. Continuing Students
Students who have a continuous enrollment status including enrollment interruptions lasting for less than one full year.
5. Non-Credit Students
Students enrolled only in special interest, non-credit courses which do not apply toward a degree or certificate program.
6. New Student
A first-time enrollee at Lake Land College who has not enrolled in a degree or certificate program at any other institution of higher education.

7. Transfer Student
A student who has taken course work at any other institution of higher education.
8. Freshman
A student who has earned 28 college credits or less.
9. Sophomore
A student who has earned 29 college credits or more.
10. Full-time Student
A student who is enrolled in 12 or more credit hours during the fall or spring term or six or more credit hours during the summer term.
11. Part-time Student
A student who is enrolled in fewer than 12 credit hours during the fall or spring term or fewer than six credit hours during the summer term.

Honors Experience

The Honors Experience is a program designed by Lake Land College to provide honors students with an excellent academic experience. While it is not required to participate in all three areas, it is recommended.

The Honors Experience Consists of:

Presidential Scholarship Program

The Presidential Scholarship is available to all eligible in-district high school graduates who have demonstrated outstanding academic performance. The scholarship covers the full cost of tuition for up to two years. See board policy 07.12.

Phi Theta Kappa

Phi Theta Kappa (PTK) is an international honorary society for the two-year college that concentrates on scholarship, leadership, service, and fellowship.

Honors Program

The Lake Land College Honors Program provides outstanding college students with honors-level coursework, honors independent studies, and other enriched learning opportunities. These opportunities allow students to address important topics, engage in critical thinking, and learn cutting-edge techniques in their fields. Students who complete the honors program are recognized at the commencement ceremony and earn honors designations on their transcripts.

The Honors Experience has many advantages including interacting with other academically talented students. In addition to enriched learning opportunities, the Honors Experience students:

- 1 . May receive scholarship aid.
- 2 . May be recognized for state and national scholarship opportunities.

- 3 . Will carry honors designation on their transcripts for when specific criteria are met.
- 4 . May participate in educational field trips, social activities and special events.
- 5 . Receive honors recognition at the graduation ceremony.

Students who apply for the Honors Experience must meet the following requirements:

1. Plan to pursue an associate degree at Lake Land College with 12 credit hours completed

OR

Have taken 6 credit hours towards a one-year certificate.

2. Meet one of the following: a.) graduate in the top fifteen (15) percent of their high school class, b.) have an ACT composite score of 26 or higher or c.) have an SAT total score of 1230 or higher.

OR

Have a GPA of 3.25 or higher after the completion of at least 12 semester hours of college-level coursework and be enrolled in an associate degree program at Lake Land College.

3. Once admitted to the Honors Experience, students must maintain a Lake Land College GPA of 3.25 or higher.

Students must complete the following program requirements in order to graduate as an Honors Program student:

1. Meet the Honors Experience program requirements.

2. Complete four honors courses for full status graduation. Complete two honors courses for associate status.
3. No more than two honors courses may be completed each semester.
4. Graduating with full honors status or associate honors status is tentative and based upon final cumulative GPA for courses taken at Lake Land College.

Students must complete the following program requirements in order to graduate as a Phi Theta Kappa Student:

1. Meet the Honors Experience requirements.
2. Complete two semesters of the Lake Land College PTK chapter membership.

Adopted November 9, 1998
Revised December 8, 2003
Revised September 8, 2014
Revised August 14, 2017
Revised January 14, 2019
Revised December 9, 2019
Revised July 10, 2023

Drop/Add

Students may add or drop courses from their schedule during specifically set forth days as established by the Academic Standards Committee and published in the official academic calendar, the College catalog and other official publications.

Students may be administratively dropped from a course if they do not meet the required prerequisite.

Student/Instructor Withdrawals

In order for a student to withdraw from a course and receive a “W” on their academic transcript, they must withdraw by an official date as established by the Academic Standards Committee and published in the official academic calendar, College Catalog and other official publications.

An instructor may withdraw a student from class if the number of absences is detrimental to the student’s ability to meet the course objectives. Instructors can withdraw a student from a course by the official date established by the College and published in the official academic calendar and other official publications.

Students with mitigating circumstances may make an appeal through the Student Complaint process with the Refund Review Board to be withdrawn after the official date to withdraw for the term. Refer to Board Policy 07.16.01 for the student financial or physical hardship withdrawal process. For students enrolled in correctional programs, the appeal process begins with the appropriate associate dean of the correctional site, with final approval made by the appropriate dean of the correctional site.

Adopted November 9, 1998
Revised October 13, 2003
Revised September 13, 2004
Revised June 11, 2012
Revised December 12, 2016. Effective January 1, 2017.
Revised December 11, 2017
Revised August 8, 2022
Revised December 11, 2023

Student Financial or Physical Hardship Withdrawal Process

In an effort to limit the financial detriment to students who may encounter a significant financial or physical hardship that requires them to withdraw from classes, and in accordance with Illinois law, including Public Act 102-0998, the College may approve students to withdraw under the following documented circumstances:

- Serious injury or illness;
- Chronic illness;
- A medical issue of a family member, the result of which the student becomes a part-time or full-time caretaker of that family member;
- A mental health condition;
- A sudden or consistent lack of transportation; or
- A significant cost of living increase.

Students seeking withdrawal under this policy should submit an appeal via the Student Complaint process with appropriate accompanying documentation to the Refund Review Board to be withdrawn after the official date to withdraw for the term. After the Refund Review Board has recommended a decision and if the student can validate that financial or physical hardship circumstances still have not been properly addressed, a challenge to that decision may be made to the Vice President for Business Services. Decisions of the Vice President for Business Services are final. The case will be reviewed considering the individual's specific circumstances and a decision to approve or deny the student's withdrawal request under the category of financial or physical hardship will be determined.

Upon approval of the appeal, the student will be referred to Counseling Services who will provide the student with information on how to reenroll when their specific circumstances will allow them to do so.

Grading System

The College will maintain a grading system, and students' academic performance shall be evaluated on a regular basis in accordance with recognized educational practices and standards as described in the College Catalog and other official college documents.

At the conclusion of each academic term, instructors shall submit an official grade for each student enrolled to the Academic Services Office within time limits established by the Vice President for Academic Services and Vice President for Student Services. Accurate grade records must be kept by each instructor for auditing and verification purposes.

Course work will be evaluated according to the following system:

<u>Grade</u>	<u>Performance</u>	<u>Grade Point Value</u>
A	Superior	4
B	Good	3
C	Average	2
D	Poor	1
F	Failure	0
W	Withdrawal	0
U	Audit	0
I	Incomplete	0
P	Pass (is not used in averaging grades but does carry credit)	0

Incomplete Grade

A student who is unable to complete the requirements for a course during the scheduled time period due to illness or other extreme circumstance may request to be assigned a grade of “I” (Incomplete) and be allowed to complete the course during the next scheduled term (excluding summer).

To receive a grade of “I”, the student must have been maintaining a passing grade at the time of the documented illness or extreme circumstance, the instructor must agree that this is an appropriate grade for the specific circumstance, and the student and the instructor must complete and submit a Request to Obtain an Incomplete form to the instructor’s Division Chair with final submission to the Admissions and Records Office no later than the grades-due date of the term.

The student must then complete the requirements for the course prior to the mid-term date of the next scheduled semester. After the requirements have been completed, the instructor will determine the grade the student earned (A, B, C, D, F, or P) and report it to the Admissions and Records Office. Once an “I” grade is assigned, the student may not withdraw from the course. Any “I” grade remaining after the mid-term date will automatically be changed to an “F” grade.

Students should be aware that assignment of an “I” grade may impact their financial aid.

Students affected by this procedure are referred to the grade appeal section of the catalog.

Final Grades

At the conclusion of each course, instructors shall submit an official grade for each student enrolled to the Academic Services Office within time limits established by the Vice President for Academic Services and Vice President for Student Services. Final grades are posted to each individual student's record at the end of the academic term in which the course was completed. Accurate grade records must be kept by each instructor for auditing and verification purposes.

The final semester grades are determined by the instructors, according to the grades the student earns in all phases of course work, including class discussions, tests, daily work, laboratory work, reports, term papers, and the semester examinations.

At the end of each semester, students may access their grades using IRIS (Internet Registration and Information System). Students may request a print copy of their grades from the Admissions and Records Office.

Repeating Courses

Courses in which the content varies from semester to semester or in which a student is expected to gain increased knowledge and skill through repetition are designed as repeatable. These courses, and the maximum number of times each can be repeated, are noted in the course description section of the college catalog. When students repeat courses designated as repeatable, all credit hours and grades are computed in the hours earned and cumulative grade point average.

A student who earns a grade of “F” in a repeatable course and subsequently repeats it and earns a passing grade may request to have only the last credit hours and grade earned computed in the student’s cumulative grade point average.

Students may repeat other courses that are not designated as repeatable with the understanding that only the last credit hours and grades earned will be computed in the student’s grade point average.

The Admissions and Records Office must be notified by the student in writing on the proper form of a repeated course to insure the repeat is noted on the transcript.

Students should be aware that repeating courses may impact their financial aid. Because repeat course policies vary from college to college, students planning to transfer are encouraged to familiarize themselves with the policy of the college they will attend.

Computation of Cumulative Grade Point Average

A student's academic standing at the College is determined by a grade point average (GPA) that can be figured by dividing the total number of grade points earned by the total number of semester hours attempted.

The semester grade point average represents the average of the student's grades for only one semester. The cumulative grade point average represents the average of the grades of all courses the student has taken at Lake Land College only. Only grades for courses at the 040 level or above are used to compute grade point average.

Credit Hour

Lake Land College awards credit in a manner that conforms to standards set by the Higher Learning Commission Policy (HLC Policy FDCR.A.10.020), the Federal credit hour definition (Federal Register 75 FR 66832 p. 66946), and as set forth by the Illinois Community College Board Administrative Rules Section 1501.309.

Definition: The 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 one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week as follows:

Lecture/Discussion-Oriented Instruction: Students who participate in lecture/discussion-oriented instruction will be assigned one credit hour for each 15 classroom hours of instruction per semester. It is assumed that two hours of out-of-class student work will be invested for each classroom or direct faculty instruction hour.

Laboratory/Clinical-Oriented Instruction: Students who participate in laboratory/clinical-oriented instruction will be assigned one credit hour for each 30-45 classroom contact hours of instruction per semester. It is assumed that one hour of out-of-class student work will be invested for each two laboratory contact hours.

Nonclinical Internship / Practicum / On-The-Job Supervised Instruction: Students who participate in nonclinical internships, practicums, or on-the-job supervised instruction will receive one credit hour for each 75-149 contact hours per semester. It is assumed that one contact hour of out-of-class student work will be invested for each two clinical practicum contact hours.

Clinical Practicum: Students who participate in clinical practicums will receive one credit hour for each 30-60 contact hours per semester. It

is assumed that one hour of out-of-class student work will be invested for each two clinical practicum contact hours.

Alternate Modalities: Students who participate in courses offered through alternate modalities including, but not limited to, online, hybrid, and compressed format will be expected to complete at least the equivalent amount of student work as required in lecture/discussion-oriented instruction. It is assumed that a minimum of 45 hours of student work will be invested for each credit hour obtained per semester.

Adopted November 9, 1998
Revised December 10, 2012
Revised July 14, 2014
Revised August 10, 2015

Change of Program of Study

Unless informed otherwise, students are assigned the curriculum they indicate on their Application form. If a student desires a change of program of study and they have not enrolled yet, they should contact the Admissions and Records Office. If the student is already enrolled, they should contact Counseling Services or complete the Change of Major form online.

Adopted November 9, 1998
Revised December 8, 2003
Revised June 11, 2012
Revised April 10, 2023

Honors List, Dean's List, and President's List

Each semester (excluding summer term), academic honors are awarded to students who have completed at least six (6) credit hours of courses at the 040 level or above that count in the grade point average (GPA) with a semester GPA as follows:

Honors	3.50 - 3.64 GPA
Dean's List (high honors)	3.65 - 3.79 GPA
President's List (highest honors)	3.80 - 4.00 GPA

Students who have completed twelve (12) or more credit hours for the semester will be designated with full-time academic honors and those who have completed six (6) to eleven (11) credit hours for the semester will be designated with part-time academic honors.

Graduation Requirements

Graduation Requirements

Lake Land College is authorized to grant the following degrees to students who successfully complete the requirements of certain prescribed curricula:

- Associate in Arts
- Associate in Science
- Associate in Engineering Science
- Associate in Applied Science
- Associate in Liberal Studies (ALS)

Certificates are granted in technological fields to students who completed the required courses in accordance with prescribed standards developed by the College.

The requirements for each degree and certificate will be recommended by the faculty and approved by the President. The requirements shall be based upon the needs and interests of the students and of the community and shall reflect requirements of the Illinois Community College Board, transfer institutions, and/or accrediting associations.

1. Required of All Students in Degree Programs

Students will be eligible for graduation when they have met all of the following requirements:

- A. Met all College admissions requirements.
- B. Fulfilled all general and specific requirements in one of the associate degree curriculums listed in the catalog. Associate in Science or Associate in Arts degree major requirements may vary from sample college transfer curriculum depending upon the students' selection of courses to meet four-year college requirements.

- C. Accumulated the minimum semester hours required for the specific degree.
- D. Accumulated a grade point average of 2.00 (C) in the general and specific requirements for the degree. Only courses at the 040 course level or above will count toward graduation with the exception of RDG 050 which also does not fulfill graduation requirements.
 - (1) The final grade point average for graduation of students who have made a major career program change only includes those credit hours and grades of courses applicable to meet the requirements of the major.
 - (2) The final grade point average for graduation of transfer students does not include grades earned at other institutions for courses accepted toward graduation at Lake Land College. Advanced standing and transfer credit are granted for courses passed in accredited colleges and universities. Accredited is defined to include only the Higher Learning Commission or other regional accrediting agencies.
 - (3) Students enrolled in the Associate Degree in Nursing, Dental Hygiene, and Physical Therapist Assistant programs must earn a grade of “C” or higher in all required courses to remain in, and graduate from, the program.
 - (4) Students enrolled in the Medical Assistant program must earn a grade of “C” or higher in all MAP courses and MCS-095 to remain in, and graduate from, the program.
 - (5) Students enrolled in the John Deere Tech program must earn a grade of “C” or higher in all JDA classes and TEC-048 to remain in, and graduate from, the program. Any student receiving less than a “C” in these classes will be required to withdraw from the program and repeat the class during the next scheduled offering prior to continuing in or graduating from the program.

- (6) A grade of “C” or better is required in Composition I and II (ENG 120 and ENG 121) to graduate with an Associate in Arts, Associate in Science, or Associate in Engineering Science Degree.

- E. Completed at Lake Land College at least 15 credit hours required for the degree. Hours earned through Advanced Placement, International Baccalaureate and CLEP do not count toward the 15 credit hours. Credits transferred from other colleges are evaluated on a course-by-course basis.
- F. Filed a Notice of Intent to Graduate with the Admissions and Records Office by the posted date of the semester in which the student will meet academic graduation requirements.

2. Requirements for More than One Associate Degree

Students may earn one Associate in Arts and one Associate in Science degree. Students may earn multiple Associate in Applied Science degrees. To earn more than one degree, students must meet all general and specific curriculum requirements for each degree. Students completing more than one degree according to catalog requirements in effect prior to Fall 2016 may not earn both an Associate in Science (A.S.) and an Associate in Arts (A.A.) degree.

It is important that students meet with their advisor or counselor to ensure appropriate course selection because not all courses are applicable to a degree, or intended for, or accepted as transfer credit to senior institutions.

Students who seek more than one degree from Lake Land College are subject to published deadlines to file an Intent to Graduate form with the Admissions and Records Office for each degree.

3. Required of All Students in Certificate Programs

Students will be eligible for graduation when they have met all of the following requirements:

- A. Met all College admissions requirements.
- B. Fulfilled all general and specific requirements in one of the certificate programs listed in the Catalog.
- C. Achieved a “C” (2.00) average or received a grade of P (Pass) in those courses applicable to meet the requirements of the certificates.
 - (1) Students enrolled in the Massage Therapy and Practical Nursing programs must earn a grade of “C” or higher in all required courses to remain in, and graduate from, the program.
 - (2) Students enrolled in the Medical Assistant program must earn a grade of “C” or higher in all MAP courses and MCS-095 to remain in, and graduate from, the program.
- D. Completed at Lake Land College at least one-half of the total number of semester hours required for the certificate. Hours earned through Advanced Placement, International Baccalaureate and CLEP do not count toward this one-half. Credits transferred from other colleges are evaluated on a course-by-course basis.
- E. Filed a Notice of Intent to Graduate with the Admissions and Records Office by the posted date of the semester in which the student will meet academic graduation requirements.

A student who discontinues attendance for a full year or more will be subject to requirements in the current catalog at the time of registration. The student is responsible for proper registration each semester and satisfying all graduation requirements.

Adopted November 9, 1998
Revised May 10, 1999
Revised November 8, 1999
Revised May 12, 2003
Revised July 11, 2005
Revised December 8, 2008
Revised April 11, 2011
Revised November 11, 2013
Revised February 17, 2014
Revised June 8, 2015
Revised February 8, 2016
Revised June 12, 2017
Revised January 10, 2022
Revised February 13, 2023

Graduation with Honors

In computing the final grade point average for graduation with honors, only courses and grades earned at Lake Land College will be used. The final range of cumulative grade point average (GPA) to be awarded graduation honors are as follows:

<i>cum laude</i>	3.50 - 3.64 GPA
<i>magna cum laude</i>	3.65 - 3.79 GPA
<i>summa cum laude</i>	3.80 - 4.00 GPA

Only those students completing degree requirements or a certificate program of twenty-four (24) hours or more can be designated as graduating with honors. The Grade Exclusion Policy (06.54) will not affect the calculation of the final grade point average used to determine graduation with honors status.

Honors for spring candidates for degrees and certificates are tentative and based upon their cumulative grade point average for courses taken at Lake Land College during the previous semesters. Summer candidates for graduation, although allowed to participate in the spring graduation ceremony, will not have an honors designation listed in the program. However, at the time candidates are certified for graduation, a notation will be placed on their academic transcript and diploma indicating that they graduated with honors.

Academic Standing

Good Academic Standing

Lake Land College interprets a cumulative “C” average (A=4.0, B=3.0, C=2.0, D=1.0) as the minimum acceptable standard of scholarship for graduation.

Students will be notified if their academic standing falls below the minimum acceptable standard on their grade reports each term.

Minimum acceptable standards in terms of cumulative grade point average (GPA) to remain in “good academic standing” are as follows:

<u>12-20 Hours</u> 1.5 GPA	<u>21-29 Hours</u> 1.6 GPA	<u>30-38 Hours</u> 1.7 GPA
<u>39-47 Hours</u> 1.8 GPA	<u>48-55 Hours</u> 1.9 GPA	<u>56+ Hours</u> 2.0 GPA

Good Academic Standing – Warning

1. Any student with a cumulative grade point average (GPA) high enough to be in good academic standing but less than 2.0 will be placed on good academic standing – warning status.
2. While on good academic standing – warning status, students:
 - A. Are encouraged to meet with an academic counselor before registration.
 - B. Must enroll in Strategies for Success (SFS 101).

Academic Probation

1. Any student whose cumulative grade point average (GPA) falls below the minimum acceptable standards to remain in “good academic standing” after twelve (12) semester hours will be placed

on academic probation.

2. While on probation, students may continue to enroll in the College; however, they:
 - A. Must meet with an academic counselor before registration.
 - B. Must enroll in no more than fourteen (14) semester hours maximum during the fall and spring semester and no more than six (6) semester hours during the summer term.
 - C. Must enroll in Strategies for Success (SFS 101).
 - D. Can be required to take developmental reading courses or tutoring in specific areas, upon the recommendation of counseling and reading professionals.
 - E. Must earn a 2.00 semester grade point average or a cumulative grade point average at or above the minimum acceptable standard for the number of semester hours attempted.
3. A student is removed from probationary status and considered in “good academic standing” when the cumulative grade point average is at or above the minimum acceptable standard for the number of semester hours attempted.

Academic Suspension

1. Any student on academic probation who attempts one or more college credit courses at the 040 course level or above and fails to achieve a 2.00 semester grade point average or a cumulative grade point average at or above the minimum acceptable standard will be academically suspended from the College.
2. The suspension will be for the full term following the term of current enrollment. Re-admittance to the College will be automatic.
3. No student may enroll in any college credit courses during the suspension period; however, with consent of a counselor, the

student may enroll in courses below the 040 course level (developmental and general studies), RDG050, Reading and Study Skills I, and Strategies for Success (SFS 101, 102 and 110).

4. Students returning from academic suspension will be placed on academic probation status and will be required to successfully complete (obtain a passing grade in) SFS101, Strategies for Success. Students may also be required to complete developmental reading courses or tutoring in specific areas.

Academic Dismissal

1. Any student, previously suspended, who re-enters the College and, while on probation, does not earn a minimum 2.00 semester grade point average or a cumulative grade point average at or above the minimum acceptable standard for the number of semester hours attempted will be dismissed for not less than one calendar year.
2. After the one-year dismissal period, a student must petition the Academic Standards Committee for readmission. The petition for readmission must be submitted at least three (3) weeks prior to the beginning of the term the student wishes to enroll.
3. Any student readmitted by the Academic Standards Committee will be notified in writing of the specific terms of readmission.
4. Students returning from academic dismissal will be placed on academic probation status and will be required to successfully complete (obtain a passing grade in) SFS101, Strategies for Success. Students may also be required to complete developmental reading courses or tutoring in specific areas.
5. Any student who re-enters the College after academic dismissal and does not meet the conditions required by the Academic Standards Committee may be permanently dismissed from the College.

Adopted November 9, 1998
Revised May 12, 2003
Revised October 11, 2004
Revised December 10, 2007
Revised December 12, 2011
Revised November 11, 2013

Grade Appeals

Grade appeals must be initiated by the student no later than the end of the sixth week following the close of the semester for which the assigned grade was recorded. Grade appeals begin with the instructor of the course, the Division Chair, or the Office of the Vice President for Academic Services. The Vice President for Academic Services has the final approval of grade appeals. Grade appeals for students enrolled in correctional programs follow the above process, with the exception that the grade appeal process begins with the appropriate associate dean of the correctional site, with final approval made by the appropriate dean of the correctional site.

Adopted November 9, 1998
Revised December 8, 2003
Revised September 13, 2004
Revised December 12, 2011
Revised December 12, 2016. Effective January 1, 2017.

Student Rights and Responsibilities

Student Rights

Participation of Lake Land College students in activities of citizenship is complementary to participation in the academic program. Participation by members of the student body in social processes must be within the context of order delineated, in part, by civil and institutional regulations and, in part, by concern for the welfare of the College and the community served. Within the limitations described, Lake Land College students have the right to:

1. Express their views individually or through the Student Government Association regarding policy matters.
2. Appeal the evaluation of their academic work and/or penalties administered by the College through established procedures.
3. Learn in an environment free from harassment and discrimination based on race, color, sex, age, religion, national origin, ancestry, disability, marital or civil union status, veteran status, sexual orientation, or any basis of discrimination precluded by applicable federal and state statutes.
4. Inspect and review their official education records as maintained by the Office of Admissions and Records and ask for a hearing to challenge and amend the content of the record because the information contained within the record is inaccurate, misleading or in violation of the student's right to privacy.

Students, as members of the academic community, have certain rights as consumers of the educational programs and services offered by the College. Faculty and the Board of Trustees at Lake Land College affirm these rights through established duties and responsibilities for faculty, which are included in Board Policy 05.02.07.

Student Responsibilities

Students, as members of the academic community, are expected and required to observe certain standards of behavior and adhere to the Lake Land College Student Code of Conduct and Academic Integrity Code. As citizens, students also have a responsibility to know and obey the laws of the United States, the State of Illinois, and local government.

Conditions of Enrollment

As a condition of enrollment, students are:

1. Required to report any change in their legal address at the beginning of each enrollment period to the Admissions and Records Office.
2. Responsible for all fees, textbooks, fines, LRC materials, or other financial obligations which they have incurred. Failure to comply may result in termination of enrollment and/or a block against future registration and the release of grades, diploma or transcript.
3. Responsible for registering correctly and reviewing their course selections and section numbers, checking for time conflicts, and ensuring compliance with pre-requisites, and degree and certificate requirements.
4. Responsible for all personal property, tools and equipment left in or on Lake Land College property.

Adopted November 9, 1998
Revised February 10, 2003
Revised December 8, 2003
Revised April 11, 2005
Revised May 9, 2005
Revised July 11, 2005
Revised May 13, 2013

Student Code of Conduct and Disciplinary Procedures

The Student Code of Conduct seeks to support student engagement in learning and leadership and prevent interference with educational opportunities by maintaining an orderly, safe, educational environment. The purpose of the Code is to give students general notice of prohibited behaviors and ensure that students do not engage in conduct that disrupts the educational environment and the normal operations of the College.

The Student Code of Conduct should not be equated to state or federal criminal codes. The Code, grounded in procedural fairness, is focused on disciplined and courteous truth-seeking, not adversarial procedures. Lake Land College requires that in all situations, students be informed of the charges against them and be given a fair opportunity to refute the charges.

Actions or activities that constitute violations of the Student Code of Conduct will result in appropriate disciplinary action. Violations of the Student Code of Conduct include but are not limited to the following:

1. Violations of the Academic Integrity Code. (See Board Policy 07.28.02 - Academic Integrity Code.)
2. Violations of federal, state or local law which occur on College property or in the course of a College sponsored activity. Such violations are also subject to referral to the College's Police Department and/or other civil authorities for investigation and action.
3. Attempted or actual theft or unauthorized possession of College property or services or the property or services of others.
4. Illegal or unauthorized possession, use of, being under the influence of, or distribution of drugs or alcoholic beverages on any College property or at College-sponsored activities.
5. Illegal or unauthorized possession of firearms, look-alike weapons, or dangerous chemicals or explosives on College

property or at College-sponsored activities or use of such items, even if legally possessed, in a manner that harms, threatens, or causes fear to others.

6. Intentional damage to or destruction of College property or of property on College premises belonging to others.
7. Reckless driving and parking a student vehicle in authorized areas. (See Board Policy 11.13 - Traffic Regulations and Parking.)
8. Inciting, encouraging or participating in a riot on College property or at a College-sponsored activity.
9. Unauthorized possession, duplication or use of keys or other access devices to any College premises, or unauthorized entry to, or use of, secured College premises.
10. Behavior by any student, in or out of class, which for any reason materially disrupts the class work of others, involves substantial disorder, invades the rights of others, or otherwise disrupts the regular and essential operation of the College.
11. Verbal abuse, threats, intimidation, harassment and/or other conduct which threatens or endangers the life or safety of any person.
12. Threatening, attempting or committing physical violence against any person, endangering the health and safety of any person, or causing reasonable apprehension of such harm.
13. Any verbal, written, electronic, or physical behavior, such as a disparaging comment, epithet, slur insult or other expressive behavior, that is directed at a particular person or a group of persons, and which creates an environment wherein the verbal or physical behavior is inherently likely to provoke a violent reaction whether or not it actually does so.

14. Hazing, harassment or actions of a sexual nature which create an intimidating, hostile or offensive working or educational environment. (See Board Policy 11.04 - Discrimination and Harassment and 11.04.01 – Prohibiting Sex Discrimination.)
15. Substantially and materially interfering with the freedom of expression of others.
16. Failure to comply with the directions of College employees and other College officials, including law enforcement officials, and their authorized agents acting in the performance of their duties.
17. Actions which obstruct, disrupt or physically interfere with the use of College premises, buildings, rooms or hallways, or a refusal to vacate a building, street, sidewalk, driveway or other facility of the College when directed to do so by a College official.
18. Misrepresentation or falsification of any official records required of the student by the College.
19. Participation in the name of the College in any non-sanctioned activities.
20. Misusing, altering or fabricating a Lake Land College ID Card.
21. Intentionally furnishing false information to the College or any College official.
22. Intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency.
23. Violations of other published College regulations, procedures or policies published in print or available electronically on the Lake Land College website, including but not limited to policies related to computer/technology use, campus demonstrations, smoking or use of tobacco products, eating/drinking and regulations governing student organizations.

Lake Land College reserves the right to take necessary and appropriate action to protect the safety and wellbeing of the College community. Such

action may include disciplinary sanctions for actions or activities not committed on College property if, at the sole discretion of the College, the best interest of the College, student body and education processes is served or such actions cause or can reasonably be expected to cause a material or substantial disruption to the educational environment or the normal operations of the College or infringe on the rights of other members of the College community.

In the event of disruptive activities occurring on campus or at College-sponsored activities, staff will immediately request assistance from the Lake Land College Police Department and/or proper law enforcement agencies, and those involved will be subject to arrest and/or College disciplinary action.

The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period. Longer suspensions from a class, or dismissal on disciplinary grounds, must follow the Disciplinary Procedures described as part of this Code.

Disciplinary Procedures

When the Vice President for Student Services is presented with sufficient evidence to indicate a student is suspected of violating rule(s) of the Student Code of Conduct, the Vice President will notify the accused student in writing of the alleged violation and either:

1. Inform the student of the proposed sanctions to be imposed based on the allegations of misconduct and offer the opportunity for the student to accept the sanctions without a required meeting. This occurs only when the proposed sanctions do not include administrative withdrawal, suspension or dismissal, or
2. Require the student to appear in the office of the Vice President for Student Services at a time and date specified to review the evidence of the violation and allow the student an opportunity to respond to the allegations.

Any written notice issued to the student will be delivered in person or deposited in the United States mail or registered mail addressed to the

student's last known address. The last known address shall be that address as reported to the Admissions and Records Office at the time of the student's last enrollment.

If, after the meeting between the student and the Vice President for Student Services, or after the student fails to request or appear at such a meeting, the Vice President for Student Services is satisfied that the violation occurred as alleged, the Vice President shall notify the student and shall impose a penalty by means of a written notice. One or more of the following penalties may be imposed:

1. Reprimand: Notice, orally or in writing, that the student is, or has, violated the Student Code of Conduct, and continuation or repetition of violations may be cause for more severe disciplinary action.
2. Academic Sanction: Student may receive a reduced or failing grade in the course(s) and/or disenrollment from the course or academic program.
3. Disciplinary Probation: Student is placed on probation for a designated period of time. Additional restrictions or conditions may also be imposed. Violations of the terms of disciplinary probation, or any other violation of the Code during the period of probation, may result in suspension or dismissal from the College.
4. Loss of Privileges: Student is prohibited from participating in, scheduling, or attending extracurricular activities of the College for a designated period of time.
5. Restitution: Student is required to make repayment to the College or to an affected party for damages resulting from violation of this Code.
6. Discretionary Sanctions: Work assignments, fines, participation in educational sessions, service to the College or other related assignments as assigned by the Vice President for Student Services.

7. Administrative Withdrawal: Student may be withdrawn from one or more College courses.
8. Suspension: Exclusion from classes and other College activities for a specific time period not to exceed one calendar year. Petition for readmission at the end of the time period must be made through the Student Conduct Review Board.
9. Dismissal: Exclusion from classes and other activities for one calendar year or longer. If a student wishes to be admitted after the end of the designated time period of dismissal, the student must petition the Student Conduct Review Board for readmission. Students who re-enter the College and do not meet the conditions required by the Student Conduct Review Board may be permanently dismissed.

The student, by written notice from the Vice President for Student Services, shall be informed of the charges and actions to be taken and given ten (10) calendar days to notify the Vice President for Student Services in writing if they wish for a formal hearing on the charges and actions by a Student Conduct Hearing Board.

If the student does not submit a written request for a formal hearing to the Office of the Vice President for Student Services within ten (10) calendar days, no hearing shall be held, the penalty proposed by the Vice President for Student Services shall be imposed, and the action shall be considered final.

If the student requests a formal hearing by the Student Conduct Hearing Board, the student will be notified of the time, place and the process for the hearing. The Student Conduct Hearing Board shall consist of five (5) members: two (2) students, two (2) faculty members and one (1) administrator or staff member. An additional staff member shall be identified to serve as the presiding officer.

The hearing shall be private and closed to the public unless otherwise agreed by College officials and the accused student.

At the hearing, the Vice President for Student Services will present the charges against the student and will make a recommendation concerning

the type of discipline to be imposed. The student will be allowed to present their case and have witnesses present oral statements on their behalf. The student may have an attorney present or an advisor of their choice to advise them but not to act as a spokesperson for the student. The College may also have its attorney present. Any party to the hearing may present witnesses subject to questioning by the Student Conduct Hearing Board. All procedural questions are subject to the final decision of the presiding officer.

The function of the Student Conduct Hearing Board shall be to determine whether or not the student violated the Code and the appropriate penalty. A verbatim record (i.e., tape recording) of the proceedings shall be taken and made available to College officials and the student. The decision of the Student Conduct Hearing Board will be determined by a majority vote of the membership, with all deliberations private, without the presence of the student, the Vice President for Student Services, attorneys or other parties.

If it is found that the student did not violate the Code, all record of charges, documentary evidence and statements shall be destroyed, with only the verbatim record retained. If it is found that the student did violate the Code, the Student Conduct Hearing Board shall determine the exact disciplinary penalty and provide written notification to the Vice President for Student Services and the student of its decision. The penalty may include any of the sanctions previously identified in this policy and may be more or less severe than the sanctions imposed by the Vice President for Student Services. The decision of the Student Conduct Hearing Board is considered final.

Students may be accountable both to civil authorities and to the College for acts that constitute violations of federal, state or local laws and of this Code. Disciplinary action at the College will normally proceed during the pendency of criminal proceedings and will not be subject to challenges on the grounds that criminal charges involving the same incident have been dismissed, reduced or are still pending.

Interim Suspension

The Vice President for Student Services may suspend a student from the College for an interim period pending disciplinary or criminal proceedings,

or medical evaluation. The interim suspension shall become immediately effective without prior notice or a hearing before the Student Conduct Hearing Board whenever there is evidence that the continued presence of the student at the College poses a substantial and immediate threat to themselves or to others or to the stability and continuance of normal College functions. Upon issuance of an interim suspension, the student will be provided written notification identifying the Code of Conduct violations, imposing the terms of the interim suspension and outlining the investigation, hearing, and appeal process. A student suspended on an interim basis shall be given a prompt opportunity to either appear personally before the Vice President for Student Services, or designee, or to submit a written appeal or evidence in relation to the following issues only: (1) The reliability of the information concerning the student's conduct, including the matter of their identity, and (2) whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on College premises poses a substantial and immediate threat to themselves or to others or to the stability and continuance of normal College functions. During the interim suspension, the student is not permitted to be on campus or at any College activities.

Adopted May 13, 2013
Revised September 12, 2016
Revised December 11, 2017
Revised August 10, 2020

Academic Integrity Code

Lake Land College is committed to the fundamental values of preserving academic integrity as defined in this policy. It is assumed that students will honor the tradition of academic honesty. Promoting and protecting academic honesty and integrity are the responsibility of every member of the College community. As such, students have the responsibility to:

1. Be fully knowledgeable of the Academic Integrity Code;
2. Produce their own work; and
3. Encourage academic honesty among their fellow students.

Academic dishonesty is a serious offense that is investigated and sanctioned through Board Policy 07.28.01, Student Code of Conduct and Disciplinary Procedures.

Acts of academic dishonesty include but are not limited to:

1. Cheating: Using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
As such, no student shall, during the course of a graded academic exercise, (1) offer information of any kind to another student; (2) receive information of any kind from another student or from the responses made by another student; or (3) have in their possession any tool, written material, or other device which may be of assistance to them in completing the exercise and which has not been authorized by the instructor or person proctoring the academic exercise. No student shall procure, possess, or provide in any unauthorized manner any materials or pieces of materials which contain the questions or answers to any graded academic exercise scheduled to be given to any individual or group enrolled in any course of study by the College. No student shall submit the same assignment in more than one class without instructor approval.

2. Plagiarism: Representing the words or ideas of another as one's own in any academic exercise.
As such: No student shall submit as their own material to an instructor any work which contains ideas or materials taken from another without full acknowledgment of the author and the source including appropriate citations and documentation. This includes submitting a paper, or portions of a paper, obtained from a professional service or website or written by another individual.
3. Fabrication: Falsification of information or citation of an academic exercise.
No student shall seek credit for a group assignment in which they did not participate or claim that an assignment was submitted when it was not. No student shall fabricate sources or misrepresent secondary sources within a paper.
4. Unauthorized Collaboration: Sharing or working together in an academic exercise without approval.
No student shall work with another student to complete a graded assignment without prior approval from the course instructor. Work completed through authorized collaboration must clearly identify the contributions of each individual.
5. Facilitating Academic Dishonesty: Helping or attempting to help another student to violate any provision of this Code.

Procedures Following Academic Dishonesty

1. The instructor who has witnessed academic dishonesty or who has evidence that academic dishonesty has occurred will contact the student to inform the student of the allegation and the instructor's intended actions.
2. The instructor may assign the student a reduced or failing grade on the assignment or in the course. The instructor will submit an Academic Integrity Incident Report to the Vice President for Student Services describing the incident and the intended actions.
3. Additional disciplinary sanctions may be imposed in accordance with the Student Code of Conduct and Disciplinary Procedures.

(See Policy 07.28.01.) The student will be provided written notification of the charges and actions to be taken and be given ten (10) calendar days to notify the Vice President for Student Services if the student wishes to dispute the charges.

4. If a student disputes the allegation of academic dishonesty, a hearing will be provided according to the Student Code of Conduct and Disciplinary Procedures.
5. A student accused of academic dishonesty in a course may not drop the course until such time as disciplinary action, if any, is imposed. If a grade of "W" is recorded for the course, it may be changed to reflect the disciplinary sanctions imposed as a result of academic dishonesty. In the event that the alleged violation occurs at the end of a term, an incomplete grade shall be assigned pending conclusion of the disciplinary process.

Lake Land College may contract with an electronic service to detect originality of materials submitted by students. By registering for courses offered by Lake Land College, students consent that all assignments are subject to submission for textual originality reviewed by an electronic service. Assignments submitted to an electronic service source may be included in the service's restricted database solely for the purpose of detecting plagiarism.

Student Complaints

Students concerned about issues that adversely affect them or someone else are encouraged to, through appropriate channels, work to resolve such complaints. Students are encouraged to meet with an academic counselor for information regarding the complaint procedure.

For concerns regarding discrimination and/or harassment, students should refer to the following policies and related implementing procedures.

11.04 - *Discrimination and Harassment*
11.04.01 - *Prohibiting Sex Discrimination*

The following applies to other areas of student concern.

Complaint Procedure

It is the policy of Lake Land College that all student complaints be resolved as quickly and at the lowest step possible. Students with a complaint should make every effort to arrive at an agreement with the faculty, staff member or administrator involved. If students are not satisfied with the response to their complaint at that level, they should pursue additional steps as defined in the Procedures for Resolving Student Complaints. The procedures and Student Complaint Form will be published in the online Student Handbook available on the College's website. Printed copies will be available in Counseling Services.

Students enrolled in correctional education programs should address complaints to the appropriate correctional site associate dean with final review by the dean.

Records of Student Complaints

To comply with federal regulations and requirements of the Higher Learning Commission, Lake Land College will maintain records of the formal, written student complaints pursued in accordance with this policy or established appeal processes which are (1) not resolved prior to reaching the level of Vice President or President; (2) complaints filed with the Higher Learning Commission, EEOC, or other such outside entities; (3) lawsuits filed by current or former students against the College, the Board of Trustees of the College, or officers of the College; and (4) other formal, written student complaints filed with the offices of Vice President or President which are not covered by the College's established processes for grievances or appeals.

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. These records shall be maintained in the offices of the Vice President or President for a period of two years and made available to Higher Learning Commission comprehensive evaluation teams for review. Each office is required only to maintain its respective complaints.

All complaints received through provisions of this policy will be presented and reviewed by the President's Cabinet for analysis and process improvement.

Adopted November 9, 1998
Revised December 8, 2003
Revised November 9, 2009
Revised January 9, 2017
Revised December 10, 2018
Revised September 14, 2020
Revised October 14, 2024

Student Organizations and Clubs

The Lake Land 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 Lake Land College, are consistent with the philosophy of the College, and serve the best interests of the Lake Land College student body.

All student organizations and clubs organized in the name of the College shall be approved by the College Board as follows:

1. Ten or more students shall draw up a constitution for the proposed club or organization. The constitution shall include the following:
 - A. A clear statement of the purposes and objectives of the organization.
 - B. Provisions for membership which are non-discriminatory and in accordance with Board Policy 11.01 – Equal Opportunity Notice of Non-Discrimination.
 - C. Description of duties, tenure and election of officers.
 - D. Provisions for dues and finances including intended fund-raising activities.
 - E. Regular established meeting dates.
 - F. Identification of standing committees.
 - G. Methods for amending the constitution.
2. The proposed constitution shall be submitted to the Student Government Association for consideration and approval. Upon approval by the Student Government Association, the constitution shall be referred to the Vice President for Student Services for

their approval. If approved by the Vice President, the constitution shall be recommended to the College President for approval by the Lake Land College Board of Trustees.

3. All organizations must have a full-time faculty member or a full-time staff member as an advisor.
4. Fund-raising activities of any student organization under \$500 must have prior consent of the Director of Student Life. Fund-raising activities \$500 or more must be in compliance with Board Policy 11.24 – Fund-Raising Activities.
5. All organizational funds must be deposited with the College Business Office.
6. A statement of membership, meeting times, and dues must be provided to the Student Government Association each semester.
7. All amendments to the constitution must be approved by the Student Government Association and the Vice President for Student Services with changes subject to additional approval by the Lake Land College Board of Trustees.
8. Organizations which do not meet on a regular basis for two (2) consecutive years will be considered inactive.

Student Government Association

Recognizing the right of all students to participate in decisions affecting their welfare, the Board of Trustees authorizes the establishment of the Lake Land College Student Government Association. The Student Government Association is approved as the only organization which speaks on behalf of the entire student body. The Lake Land College Student Government Association, therefore, is responsible to be aware and promote the interests of its constituency and the College. The Student Government Association provides criteria through which clubs and organizations are recognized by the College Board of Trustees and funded through the Student Activity fee.

Navigator

In accordance with the College Campus Press Act (Illinois Public Act 95-0580), Lake Land College recognizes the student-produced *Navigator* as a public forum for the College's student journalists, student editors and other student contributors. Such student media is not subject to prior review by College officials and expressions made by student journalists, student editors, or other student contributors does not imply College endorsement or approval. The *Navigator's* student editorial staff bears responsibility for ensuring that its contents are consistently within the bounds of responsible journalism. As such, the student editorial staff should be knowledgeable about expressions protected, and not protected, by the First Amendment. (See Board Policy 11.09 – Freedom of Expression and First Amendment Guarantees). Student journalists, student editors and other student contributors should be aware that violations of Board Policy 11.09, may result in disciplinary action. (See Board Policy 07.28.01 - Student Code of Conduct and Disciplinary Procedures.)

The *Navigator* should strive to accomplish the following:

1. To inform students of institutional and local news.
2. To provide students with a forum for the sharing of ideas.
3. To expose students to differing points of view.
4. To provide journalistic experiences for those students desiring them.
5. To serve as a source of entertainment for students.

Adopted November 9, 1998
Revised May 12, 2003
Revised December 8, 2003
Revised January 10, 2005
Revised December 11, 2017

Student Activity Board

The Student Activity Board, whose candidates are selected through an application and interview process, is recognized by the Board of Trustees as the student organization primarily responsible for social and cultural events at the institution. Their program will be funded by a student activity fee.

Student Ambassadors

The Lake Land College Board of Trustees authorizes the Office of Admissions and Records to select students to serve as Student Ambassadors of the College. These students shall serve the College as official representatives at College fairs and high school visits, provide prospective students with tours of the campus, and assist the College with other sponsored activities. The Admissions and Records Office shall establish the qualifications for the selection of Student Ambassadors.

Class Attendance and College-Sponsored Activities and Events

College-sponsored student activities and events should not conflict with regularly scheduled classes unless necessary. Staff members planning student activities and events during regularly scheduled class times must submit a request to the appropriate Vice President for prior approval. Once approved, the staff member supervising the activity will provide notification to instructors and include the names of the students who will participate. When activities are rescheduled due to weather or other unforeseeable conditions, the staff member will notify the instructors as soon as possible after the schedule change is made.

Participation in approved college-sponsored student activities and events will be considered excused absences, and students will be allowed to complete work according to the following:

1. The student will contact the instructor at least one week prior to the absence. When activities are rescheduled due to weather or other unforeseeable conditions, the student will contact the instructor as soon as possible after the schedule change is made.
2. The student should request from the instructor the work to be made up and complete what can be completed prior to the absence. Examinations and other assignments that cannot be completed prior to the absence will be made up at a time mutually agreed upon by the student and the instructor.
3. If needed, an instructor can make an alternative assignment for the makeup work.
4. If a student fails to notify the instructor prior to the absence or does not complete the assignment as mutually agreed upon, the student will not be allowed to make up the work.

Accessibility of College Programs and Facilities and Services for Individuals with Disabilities

Lake Land College is committed to providing an accessible, inclusive and equitable experience designed for all students, staff, faculty and community members to thrive within the physical and digital campus. This commitment is designed to eliminate barriers, regardless of ability or technology and to cultivate an environment that fosters success and a sense of belonging for the Lake Land College community.

It is the policy of the College to provide a digitally and physically accessible campus. The College will comply with all regulations set forth in Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Illinois Accessibility Code of 1988, and their amendments.

Lake Land College employs a Counselor for Student Accommodations & Mental Health Initiatives who is responsible for coordinating support services and accommodations for students with disabilities; assisting students, staff, and the public with concerns regarding compliance and accessibility; working with the Director of Physical Plant to review physical accessibility to the campus; advising the Director of Human Resources about services for staff with a disability; and advising College departments regarding accommodations for visitors who wish to access the College's programs and services. Individuals who wish assistance from College offices must meet the specific conditions established by law for accommodation.

Adopted November 9, 1998
Revised December 8, 2003
Revised June 9, 2014
Review December 11, 2017
Revised April 10, 2023

Career Services

The College maintains a career services office to enhance the educational and career development of students. Career Services staff provides free and confidential assistance with exploring career interests, abilities, and values; clarifying career objectives; expanding knowledge of prospective education and career opportunities; identifying and participating in internship opportunities; improving job search skills and techniques, and increasing job-readiness skills. These services are offered to students, graduates and community members.

Counseling Services

The College maintains an academic counseling services office to enhance the learning and personal development of students. Counselors provide free and confidential assistance with educational and career development, information regarding Lake Land College degrees and transfer requirements, crisis intervention and referral to campus and community resources, and developing strategies to enhance life and academic skills. These services are offered to all full-time and part-time students and prospective students.

Student Call to Military Duty

Lake Land College students who are called to active duty in the armed forces will, upon their request, be given a one hundred percent (100%) refund of tuition and fees for the current term if they provide the Admissions and Records Office with (1) a written request to be dropped from classes at 100% refund and (2) a copy of their official orders for a call to active duty. If the call to active duty comes after mid-term, the student may (1) request to be withdrawn from classes at 100% refund, (2) try to complete classes in progress after consulting with the instructors, or (3) request incomplete grades ("I") in accordance with Board Policy 07.17.01 – Incomplete Grade.

Any request must be submitted prior to the end of the term in which the student is called to active duty.

Housing

Under the provisions of the Illinois Public Community College Act, Lake Land College cannot maintain housing for students. Students may access information provided about apartments for rent adjacent to campus and in neighboring communities through the Lake Land College website. The rental facilities are not examined or approved by College personnel. Neither Lake Land College nor any of its agents or employees assume responsibility for any lease or rental agreements and cannot be held liable for nonpayment or damage.

Health Services

The College will maintain student health services through the auspices of a College nurse. This person's responsibility will be to provide health promotion programs for students and employees, to discuss questions of students or employees regarding physical disorders or health related circumstances, and to provide emergency first aid treatment.

Students are encouraged to subscribe to the student health insurance program or have a private policy. The student health insurance program may be purchased at any time during the semester. Information is provided through the Health Services website.

The College Health Services also will offer assistance in obtaining the services of a local physician and agencies if necessary. Costs of hospitalization, doctor appointments, prescription medicines, X-rays and laboratory fees must be covered by students. In the case of prolonged absences because of illness, accident or hospitalization, students must notify Health Services so that proper notification may be made to instructors.

Request for Variance

A procedure whereby a student can request a variance to policy will be established by the Vice Presidents in their respective areas.

Responding to Emergencies

In any type of emergency situation, employees should call 911. The Campus Police Department and the appropriate administration officials will mitigate the emergency following the guidelines in the College's Emergency Operations Plan which is reviewed annually and posted in the College's shared drive.

Employees are encouraged to periodically review the emergency flyers that are posted throughout campus for helpful information.

Emergency Notification System

Lake Land College is committed to a safe educational and work environment for all students, staff, and guests. Efficient communication in the event of an emergency and/or imminent threat to health, life or safety on campus is a priority to provide sufficient time to enable students and employees to take appropriate safety measures. The College places the safety of human life above all other concerns, and will utilize appropriate notification resources to mitigate threats to the health, life or safety of the College community.

In the event of an emergency and/or disaster, the Lake Land College Police or approved staff will immediately initiate appropriate emergency notifications to protect the safety of students, employees and guests. The College will utilize any/all communication resources available to mitigate the situation as efficiently and safely as possible, and the College will rely on multiple, duplicative emergency communication systems as deemed appropriate in order to disseminate communications during an emergency and/or disaster. To the extent possible, the College will automatically provision all students and employees of the College to receive emergency notifications. Individuals may opt out of receiving emergency notifications to their personal communication devices.

The Lake Land College Police Department has established an Emergency Procedures Guide to supplement its Emergency Operations Plan which specifically addresses methods used to provide warnings, and/or emergency information to the College community and the departments or employees responsible for activation of any/all of the emergency notifications used by the College. This Policy and the Emergency Procedures Guide were established in compliance with the Federal Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and the State of Illinois Campus Security Enhancement Act. A copy of the Emergency Procedures Guide is on file with the Lake Land College Police Department and available to all employees via the College's shared electronic folder (S drive).

Adopted December 12, 2022

Medical Incidents or Accidents

In the event an employee is on the scene of a medical emergency, they shall call 911 then follow the posted instructions in each building or on the shared drive entitled Emergency Procedures. Additional copies of these instructions may be obtained from Health Services.

In the event an employee is on the scene of a medial incident involving injury that is not a medical emergency, the employee shall ask the injured person if they want an ambulance called. If the injured person declines, the employee may render any treatment they are trained to perform and shall render any other reasonable assistance the injured person may need.

Employee Incidents

In the event an accident/incident occurs involving a Lake Land College employee, the employee's supervisor shall be notified as soon as possible. The supervisor shall ensure that the proper reporting is completed and forwarded to Human Resources.

Incidents Involving All Other Individuals

In the event an accident/incident occurs involving a student or visitor at any Lake Land College facility, the injured person must contact Lake Land College Health Services or the College Police Department as soon as possible. An incident form and other appropriate paperwork must be completed.

In the event an employee witnesses an incident, they must complete and submit an incident report to Health Services. Any observations can be important in filing the appropriate forms. Although the incident may not appear to be serious at the time, it still must be reported. Circumstances surrounding the incident may need to be investigated to prevent a recurrence. The incident report form may be accessed online through the Health Services website.

Medical Emergency

If the incident is a medical emergency, 911 shall be notified immediately.

A medical emergency incident includes, but is not limited to, the following:

- A. Any incident in which the victim is rendered unconscious.
- B. Any incident in which the victim has stopped breathing or is having difficulty breathing.
- C. Any incident in which the victim does not display a pulse.
- D. Any incident in which the victim is bleeding profusely.
- E. Any incident in which the victim has suffered paralysis to any extent.
- F. Any incident that requires treatment beyond the basic first-aid level of training.

Adopted November 9, 1998
Revised March 8, 2004
Revised December 12, 2011
Revised October 9, 2017

College Closings Due to Severe Weather, Mechanical Failure, or Power Failure

In order to prepare for the event of inclement weather, mechanical or power failure, or other emergencies, the following procedures will be implemented:

1. Every effort will be made to keep the College main campus, the Kluthe Center for Higher Education and Technology, the Eastern Region Center, the Western Region Center, and Workforce Development Center/Center for Business and Industry open. In some cases, Lake Land College will remain open when elementary and secondary schools are closed.
2. The responsibility for canceling classes or closing for a specific period of time rests with the President of the College. Individual decisions by personnel should not be made.
3. The Lake Land College Chief of Police will be notified of any canceling or closings to allow for proper personnel coverage for safety of property, students, and staff.
4. When weather conditions prevent the opening of the College or cause a delayed opening of the College, announcements will be made on local radio and TV stations, and with text messaging, email and all other technology mediums available by 6:00 a.m. for that day.
5. Cancellation of day classes is not an automatic closing for evening sessions. The decision to close classes that begin at 5:00 p.m. or later will be made as close to 2:00 p.m. as possible.
6. The same radio and TV stations also will carry closing announcements in the event that evening sessions or activities have to be canceled on a day that the College was otherwise open.

7. In cases of inclement weather, the Pathways program operating off-campus at various locations throughout the district will follow the lead of the local school district in that location. If the local schools are closed for weather-related reasons, the Pathways program in that location will be closed as well.
8. Classes, clinicals, supervised occupational experiences (SOE), and other work-based learning experiences held at off-campus locations, other than the Kluthe Center for Higher Education and Technology, the Eastern Region Center, the Western Region Center, Workforce Development Center/Center for Business and Industry and adult education sites, follow the procedure for that off-campus location.
9. Cancellation of IDOT classes will be determined by the Vice President for Academic Services and in consultation with IDOT officials.
10. In the event Lake Land College is closed due to severe weather all College facilities will be closed.

Adopted November 9, 1998
Revised March 8, 2004
Revised December 12, 2011
Revised March 10, 2014
Revised December 10, 2018
Revised February 2, 2022

Registration of Registered Sex Offenders

Federal and state laws require a sex offender or sexual predator (hereinafter jointly referred to as “sex offender”) to take certain steps if they become enrolled in or employed at an institution of higher education. The Illinois Sex Offender Registration Act, 730 ILCS 150/3, requires students and employees to register at the college or university which they attend or are employed.

The purpose of this policy is to identify the College’s registration requirements for both employees and students who are convicted sex offenders 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 registration data that is received by the College.

Lake Land College will maintain and publish procedures implementing this policy which set forth:

1. Requirements for Registration
2. Maintenance of Registration Data
3. Compliance and Penalties
4. Public Inspection and Copying of Documents

The procedures will be published in the Sex Offender Registration Procedures available online through the Lake Land College Police Department website. Printed copies will be available from the offices of Counseling Services, Health Services, Human Resources and Vice President for Student Services.

Adopted November 9, 1998
Revised March 8, 2004
Revised December 12, 2011
Revised February 13, 2012
Revised June 9, 2014
Revised July 14, 2014
Revised October 9, 2017

General Statement

Although the College makes every attempt to accommodate the needs of all community constituencies, certain restrictions on the use of buildings are necessary.

Title to Land

Title to all real estate shall be taken and held in the name of the Lake Land College Board of Trustees.¹

¹ 110 ILCS 805/3-36

Priority for Building Usage

1. Priority for usage of buildings will be, in order of importance:
 - A. Credit classes.
 - B. Non-credit classes, except those requiring the use of the Field House.
 - C. Official College boards, councils, committees, and related groups. Also, student activities, and concerts and art series of the College, Foundation, and Alumni Association.
 - D. Credit classes or graduate classes brought to the College by other public higher education institutions with which the College has articulation agreements.
 - E. Credit classes or graduate classes brought to the College by other higher education institutions.
 - F. Outside, public and nonprofit groups, including Armed Forces recruiting access and training.
 - G. Private agencies whose purposes relate to the advancement of Lake Land College programs and/or sponsored activities.
 - H. Other groups sponsoring events that are profit-making may also use College facilities, subject to availability, if the group provides a collateral service to the College, its students, and/or the community.
2. College buildings may be open from 6:00 a.m. until 10:00 p.m. Monday through Thursday and from 6:00 a.m. until 6:00 p.m. on Friday. With the exception of the Virgil H. Judge Learning Resource Center and scheduled classes and special events, including athletics, buildings are closed Saturday and Sunday. The

College catalog contains a listing of dates when the College as an entity is officially closed.

When the College is officially closed, or when College buildings are closed, only those individuals engaged in administrative assignments, class/course preparation, using recreational facilities, scheduled activities or classes, or approved special events will be allowed access. In such instances, the Lake Land Police Department must be contacted either prior to entry into the building(s) or immediately upon entering. Employees or students using the buildings on a non-scheduled basis are to call the Lake Land Police Department when ready to leave the buildings.

Adopted November 9, 1998
Revised April 12, 1999
Revised March 8, 2004
Revised December 13, 2010

Field House/Gymnasium/Baseball Field/Softball Field/ Cross Country Course Use

The priority for use of the gymnasium, athletic fields, and cross country course will be given to physical education classes, intercollegiate athletic practices and games, and intramurals. Intercollegiate team practice will be scheduled by the Athletic Department. Once a team's practice times and days are established, they can only be adjusted by the Director of Athletics with the consent of the Head Coach for that sport. In case of inclement weather, every effort will be made among all parties involved to accommodate classes and athletic team practices. The gym and athletic fields are usually reserved for athletic games and intercollegiate team practices each weekend throughout the academic year. Intramurals are generally scheduled in the gymnasium on Wednesday from 11:00 a.m. to 1:00 p.m. during the academic year by the Director of Intramurals. Requests to use the gym, athletic fields, and cross country course during times scheduled for athletic or intramurals must receive approval of the Director of Athletics.

1. Gymnasium

- A. All physical education classes in the gym are scheduled by the Division Chair for Social Science and Education and approved by the Vice President for Academic Services.
- B. All home games and practices in the gym are scheduled by the coaches in consultation with the Director of Athletics.
- C. All intramural activities in the gym are scheduled by the Director of Intramurals.
- D. The Earl Walden Meeting Room is scheduled by the Administrative Assistant to Field House Operations.
- E. The classrooms in the Field House are scheduled by Division Chairs and approved by the Vice President for Academic Services.

2. Outside Group Usage

Requests to use the Field House gymnasium, classrooms, and Earl Walden Conference Room should be directed to the Vice President for Business Services, who will coordinate the facility use with the Division Chair for Social Science and Education, the Athletic Director, or Director of Intramurals following the procedures set forth above.

Requests to use the baseball field, softball field, and cross country course should be directed to the office of the Director of Athletics, who will coordinate the facility use following the procedures set forth above.

3. Fitness Center

Use of the Fitness Center is limited to individuals with a current Lake Land College photo identification card. Hours of operation of the Fitness Center will be posted on the College's website. The Fitness Center will not be used beyond scheduled hours, except for actual class situations or team situations under the instructor's or coach's supervision.

4. Athletic Weight Room

The use of the Athletic Weight Room will be scheduled through the Athletic Director and coaches, and its use will be generally limited to intercollegiate athletic team members. Exceptions will be made by the Athletic Director. While students are participating in weight-lifting activities, there must be supervision by a coach, faculty member, or authorized personnel.

Adopted November 9, 1998
Revised September 13, 1999
Revised March 8, 2004
Revised November 9, 2009
Revised January 8, 2018
Revised December 9, 2019

Scheduling Facilities

1. All credit classes and upper division classes and graduate courses offered by outside educational institutions are scheduled through the office of the Vice President for Business Services.
2. All non-credit classes are scheduled by the office of the Dean for Workforce Solutions & Community Education.
3. All classes on campus or at the Kluthe Center for Higher Education and Technology offered through the auspices of the Center for Business and Industry are scheduled through the office of the Dean for Workforce Solutions & Community Education.
4. All home games and practices in the Field House are scheduled by the office of the Athletic Director.
5. Conference rooms are reserved through various staff according to a grid maintained by the Human Resources Department.
6. Other activities, meetings, and events which are not listed separately in this policy are scheduled through the office of the Vice President for Business Services.

Adopted November 9, 1998
Revised March 8, 2004
Revised January 8, 2018
Revised December 10, 2018
Revised August 9, 2021

Rental of Facilities

1. College facilities and athletic fields may be approved for use by external agencies and organized groups on a rental fee basis.
2. Approval of requests for use by outside groups may be given provided:
 - A. The activity is suitable for the requested space and does not conflict with regularly scheduled activities of the College or specially planned events.
 - B. The group has adequate leadership and supervision to assure adherence to College regulations.
 - C. A certificate of proof of insurance is submitted to the office of the Vice President for Business Services.
 - D. The requested use is for lawful purposes and the requesting group's mission, policies, rules and regulations do not conflict with those of the College.
3. Rental charges are established at a level which generally reimburses the College for the expense of operation, maintenance, public safety, and depreciation of the facility. A schedule of appropriate fees shall be established through the office of the Vice President for Business Services.
4. The College expressly reserves the right to reject the request of any group to use campus facilities if the College is unable to provide sufficient access or security, or if the requested use disrupts the ordinary activities or functions of the College.
5. Outside groups must follow all College policies, specifically noting policies concerning smoking and the use of tobacco products¹, food and drink², and signage and distribution of materials³.

6. External groups approved to use College facilities may not imply or represent themselves as being affiliated or associated with Lake Land College. The College's approval of requests for the use of its facilities and athletic fields by outside groups does not constitute the College's approval or endorsement of the group's activities.

Use of Facilities on a Non-Charge Basis

The office of the Vice President for Business Services shall be the authority to waive the rental charge for governmental or educational programs which would be to the benefit of the College.

¹ See Board Policy 09.09

² See Board Policy 09.10

³ See Board Policy 09.16

Service Personnel Charges

The charges for a police officer and building maintenance shall be a reimbursement to the College and shall be determined by using the direct average cost of wages and benefits, which is not covered by rental fee. There shall be a minimum charge of four (4) hours.

Smoking and the Use of Tobacco or Cannabis Products

Lake Land College is concerned with providing a healthy and productive work environment for its employees and students. Smoking and the use of tobacco products or cannabis is prohibited on any property owned or operated by the College and in College vehicles.

Failure to comply may result in a fine per state guidelines* as posted on the Lake Land College Police Department website. The College may refer students who violate this policy for disciplinary procedures, and College employees may be subject to discipline up to and including discharge pursuant to the policies and procedures applicable to their employment.

State law* provides an exception to this policy allowing smoking and the use of tobacco products in personal vehicles more than 15 feet from any building entrance. This exception does not apply to the use of cannabis per Illinois Public Act 101-0027 – Cannabis Regulation Tax Act. Additionally, the federal Drug-Free Schools and Communities Act Amendments of 1989 prohibits the possession of cannabis on College property.

Definitions:

Smoke or smoking means the carrying, smoking, burning, inhaling, or exhaling of any kind of lighted pipe, cigar, cigarette, hookah, weed, herbs, cannabis, water pipes, bong, or other lighted smoking equipment, including products containing or delivering tobacco, nicotine, or cannabis. This includes using electronic cigarettes.

Tobacco products shall mean cigarette, cigar, pipe or tobacco in any form, including smokeless tobacco, which is any loose, cut, shredded, ground, powdered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked.

*Smoke-Free Illinois Act (PA 95-17)
*Smoke-Free Campus Act (PA 98-985)

Adopted November 9, 1998
Revised March 8, 2004
Revised July 12, 2004
Revised December 10, 2007
Revised May 12, 2014
Revised February 16, 2015
Revised December 9, 2019

Food and Drink Restrictions

Food and drink, with the exception of water in a sealable container, shall be prohibited in the theater, main level in the Learning Resource Center (library) and all college classrooms and labs.

Adopted November 9, 1998
Revised March 8, 2004
Revised June 9, 2014
Revised August 11, 2014

Use of College Equipment

College equipment is intended for the use of College-related purposes. Under exceptional circumstances, private or personal use of said equipment may be authorized by the appropriate administrator. The borrower assumes the liability for the damages and/or loss assumed when equipment is borrowed. Multi-media presentational equipment may be loaned as long as usage does not hinder the daily operations or distribution services for instructional purposes. Such loans will be on a short-term, contractual basis. If excessive use of equipment warrants a nominal charge covering maintenance, costs will be projected at the discretion of the appropriate administrator with the approval of the Vice President for Business Services.

Recycling

In compliance with the spirit of Public Act 86-1360, the Recycling Act of Illinois, the College is committed to the overall improvement of the environment. The College's comprehensive ten-year plan for waste reduction will be reviewed on an annual basis, and needed changes in policy will be recommended to the Board of Trustees. Forty percent (40%) of all campus solid waste must be recycled. The College will maintain adequate recycling bins located at strategic points on campus to ensure easy access for depositing of waste by students and staff.

The recycling program will be administered through the office of the Vice President for Business Services. The Vice President for Business Services will not discriminate against the procurement of recycled-content products. Products with recycled content shall be procured wherever and whenever cost, specifications, standards and availability are comparable to products without recycled content.

Any college property, equipment, or material(s) that have a monetary value shall be disposed of in the best interest of the College at the discretion of the Vice President for Business Services. Prior to the disposal of any items in exchange for money or credit, approval must be received, in writing, from the Vice President for Business Services.

All proceeds earned, including appropriate documentation, from the disposal of any property item, equipment, or material(s) shall be submitted to the Accounting Office for deposit and recording into the appropriate College account.

Adopted November 9, 1998
Revised May 13, 2002
Revised March 8, 2004
Revised April 10, 2017

Access to College Facilities

Staff are provided access to College facilities appropriate to their responsibilities at the College. Staff will be provided proximity card access to the exterior doors, and a key to appropriate interior doors, of the building in which their office is located and to their primary teaching or support assignment spaces. The Vice President for Business Services will approve the distribution of all proximity card and interior facility keys, and each employee must verify the receipt of their card and key(s). Upon leaving employment at the College, employees must verify the return of their proximity card and assigned keys as part of the check-out procedure. The administration will ensure all former employees' proximity card access becomes inactive immediately following the employment separation date.

The assignment of building exterior door keys and master keys for the campus, the Kluthe Center, and the Workforce Development Center will be limited. With the exception of the President, members of the President's Cabinet and the Director of the Physical Plant, all requests for exterior door keys or master keys must be made in writing with supporting rationale for need to the Vice President for Business Services. This office will maintain control and records for all exterior door and master keys issued. Employees assigned an exterior door key or master key will be expected to use their proximity card for exterior facilities access unless the proximity card access is not available or in case of an emergency.

Employees are responsible for the proximity cards and/or keys issued to them. They are not to be loaned to family members or others which would enable non-staff access to College facilities. Appropriate disciplinary measures may be taken against employees for misuse of College proximity cards and/or keys, up to and including termination.

Adopted November 9, 1998
Revised March 8, 2004
Revised January 8, 2018
Revised March 9, 2020

Storage

Utilization of storage space as well as designation and disposal of surplus materials is a College-wide concern. The Office of the Vice President for Business Services is responsible for designating storage areas on the main campus and at the Kluthe Center. When storage space is unavailable on campus, the Vice President for Business Services is authorized to rent other facilities in the community. The disposal of surplus materials will be in accordance with Board Policy 09.12 and 10.26.

Temporary Indoor Signage and the Distribution of Materials

The policy and guidelines for posting temporary indoor signage and the distribution of materials are applicable for all individuals and groups including students, staff and community members.

Decisions regarding the permissibility of posting temporary indoor signage or the distribution of materials will not be made on the basis of content or subject matter, with the exception of material that contains illegal content or content which violates College policy, including Board Policy 11.09 - Freedom of Expression and First Amendment Guarantees. Examples of impermissible content include obscenities or threats of actual violence or harm to specific individuals.

Temporary Indoor Signage

1. Employee office doors are not included in this policy and guidelines. Office occupants are responsible for all materials displayed on their respective doors.
2. To post materials on the main campus or a regional campus, students must seek approval from Student Life. Staff and community members must seek approval from Marketing and Public Relations. Individuals seeking to post materials at the Kluthe Center, may seek approval from the Director of the Kluthe Center.
3. Approval of all materials to be posted will be indicated by the date stamp and signature stamp affixed by Student Life, Marketing and Public Relations, or the Kluthe Center Director.
4. Community or commercial related advertising, subject to official approval, may be posted only on the designated community bulletin board in the Luther Student Center and/or the Kluthe Center lounge.

5. Designated spaces are provided for the posting of notices regarding items for sale or wanted, housing, shared transportation, and services, and such notices will be restricted to those spaces.
6. The bulletin boards in the respective classrooms are for the exclusive use of instructional staff. These bulletin boards will be monitored by the Division Chairs, and materials to be posted there do not require an approval stamp.
7. Publicity or display materials are prohibited from placement in any locations or on any surface not specifically designated for that purpose.
8. The posting organization or individual shall remove the materials no later than the date stamped on the poster. All publicity items remaining after this date will be discarded. The removal of notices, announcements, and publicity materials shall be the responsibility of the posting groups or individuals.
9. Notices posted on classroom doors will be limited to those indicating instructor absences or temporary class relocation.
10. Banners for special college events cannot be hung without prior approval by Student Life, Marketing and Public Relations, Director of Auxiliary Services, the Kluthe Center Director or designated representatives at off-campus locations.

Distribution of Materials

Individuals and organizations may personally distribute materials or literature in open public areas of the college according to the following provisions:

1. The materials to be distributed must bear the name of the issuing person or organization.

2. Materials cannot be left unattended in public areas unless approved as Temporary Indoor Signage.
3. Materials cannot be left on vehicles in College parking lots.
4. The individuals and organizations must abide by the College's policies.
5. Solicitation is prohibited. (See Board Policy 11.14 – Solicitation by Non-College Personnel).
6. Materials that are distributed by individuals or organizations do not imply approval or endorsement of the content by the College.
7. Distribution of materials through institutional mailboxes must receive approval through the office of the Vice President for Business Services. (See Board Policy 09.18 - Mail)

Adopted November 9, 1998
Revised March 8, 2004
Revised June 14, 2010
Revised December 11, 2017

Photocopiers and Network Printers

1. Photocopy machines for College business are located at various pre-approved locations on campus, at the Kluthe Center, and at other educational extension centers of the College.
2. The Vice President for Business Services will approve the rental or purchase of additional copy machines for student use.
3. Employees should be respectful of others' printing/copying requirements in their area when printing or copying. No user should monopolize the printing/copying machines when others have the need to utilize this shared equipment. Large copy/print volume should be directed toward the Print Shop, where faster copying equipment is in place.
4. In using copy machines, employees are personally responsible for any violation of copyright laws arising therefrom.
5. Copiers/printers are for business use only.
6. College employees will not copy, in its entirety, any book, magazine, pamphlet, sheet music, tests, workbooks, or other separate published work which is still in copyright and available through normal trade channels without permission of the publisher.
7. Each cost center will be assigned an account number for making photo copies and for printing on network printers.
8. Faculty members may reproduce, for their professional work, copies of a chapter of a book, a newspaper or magazine article, a short story, essay, or poem. However, if this material will be used for more than one semester, the faculty member must secure permission from the publisher. This procedure also applies to materials placed on reserve in the library.

9. The Vice President for Business Services will review the use of copy machines and network printers with the President's Cabinet as necessary.

Adopted November 9, 1998
Revised March 8, 2004
Revised December 10, 2018

Mail

Mail is collected and distributed on campus on a daily basis and to the Kluthe Center as needed. Use of the College's interoffice mail system and mail process is restricted to official College business. Distribution of materials through the interoffice mail process must receive approval of the Vice President for Business Services. Use of the College mail postage machine is for official College correspondence. Employees may mail pre-paid personal letters or packages through the College's mail service, however the College does not assume liability for personal mail or packages and cannot guarantee the timing of delivery.

Animals on Campus

Lake Land College considers the safety and well-being of students, employees and visitors of utmost priority. However, the College recognizes that for a variety of purposes animals may inhabit College grounds and College buildings. This policy is designed to preserve the safety of people and animals on any College-owned property, promote a safe, clean and healthy campus environment, and to set forth clear rules and requirements for animals on College property.

It is the responsibility of all students, employees and visitors to comply with this Policy. Failure to comply with this Policy may result in appropriate action by the College, but not limited to, suspension or expulsion of students, and removal and/or campus exclusion for individuals or employees.

In any instance in which an animal authorized to be on College property is displaying aggressive or disruptive behavior, posing a direct threat to the health or safety of others, or is involved in an alleged bite or incident where skin is broken, the owner and/or handler must immediately report said incident to the Lake Land College Police Department, and any other individuals should contact the Police Department.

College Owned or Leased Grounds:

Dogs, cats, and other owned, domesticated pets are permitted on College grounds, which are open to the public, as permitted by law and only under the following conditions:

1. They are harnessed, leashed, tethered or in an appropriate carrier and under the direct control of an individual. The only exceptions to the harness, leash, tether or appropriate container requirement are:

- A. Guide dogs guiding the blind, the visually handicapped, the hearing impaired, or the physically disabled. Refer to 2.C. of the Service Animal Section of this policy below.
 - B. The harness, leash, or tether device interferes with a service animal's work or the individual's disability prevents using these devices. Refer to 2.C. of the Service Animal Section of this policy below.
 - C. Domestic animals participating in College approved events such as shows and exhibitions during the time of their participation and under the direct control of the owner or their handler.
 - D. Police animals during training or while completing duties.
- 2. All dogs, cats and other owned, domesticated animals must display tags indicating that they are properly licensed within the community and that they are current on all vaccines in accordance with local or county regulations, with the burden of proof on the owner.
 - 3. Dogs, cats and other owned, domesticated animals on campus grounds, which are unattended or not properly tagged, will be reported to Campus Police and to the appropriate local animal control.
 - 4. Fecal matter deposited by any dog, cat, or other animal brought to campus must be removed immediately and disposed of properly by the owner. The burden is on the owner or handler to arrange for removal of fecal matter if unable to perform the task.
 - 5. Should a domestic animal create a persistent nuisance (such as repetitive barking or aggressive behavior) the owner or their handler will be asked to remove the animal from campus.
 - 6. No person shall confine any animal in a motor vehicle in such a manner that places it in a life or health-threatening situation by exposure to a prolonged period of extreme heat or cold, without proper ventilation or other protection from such heat or cold. In order to protect the health and safety of an animal, an animal control officer or law enforcement officer who has probable cause to believe that this Section is being violated shall have authority

to enter such motor vehicle by any reasonable means; after making a reasonable effort to locate the owner or other person responsible.

7. Owners of animals are liable for any harm or injury caused by the animal to other students, staff, and/or visitors and will be responsible for any damage to College or personal property caused by that animal.

College Owned or Leased Buildings:

Lake Land College prohibits individuals from bringing or leaving dogs, cats, or any other pets or animals inside College buildings except as permitted by law or approved by the appropriate member of the President's Cabinet (such as: (1) service and therapy animals (2) specific animals maintained by the College for educational purposes as an integral part of scientific programs of study; (3) animals used and trained for a law enforcement function by the College's Police Department or outside law enforcement organization; and (4) animals used for entertainment productions or promotional events).

Service Animals

The College is committed to compliance with state and federal laws regarding individuals with disabilities. Pursuant to the Americans with Disabilities Act (ADA), a service animal is an animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability. The work or tasks performed by a service animal must be directly related to an individual's disability. Service animals are not pets. Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA. When the service animal is on College property, the service animal must be accompanied by a responsible person (i.e., owner and/or handler) who is solely responsible for the care and control of the service animal.

The following is a non-exhaustive list of work or tasks service animals may perform to assist an individual with a disability:

- Guiding individuals who are blind;
- Alerting individuals with hearing loss;

- Reminding individuals with mental illness to take prescribed medications;
- Alerting others or standing guard over individuals during a seizure episode; or
- Calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack.

1. Requests for Service Animals

A. Students

Students who have a service animal which they wish to accompany them on College property should contact the College's Office of Student Accommodations and are encouraged to make this contact prior to the start of classes. While such students are not required to formally register their service animal with the College, students with a documented disability may seek additional support and accommodations from the College's Office of Student Accommodations. Students who have concerns related to use of a service animal on College property, should address such concerns with the Office of Student Accommodations.

B. Employees

Employees who have a service animal which they wish to accompany them on College property should contact Human Resources about their need, if any, to have the service animal accompany them on campus and in their work area.

C. Visitors

Visitors who have a service animal are welcome in all areas of campus that are open to the public. Specific questions related to a visitor's use of a service animal on College property should be directed to the College's Campus Police Department.

2. Requirements for Service Animals

- A. The requirements concerning animals set forth in earlier sections of this Policy also apply to service animals.
- B. Service animals must be trained to do work or perform tasks for an individual with a disability.
- C. The owner and/or handler must be in full control of the animal at all times. The service animal may not be disruptive and/or aggressive while on College property.
- D. Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In such cases, the owner and/or handler must maintain control of the animal through voice, signal, or other effective controls.
- E. Service animals on campus must be in compliance with all applicable state, county, and local regulations for animal ownership. Owners must follow all requirements for tags and vaccinations of their service animal.
- F. The College encourages owners of service animals to have the service animal wear a vest or collar for the safety of the service animal, the individual with a disability, and others.
- G. Service animals must be kept clean and in good health. The owner and/or handler is expected to clean and dispose of all animal waste.
- H. The College is not responsible for the care, assistance or supervision of a service animal, including providing food or water for the animal, walking the animal, responding to the animal's need to relieve itself, or otherwise providing a handler for the service animal. Owners and/or handlers are expected to care and supervise their service animals. Issues related to the care and supervision of service

animals will be addressed on a case-by-case basis at the discretion of the College. The owner and/or handler must care for the needs of the service animal, such as walking the service animal in a previously designated area, cleaning up after the service animal (waste immediately disposed of in proper place), engaging in hand washing after elimination clean up and ensuring the service animal is given water and food when needed.

- I. Owners and/or handlers of service animals are liable for any damage, harm or injury caused by the animal to other students, staff, visitors, and/or property.

3. Removal of a Service Animal from College Property

Reasonable behavior consistent with the above requirements is expected from service animals and their owners and/or handlers while on College property. The owners and/or handlers of disruptive and/or aggressive service animals may be asked to remove the service animal from College facilities and property. If the improper behavior happens repeatedly, the owner and/or handler may be prohibited from bringing the service animal into any College facility or on College property until they take appropriate steps to mitigate the complained of behavior.

A service animal may be removed from College property for the following non-inclusive reasons:

- Disruptive behavior in a College facility, program or on College property including, but not limited to, barking, whining, growling, wandering, sniffing (people, tables in eating area, other's belongings) and initiation of contact outside of working role as a service animal
- Animal illness;
- Animal is not housebroken;
- Hygiene - dirty, strong odor, not groomed, evidence of having fleas, ticks;
- The animal is out of control and the animal's owner and/or handler does not take effective action to control it; and/or

- Aggressive and disruptive behavior including, but not limited to, biting, scratching, chasing, kicking, continuous barking or howling and/or jumping.

4. Conflicting Disabilities

A student or employee may have severe allergic reactions or other medical conditions in response to another individual's service animal that are substantial enough to qualify as a disability. To resolve potential conflicts regarding the animals' presence on campus as efficiently and effectively as possible, individuals should contact the Office of Student Accommodations (for students) or the Office of Human Resources (for employees), as applicable so that appropriate reasonable accommodations can be considered.

Adopted April 12, 2005
Revised May 9, 2005
Revised July 10, 2017
Revised December 12, 2022

Board of Trustees Responsibilities in Fiscal Matters

The Lake Land College Board of Trustees is empowered and authorized by the Illinois Public Community College Act and the Illinois Compiled Statutes, Chapter 110, Act 805, with related acts as amended, to:

1. Accept gifts, grants, bequests, and devise, absolutely or in trust, for such purposes as may be appropriate or proper for effectuating the programs and objectives of the College.
2. Elect a Treasurer.
3. Establish bank accounts in the name of the College for depositing and investing monies.
4. Affix tuition and fees which are charged to students, ensuring that the amount does not exceed one-third of the per capita cost.¹
5. Certify all bills and accounts, including salaries and wages, at the College.
6. Certify the warrants for the payment of the bills of the College.
7. Authorize the establishment of working cash funds.
8. Provide for the annual audit of all accounts of the College.
9. Approve an annual budget for submission to the Illinois Community College Board.
10. Acquire by deed, gift, devise, bequest, or lease personal property suitable for carrying out the programs and purposes of the College.

11. Vest in itself the title to all property acquired.
12. Provide for the care, custody, control, and management of the lands, grounds, buildings, facilities, and equipment of the College.
13. Enter into contracts of agreement necessary for the effective operation of the College and in accord with the College's compliance plan and implementation procedures for increasing use of firms owned by minorities, females and persons with disabilities per the Business Enterprise for Minorities, Females and Persons with Disabilities Act, 30 ILCS 575/1.
 - A. Contracts or agreements with the federal or state governments for student financial aid programs and other vocational, technical, and baccalaureate oriented programs.
 - B. Contracts with not-for-profit corporations which are organized for educational purposes and contracts or reaches agreement with persons, organizations, associations, educational institutions, or government agencies for providing or securing educational services.
 - C. Contracts for the purchase or lease of equipment or buildings, insurance, and other needed assets to carry out the mission of the College.
14. Approve the annual Resource Allocation Management Plan (RAMP).
15. Invest or cause to be invested any surplus funds.
16. Sell or cause to be sold at private or public sale any personal or real property of the College.
17. Ensure the proper maintenance of records to substantiate all claims for State apportionment for a period of three (3) years.

18. Cause a financial statement to be published annually in a newspaper of general circulation.
19. Fix the salary of the President in accordance with the Illinois Public Community College Act.
20. Borrow money and issue or cause to be issued bonds for the purpose and in the manner provided by statute.
21. Procure or cause to be procured fire and extended coverage and liability insurance for the protection of the campus, College personnel, and students.
22. Approve all capital projects for the institution.

¹ 110 ILCS 805/6-4 Illinois Public Community College Act

Adopted November 9, 1998
Revised April 12, 2004
Revised May 9, 2016
Revised December 12, 2016

Fiscal Year

The fiscal year, for purposes of the College operating budget, shall begin on July 1 and end on June 30 of the following year.

State Grants to Community Colleges

Lake Land College has been officially recognized by the Illinois Community College Board (ICCB) as a Class I community college and shall receive eligible grants awarded on an annual basis. Except for equalization grants and grants for special initiatives, all state grants shall be based on funded semester credit hours. Such students shall have been residents of Illinois and shall have been enrolled in courses that are part of instructional program categories approved by the State Board and that are applicable toward an Associate Degree or Certificate. Courses are not eligible for reimbursement where the College receives federal or state financing or both, except as financing through the Illinois Board of Higher Education (IBHE), for fifty percent (50%) or more of the program costs, with the exception of courses offered by contract with the Department of Corrections in correctional institutions. On an annual basis, the ICCB and the IBHE shall set the rates for funded semester credit hours for instructional categories: baccalaureate/general academic, business occupational, technical occupational, health occupational, remedial/developmental, adult basic education/adult secondary education, and general studies.

Grants for equalization shall be distributed to the College based upon the formula established by State statute. The purpose of the grant is to offset the financial impact of increasing full-time equivalency enrollment compared to proportionate equalized assessed valuation (EAV) decline.¹

As a recognized community college, the College will also be eligible to receive restricted grants which may be established from time to time by the ICCB or state statute.

It will be the responsibility of the ICCB to distribute such other special grants as may be authorized or appropriated by the General Assembly to the College.

In order to be eligible for state grants, the College must submit a report of its enrollment to the ICCB not later than thirty (30) days following the end of each semester in a format prescribed by the ICCB. These semester credit hours or equivalent shall be certified by the College on forms provided by the ICCB. The College's certified credit hours or equivalent shall be subject to audits by the ICCB. For purposes of the state grant, a resident student means a student in the college district who maintains residency in that district or meets other residency definitions established by the State Board and who was enrolled either in one of the approved instructional program categories or in another community college district to which the College is paying tuition. Also, for purposes of receiving grants, a full-time equivalent student is equal to thirty (30) semester hours.

¹ 110 ILCS 805/2-16.02, Illinois Public Community College Act

Federal Grants

It is the responsibility of the Vice President for Business Services' office to assist in the financial aspects of federal grant administration. On the other hand, however, it is the charge of the grant administrator to furnish all necessary financial information to the Accounting office on a timely basis. Line items in federal grants must not be overspent. All purchase requests, purchase orders, and invoices must be coded with the grant budget number. Grant administrators will be furnished with up-to-date budget information. Financial reporting for federal grants is a cooperative venture between the grant administrators and the Accounting office.

Sub-recipient Monitoring

All sub-recipients of government funding as defined by the federal government will be issued a contract with the College that documents the CFDA (Catalog of Federal Domestic Assistance) title and number, award name, name of the government agency and the audit requirements of the award. The contract will also outline responsibilities for activities, expenditures, reporting and records retention requirements. The sub-recipient will agree to provide all relevant grant documents as requested by the College throughout the grant period and close-out period. The sub-recipient will agree to participate in monitoring visits as required by the College or the government agency.

Adoption of Annual Budget

At a regular or special Board meeting, the Board will review the proposed detailed budget documents prepared by the President and establish a date for holding a public hearing on the tentative budget. At this same meeting, the Board will authorize the publication of Notice of Budget Hearing on the tentative budget. After conducting the hearing and before October 1 of each year, the Board will adopt the official budget and direct the Secretary to certify the same to the Illinois Community College Board and the County Clerks.

At least thirty (30) days before the public hearing, the College will place a notice in at least one newspaper published in the district announcing the hearing and informing the public that the tentative budget is available for public inspection. The Secretary shall make the tentative budget available for inspection in the Board Room during normal working hours. The budget shall contain a statement of the cash on-hand at the beginning of the fiscal year, an estimate of the cash to be received during the fiscal year from all sources, an estimate of the expenditures contemplated for the fiscal year, and a statement of the estimated cash expected to be on-hand at the end of the fiscal year. The estimate of taxes to be received may be based upon the amount of actual cash receipts that may reasonably be expected by the district during the fiscal year, estimated from the experience of the College in prior years and with due regard for other circumstances that may substantially affect such receipts.

The Board may from time to time make transfers between the various items of any fund not exceeding in the aggregate ten percent (10%) of the total of such funds listed in the budget. Also, the Board may from time to time amend the budget by the same procedures provided for the original adoption.¹

Fund budgets to be adopted according to the above schedule include:

1. Education Fund.
2. Operation and Maintenance Fund.
3. Operation and Maintenance Fund (Restricted).
4. Bond and Interest Fund.
5. Auxiliary Enterprise Fund.
6. Restricted Purposes Fund.
7. Working Cash Fund.
8. Trust and Agency Fund.
9. Audit Fund.
10. Liability, Protection, and Settlement Fund.

¹ 110 ILCS 805/3-20.1, Illinois Public Community College Act

Administration of Budget

On an annual basis, the Board of Trustees shall adopt a budget in accordance with the Illinois Revised Statutes. The budget will be prepared by the President after consultation with the President's Cabinet members, who will have received requests from the various cost centers.

The total budget for any fund supported by property taxes cannot be amended by an amount greater than ten percent (10%) without proceeding through a new adoption procedure. The President is authorized to implement procedures for budget transfers within any given fund. The Board of Trustees shall be informed of all inter-fund transfers on a monthly basis through the regular financial reports. An increase to the total amount of an adopted budget shall require the approval of the Board of Trustees. Transfers between the various items in any fund supported by property taxes may not exceed in the aggregate ten percent (10%) of the total of such funds as set forth in the budget.¹ Accordingly, Lake Land College classifies budget items as salaries, employee benefits, contractual services, commodities (general materials and supplies), travel, fixed charges, capital outlay, and other expenses. Thus, the ten percent (10%) rule would provide for transfers between any of these major categories. Budget transfers within any of these categories are not considered under the ten percent (10%) limitation. Further, contingency accounts would not be subject to the ten percent (10%) rule since these are non-allocated funds.

¹ 110 ILCS 103-20.1, Illinois Public Community College Act

Resource Allocation Management Plan

On an annual basis, the Board of Trustees approves State-funded capital building requests contained within the Resource Allocation Management Plan. This document specifically delineates the capital building needs of the institution for inclusion in the capital building budget requests of the Illinois Community College Board to the Illinois Board of Higher Education. If the state of Illinois makes funds available, the College shall be entitled to file a claim with the Illinois Community College Board in a sum not exceeding seventy-five percent (75%) of the costs of approved projects.¹

¹ 110 ILCS 805/5-8 Illinois Public Community College Act

Protection/Health/Safety Tax Levy/Bonds

Tax Levy

The College Board of Trustees may provide for alterations or repairs which it deems necessary for health, safety, environmental protection, handicapped accessibility, or energy conservation purposes through the issuance of a levy upon the equalized assessed value of all the taxable property of the district at a rate not to exceed .05% per year for a period sufficient to finance such alterations and repairs upon the following conditions:

1. When in the judgment of the Board of Trustees, there are not sufficient funds available in the operations and maintenance funds of the district to permanently pay for such alterations or repairs so ordered or determined as necessary.
2. When a certified estimate of a licensed architect or engineer stating the estimated amount of not less than \$25,000 that is necessary to make the alterations or repairs so ordered or determined as necessary has been secured by the community college district and the project and estimated amounts have been approved by the President and CEO of the Illinois Community College Board.

The filing of a certified copy of the resolution or ordinance levying the tax, when accompanied by the certificate of approval of the President and CEO of the Illinois Community College Board, shall be the authority of the County Clerk or Clerks to extend such tax; provided, however, that in no event shall the extension for the current and preceding years, if any, under this section of law be greater than the amount so approved and interest on bonds issued pursuant to this section of law, and in the event such current extension and preceding extension exceeded such approval in interest, which shall be reduced proportionately.

Bonds

The College Board of Trustees is also authorized under this section of law to levy or, in the alternative by proper resolution or ordinance, borrow money for such specifically identified purposes not in the excess of four million five hundred thousand dollars (\$4,500,000) in the aggregate at any one time when, in the judgment of the College Board of Trustees, there are not sufficient funds available in the operations and maintenance funds of the district to permanently pay for such alterations or repairs so ordered or determined as necessary and a certified estimate of a licensed architect or engineer stating the estimated amount of not less than twenty-five thousand dollars (\$25,000) has been secured by the Board of Trustees and the project and the estimated amount have been approved by the Illinois Community College Board, and as evidence of such indebtedness may issue bonds without referendum.

In order to authorize and issue such bonds, the Board of Trustees shall adopt a resolution fixing the amount of bonds, the date thereof, the maturities thereof and rates of interest thereof, and the Board, by such resolution, shall provide for the levy and the collection of a direct annual tax upon the taxable property of the district sufficient to pay the principal and interest on such bonds to maturity.¹

¹ 110 ILCS 805/3-20.3.01

Certificate of Tax Levy

The Board shall ascertain, as near as practicable annually, how much money must be raised by taxation for educational purposes, for operation and maintenance purposes, for Tort liability insurance purposes, for financial audit purposes, for foundation tax for education purposes, for Social Security and Medicare insurance, and for protection, health and safety purposes for the next ensuing year. Such amounts shall be certified and returned to the County Clerks on or before the last Tuesday in December annually. The certificate shall be signed by the Chairman and the Secretary of the Board of Trustees on the form prescribed by law.¹ The Certificate of Tax Levy also will be filed with the Illinois Community College Board by January 31 of each year.

¹ 110 ILCS 805/3-20.5 Illinois Community College Act

Minimum Annual Tax

In addition to other tax levies authorized by law, the Board of Trustees may levy an additional tax upon the taxable property of the district in any year in which the Illinois Community College Board issues a Certificate of Eligibility to do so. The additional tax, or minimum tax, may be used to increase the total taxing authority of the district to the most recently reported statewide average actual levy rate in cents per \$100 of equalized assessed valuation (EAV) for educational and operation and maintenance purposes, as certified by the Illinois Community College Board. The Illinois Community College Board shall notify the Board of Trustees of its eligibility to levy additional taxes as authorized in this section of law and the amount of such levy by November 1 of each year.

The Board of Trustees, then, if it so wishes, may adopt a resolution annually pursuant to the provisions of the Open Meetings Act which expresses the College's intent to levy such a tax, or a portion thereof. When this resolution is accompanied by the Illinois Community College Board Certificate of Eligibility, it shall provide the authority for the County Clerk or Clerks to extend such a tax. Within ten (10) days after adoption of the resolution, the College must publish the resolution in at least one or more newspapers published in the district. The publication of the resolution shall include a notice of (1) the specific number of voters required to sign a petition requesting that the proposition of the adoption of the resolution be submitted to the voters of the district; (2) the time in which the petition must be filed; and (3) the date of the prospective referendum. The Secretary of the Board of Trustees shall provide or cause to be provided a petition form to any individual requesting one.

If, within thirty (30) days of the annual adoption of such additional levy, a petition or petitions filed with the Secretary of the Board, signed by not less than ten percent (10%) of the registered voters of the district, requesting that a proposition to levy such additional taxes as authorized by the law be submitted to the voters of the district, then the College shall not be authorized to levy such additional taxes as permitted by law until the proposition has been submitted to and approved by a majority of the voters voting on the proposition at a regularly scheduled election in a manner provided in the general election law. If no such petition with the requisite number of signatures and which is otherwise valid is filed within such thirty-(30-) day period, then the College shall be authorized to levy such additional taxes as provided for the purposes expressed in the law.¹

¹ 110 ILCS 805/3-14.3

Bonds and Indebtedness

The Board of Trustees is authorized to borrow money and issue, or cause to be issued, bonds for the purpose and in the manner provided in State Statute.¹

Examples of such bonds would include working cash bonds to create, maintain, or increase a working cash fund; bonds for the purpose of constructing or equipping buildings or for purchasing sites; bonds for the purpose of paying orders for the wages of teachers and claims; and for other lawful purposes.²

¹ 110 ILCS 805/3-33 through 3-33.7 Illinois Public Community College Act

² 110 ILCS 805/3A-1 through 3A-29 Illinois Public Community College Act

Annual Financial Audit

An annual audit of all the financial accounts of the College shall be made as of the end of each fiscal year by an accountant licensed to practice public accounting in Illinois and approved by the Board of Trustees. The audit examination shall be in accordance with generally accepted auditing standards and regulations prescribed by the Illinois Community College Board. The examination and report shall include a verification of student enrollments and any other bases upon which claims are filed with the Illinois Community College Board. The audit report also shall include a statement of the scope and findings of the audit and a professional opinion signed by the auditor. If a professional opinion is denied by the auditor, reasons shall be set forth for that denial. The Board of Trustees shall not limit the scope of the examination to the extent that the effect of such limitation will result in the qualification of the auditor's professional opinion. The procedures for payment of the expense of the audit shall be in accordance with Section 9 of the Government Account Audit Act (Board Policy 02.14). When the audit is completed, the licensed public accountant making such audit shall make and sign at least three (3) copies of the report and immediately file them with the College. Copies of the audit report shall also be filed with the Illinois Community College Board in accordance with regulations prescribed by the Illinois Community College Board. The Illinois Community College Board shall in turn file one copy of the audit report with the Auditor General and one copy with the Illinois Board of Higher Education.¹ A copy shall also be filed with each county clerk in the district, the Federal Audit Clearing House, and other regulatory agencies requesting copies.²

Please see Board Policy 02.14 regarding selection of auditors.

¹ 110 ILCS 805/3-22.1

² 50 ILCS 310/5-9

Internal Business Practices

The College will follow all accounting systems mandated by the *Fiscal Management Manual* for Illinois Community Colleges and will comply with requirements for record keeping as prescribed by federal agencies. Additionally, the College will follow generally acceptable accounting principles and procedures.

There shall be a division of work responsibility between persons receiving funds and persons disbursing funds to ensure the fiscal integrity of the business services operations.

Changes and modifications of the accounting system recommended in the annual audit (including the Management Letter) will be given consideration by the Board of Trustees.

Financial Statement

On an annual basis, the College will publish a financial statement in accordance with the rules and regulations issued by the Illinois Community College Board. Such statement shall be published at least once in a newspaper of general circulation in the community college district.¹

¹ 110 ILCS 805/3-22.2

Banking, Investments, and Checking

Introduction

It is the policy of the Board of Trustees of Community College District No. 517, Lake Land College, to prudently invest all College funds not required for immediate use in accordance with the “Illinois Public Community College Act”,¹ the “Public Funds Investment Act,” and the *Fiscal Management Manual* promulgated by the Illinois Community College Board.

The Board of Trustees shall annually, by resolution, authorize the College Treasurer to invest College funds not required for immediate operational needs. The Board shall receive a quarterly report of all College investments.

The investment of College funds shall include current operating funds, special funds, interest and sinking funds (except bond escrow funds dedicated to retirement of outstanding bonded indebtedness), and any other funds belonging to or in the custody of Lake Land College, including all restricted and non-restricted funds.

The investment of College funds shall be in accordance with the following guidelines or principles:

1. Except as otherwise provided, all investments of College funds will be placed with or through financial institutions authorized to conduct business in Illinois and located within the legally constituted boundaries of Community College District No. 517.
2. When it is deemed to be in the best interest of the College and alternative sources of investment within the District are not available at comparable yields or rates of interest, the College Treasurer may

be authorized to invest College funds in or through financial institutions located outside the District and/or in the Illinois Funds. The College Treasurer shall report to the Board of Trustees at the next regularly scheduled meeting any such investment of College funds placed in an out-of-district financial institution and the specific reasons or justifications therefor.

3. All in-district commercial banks and savings and loans authorized to conduct business in Illinois may be designated as depositories for purposes of this policy.
4. The College Treasurer may solicit competitive bid quotations from financial institutions located within the district. Such quotations may be received by telephone, subject to written confirmation prior to any placement of funds, or by sealed bid quotations following a solicited or advertised request for proposals. All quotations received shall include the applicable investment yield or annual equivalent interest rate for the term of investment specified by the College Treasurer.
5. Funds shall be invested by the College Treasurer based upon the most favorable quoted rate of return or investment yield for each term specified, unless otherwise authorized and approved by the Board of Trustees.

Procedures for Investment of Funds

1. Scope.

This investment procedure applies to all funds of Community College District No. 517. These funds are accounted for in the College's annual financial report and include all current funds and any other funds that may be created from time to time. All transactions involving the funds and related activity of any funds shall be administered in accordance with the provisions of this procedure and the canons of the "prudent investor rule."²

2. Objectives.

- A. Safety of Principal – Investments shall be undertaken in a manner that seeks to ensure the preservation of principal in the overall portfolio. To attain this objective, only appropriate investment instruments will be purchased, and insurance or collateral may be required to ensure the return of principal.
- B. Liquidity – The College's investment portfolio shall be structured in such manner as to provide sufficient liquidity to pay obligations as they come due.
- C. Return on Investments – The investment portfolio shall be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the risk constraints, the cash flow characteristics of the portfolio, and legal restrictions for return on investments.
- D. Maintaining the Public's Trust – The College Treasurer shall act responsibly as custodian of the public trust and shall avoid any transaction that might impair public confidence in Lake Land College, the Board of Trustees, or the College Treasurer.

3. Investment Instruments.

The College may invest in any type of security allowed by the Public Funds Investment Act of the State of Illinois as may be amended from time to time. These investments may include but are not limited to the following:

- A. Bonds, notes, certificates of indebtedness, treasury bills, or other securities now or hereafter issued by the United States of America, its agencies and allowable instruments;
- B. Interest-bearing savings accounts, interest-bearing certificates of deposit, or interest-bearing time deposits, or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act;

- C. Certificates of deposit with federally insured institutions that are 100% collateralized or insured in excess of the \$250,000 provided by the Federal Deposit Insurance Corporation coverage limit;
- D. Collateralized repurchase agreements which conform to the requirements stated in the Public Funds Investment Act;
- E. Commercial paper meeting the following requirements:
 - (1) The corporation must be organized in the United States.
 - (2) The corporation's assets must exceed \$500,000,000.
 - (3) The obligations at the time of purchase must be rated within the three highest classifications by at least two of the four standard rating services.
 - (4) The obligations cannot have a maturity longer than 3 years.
 - (5) Not more than 33% of the total investment fund can be invested in commercial paper at any time.
 - (6) The total investment in any one corporation cannot exceed 10% of the corporation's outstanding obligations.
 - (7) The total investment in any one corporation cannot exceed more than 10% of the total portfolio value or more than \$20 million, the lesser of the two.
- F. The Illinois Public Treasurer's Investment Pool;
- G. Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraph "A" of this subsection and to agreements to repurchase such obligations;

H. In addition to all other investments authorized under this section, a community college district may invest public funds in any mutual funds that invest primarily in corporate investment grade or global government short-term bonds. Purchases of mutual funds that invest primarily in global government short-term bonds shall be limited to funds with assets of at least \$100 million and that are rated at the time of purchase as one of the ten highest classifications established by a recognized rating service. Fund assets may hold an allocation of not more than 25% in foreign government bonds. In addition, the College has established the following criteria for any mutual fund investments:

- (1) Performance Measurement (Absolute Returns) – To help ensure that the College has investments that have above-average performance versus their peer group, the investment manager analyzes the overall performance of the investment choices for the most recent 3-, 5- and 10-year periods and compares them to returns of a similar group of investments.
- (2) Performance Measurement (Risk-Adjusted Returns) – To help ensure that the College has investments that provide appropriate returns for the amount of risk associated with the investment choice, the investment manager analyzes the overall performance of the investment choices for the most recent 3-, 5- and 10-year Sharpe ratio versus their respective peer groups. The higher the Sharpe Ratio, the better the investment's historical risk-adjusted performance.
- (3) Style Consistency, Investment Process and Portfolio Composition – To help ensure that the College has investments that maintain its principal investment strategy as represented by an index relevant to the investment, the investment manager analyzes the portfolio as compared to a performance variation

(measured in percentage terms). The investment manager also monitors the investments to ensure that the investment process has not changed to ensure consistency and repeatable results.

- (4) **Management Tenure and Organization** – To help ensure continued effective leadership and direction of the investment, the investment manager monitors any changes in portfolio management and also any changes to the structure of the ownership of the investment. Should any changes occur, the investment manager will then determine the overall impact of the change and decide what further action should take place.
- (5) **Fees and Expenses** – To ensure that the College is paying reasonable fees and expenses, the investment manager monitors each investment choice's expense ratio and determines whether it is competitive, given the investment choice's investment style, asset class and role in the portfolio.

- I. Investment products that are considered as derivatives are especially excluded from approved investments.

Investments may be made only in those savings banks or savings and loan associations in which the shares, or investment certificates, are insured by the Federal Deposit Insurance Corporation (FDIC).

4. Diversification.

It is the policy of Lake Land College to diversify its investment portfolio. Investments shall be diversified to eliminate the risk of loss resulting in over-concentration in a specific maturity, issuer, or class of securities. Diversification strategies shall be determined and revised periodically by the College Treasurer. The diversification shall be as follows:

- A. Up to 100% of Sections 3.A. and 3.G. under “Procedures for Investment of Funds” but not less than 10%. For purposes of diversification, mutual funds investing primarily in these investments will also count towards the investment guidelines.
 - B. Up to 90% of Sections 3.B., 3.C., and 3.H. under “Procedures for Investment of Funds.”
 - C. Up to 33% of Sections 3.D., 3.E. and 3.F. under “Procedures for Investment of Funds.”
5. Collateralization.
- A. It is the policy of Lake Land College to require that investments in excess of FDIC insurable limits be secured 100% by collateral or private insurance to protect public funds in a financial institution if it were to default.
 - B. Eligible collateral instruments are any investment instruments acceptable under ILCS 235. The collateral must be placed in safekeeping at or before the time the College buys the investments so that it is evident that the purchase of the investment is predicated on the securing of collateral.
 - C. Safekeeping of Collateral:
 - (1) Third-party safekeeping is required for all collateral. To accomplish this, the securities can be held at the following locations:
 - a. A Federal Reserve Bank or its branch office.
 - b. Another custodial facility in a trust or safekeeping department through book-entry at the Federal Reserve.
 - c. By an escrow agent of the pledging institution.

d. By the trust department of the issuing bank.

- (2) Safekeeping will be documented to Lake Land College in an approved written agreement that complies with FDIC regulations. This may be in the form of a safekeeping agreement.
- (3) Substitution or exchange of securities held in safekeeping for the College can be approved exclusively by the College Treasurer provided the market value of the replacement securities is equal to or greater than the market value of the securities being replaced.

6. Safekeeping of Securities.

A. Third-party safekeeping is required for all securities and commercial paper. To accomplish this, the securities can be held at the following locations:

- (1) A Federal Reserve Bank or its branch office.
- (2) Another custodial facility – generally in a trust or safekeeping department through book-entry at the Federal Reserve unless physical securities are involved.
- (3) In an insured account at a primary reporting dealer.
- (4) In an account in the College's name at an established broker-dealer who is a member of a recognized U. S. Securities and Exchange Commission self-regulatory organization, such as the New York Stock Exchange, National Association of Securities Dealers, or the Municipal Securities Rule-Making Board.

B. Safekeeping will be documented by a Board of Trustees approved written agreement. This may be in the form of a safekeeping agreement, trust agreement, escrow agreement or custody agreement.

- C. Original certificates of deposit will be held by the originating bank. A safekeeping receipt will be acceptable documentation.

7. Qualified Financial Institutions and Intermediaries.

A. Depositories – Demand.

- (1) Any in-district financial institution selected by the College shall provide normal banking services, including but not limited to: checking accounts, wire transfers, and safekeeping services.
- (2) The College will not maintain funds in any in-district financial institution that is not a member of the FDIC system or as provided by the Public Investment Act. In addition, the College will not maintain funds in any institution not willing nor capable of posting required collateral for funds or purchasing private insurance in excess of FDIC insurable limits.
- (3) To qualify as a depository, an in-district financial institution must furnish the College Treasurer with copies of the latest two statements of condition which it is required to furnish to the Comptroller of the Currency as the case may be. While acting as a depository, an in-district financial institution must continue to furnish such statements to the College Treasurer within 45 days of the end of each quarter.
- (4) Fees for banking services shall be mutually agreed to by an authorized representative of the depository bank and the College Treasurer on an annual basis. Fees for services shall be substantiated by a monthly account analysis.
- (5) All financial institutions acting as a depository for the College must enter into a “Depository Agreement.”

B. Banks and Savings and Loans – Certificates of Deposit.

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

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

C. Intermediaries.

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

- (1) Shall provide wire transfer and deposit safekeeping services.
- (2) Shall be a member of a recognized U. S. Securities and Exchange Commission Self-Regulatory Organization such as the New York Stock Exchange, National Association of Securities Dealers, or the Municipal Securities Rule Making Board.
- (3) Shall provide an annual audit upon request.
- (4) Shall have an office of Supervisory Jurisdiction with the State of Illinois and be licensed to conduct business in this state.

- (5) Shall be familiar with the Board of Trustees' policy and accept financial responsibility for any investment not appropriate according to the policy.

8. Management Program.

- A. The College Treasurer is authorized to purchase and sell investments, authorize wire transfers, authorize the release of pledged collateral, and execute any documents required under this procedure. These documents include:
 - (1) Wire Transfer Agreement.
 - (2) Depository Agreement.
 - (3) Safekeeping Agreement.
 - (4) Custody Agreement.
- B. Management responsibility for the investment program is hereby delegated to the College Treasurer, who shall establish a system of internal controls and written operational procedures designed to prevent losses of funds that might arise from fraud, employee error, misrepresentation by third parties, or imprudent actions of employees of the entity. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions, check signing, check reconciliation, deposits, bond payments, report preparation, and wire transfers. No person may engage in any investment transaction except as provided for under the terms of this policy. The College Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinates.
- C. The wording of agreements necessary to fulfill the investment policy is the responsibility of the College Treasurer, who shall periodically review these agreements for their consistency with

College policy and State law, and who shall be assisted in this function by the College legal counsel and auditors. These agreements include but are not limited to:

- (1) Wire Transfer Agreement.
- (2) Depository Agreement.
- (3) Safekeeping Agreement.
- (4) Custody Agreement.

D. The College Treasurer may use financial intermediaries, brokers, and/or in-district financial institutions to solicit bids for securities and certificates of deposit.

9. Performance.

The College Treasurer will seek to earn a rate of return appropriate for the type of investments being managed given the portfolio objectives defined in "Procedures for Investment of Funds," Section 2, of this document for all funds. In general, the College Treasurer will strive to earn an average rate of return equal to or greater than the U. S. Treasury Bill rate for a given period of time for the College's average weighted maturity.

10. Ethics and Conflicts of Interest.

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

11. Indemnification.

Investment officers and employees of Lake Land College acting in accordance with this investment policy and written operational

procedures as have been or may be established and exercising due diligence shall be relieved of personal liability for an individual security's credit risk or market changes.

12. Reporting.

The College Treasurer shall submit to the Board of Trustees and the College President a quarterly investment report, which shall include information regarding securities in the portfolio by class or type, book value, income earned, and market values as of the report date. Generally accepted accounting principles shall be used for valuation purposes. The report shall indicate any areas of policy concern and planned revision of investment strategies.

13. Amendment.

This procedure shall be reviewed from time to time by the College Treasurer with regard to the procedure's effectiveness in meeting the College's need for safety, liquidity, rate of return, diversification, and general performance. Any substantive changes will be reported to the Board of Trustees.

Checking Account Depository

The Treasurer of Community College District No. 517, Lake Land College, shall see that College monies needed to meet current demands are under "Procedures for Investment of Funds," Section 7.A., of this policy.

Internally, all funds from clubs, organizations, divisions or departments, farm accounts, fund-raising activities, or all other funds raised in the name of the College must be deposited with the College through the Business Office. Such monies shall be deposited in the College's Trust and Agency Fund and placed by the College into the authorized depository. Expenditures of such funds shall be initiated through a properly executed purchase order presented to the Business Office by the appropriate club, organization, etc.

¹ ILCS 805/3-47 Illinois Public Community College Act

² 760 ILCS 5/5 Illinois Public Community College Act

Adopted November 9, 1999

Revised December 13, 1999

Revised July 11, 2011

Revised December 12, 2011

Revised December 10, 2012

Revised June 9, 2014

Revised November 12, 2018

Accounts Payable

Checks, credit cards, or electronic transfers of funds to vendors for expenditures will be processed on a timely basis. All inquiries by vendors with respect to accounts payable are to be directed to the Accounting office. Cost center supervisors cannot make commitments regarding payments for the College. Checks, credit card payments, or electronic transfers of funds to vendors will be processed from invoices only. An approved purchase order must be in the business office before a check or an electronic transfer of funds will be issued to a vendor. It is the responsibility of the cost center supervisor to use their credit card whenever feasible or to initiate purchase orders before ordering from a vendor. In the case of capital expenditures, a purchase order is recommended and must have prior approval of the Accounting office. The College is not obligated for purchases made outside this policy.

Working Cash Fund

The Board may by resolution establish a working cash fund which shall be maintained and administered for the purpose of enabling the College to have at all times sufficient money to meet demands for ordinary and necessary expenditures.

In order to create the fund or to increase the fund, the Board may incur an indebtedness for working cash purposes based on the lesser of the following: a.) 75% of the taxes permitted to be levied for educational purposes and for operation and maintenance of facilities purposes for the then current year to be determined by multiplying the aggregate of the authorized maximum education tax rate and the maximum operation and maintenance tax rate applicable to the district by the last assessed valuation as determined at the time of the issue of the bonds plus 75% of the last known entitlement of such districts to the taxes as by law enacted or amended to replace revenue lost by units of local government as a result of the abolition of the *ad volarem* personal property taxes less the amount of working cash bonds outstanding, or b.) 90% of the taxes permitted to be levied for educational purposes and for operation and maintenance of facilities purposes for the then current year to be determined by multiplying the aggregate of the authorized maximum education tax rate and the maximum operation and maintenance tax rate applicable to the district by the last assessed valuation as determined at the time of the issue of the bonds plus 90% of the last known entitlement of such districts to the taxes as by law enacted or amended to replace revenue lost by units of local government as a result of the abolition of the *ad volarem* personal property taxes plus the amount of monies to be received by the College in the current year for educational or operations and maintenance purposes from the State or Federal government less the amount presently to the credit of the working cash fund. Known as working cash bonds, they may be issued without submitting the question of issuance to the voters of the Lake Land College district for approval. Before issuing the bonds, however, the Board shall hold a public hearing and at a subsequent meeting adopt a resolution designating the purpose and fixing the amount of the bonds proposed to be issued, the maturity, the rate of interest, and the amount of taxes to be levied annually for the purpose of paying the principal and interest. The bonds shall be issued in the corporate name of Lake Land College and will be signed by the Chairperson, Treasurer and Secretary of the Lake Land College Board of Trustees.

All bond proceeds received from the sale of working cash bonds, when received by the Lake Land College Treasurer, shall be set apart in a fund specified for working cash purposes. The monies in the fund account shall not be appropriated by the Board in the annual budget.

Monies may be transferred from the working cash fund to the educational fund, operation and maintenance fund, and the operation and maintenance restricted fund of the College upon the authority of the Board of Trustees, which shall be a resolution directing the Treasurer to make such transfers. All use of working cash funds must comply with Public Act 103-0278.

Monies earned as interest from the investment of the working cash fund or any portion thereof may be transferred from the working cash fund to the educational fund or operations and maintenance fund of the College without any requirement of repayment to the working cash fund when authorized by a separate resolution of the Board of Trustees.

Adopted November 9, 1998
Revised April 12, 2004
Revised April 14, 2014
Revised October 9, 2023

Inter-Fund Loans

On an annual basis, the Board of Trustees may authorize the Treasurer by resolution to make inter-fund loans from any fund to any other fund maintained by the Board and to make necessary transfers therefore, but each such loan must be repaid and re-transferred to the proper fund at the close of the fiscal year.¹

¹ 110 ILCS 805/3-34

Payment of Bills

1. Request for Payment

All expenditures of the College must be fully supported by appropriate documents and must be paid with a credit card or secured with a purchase order. The supportive documents should explain the item for which the payment is requested. Except for those instances where the authority for limited purchases has been previously designated by the Board of Trustees, the responsibility and authority for procurement is vested in the Accounting office. No person may make a purchase or a commitment for services involving the use of College funds unless they are authorized to do so and then only through established College procedures. Any individual making such a purchase without using a College credit card or a Purchase Order will be held personally liable prior to such validation.

2. Payment of Claims Against Lake Land College

All payments must be fully supported by appropriate documents, which include but are not limited to receiving tickets, delivery receipts, invoices, and purchase orders indicating the budget account to be charged. No payment may be made unless it is properly approved by the cost center supervisor, executed by the Accounting office and submitted to the Board of Trustees for approval. Exceptions listed below may be paid prior to Board action:

- A. Payroll for Board-approved employee agreements and contracts, disbursements of state and federal financial aid, and disbursements from funds held for others.

- B. Utility bills for energy, telephone, water and sewer.
- C. Employee travel expenses and advances.
- D. Refunds to students.
- E. Claims where early payment discounts are advantageous to the College.
- F. Contracted insurance payments.
- G. Library subscriptions for materials as needed.
- H. Payments covered by previous Board-approved contracts and leases.
- I. Temporary help under contracted service arrangements/consultants.
- J. Subscription renewals.

All items listed above must be presented to the Board in the month-end financial report, with the exception of item "A."

Agreements Which Obligate the Institution

Except as stated in Board Policy, staff members of the College are not authorized to sign contracts in the name of the College or to make agreements which obligate the institution without prior approval by the appropriate Vice President. Contracts or agreements with a value of \$10,000 or more must be signed by the Vice President for Business Services or President. This includes making agreements with private organizations or profit-making and nonprofit-making organizations.

Adopted November 9, 1998
Revised June 14, 2004
Revised January 8, 2018

Purchasing, Bidding, and Prevailing Wages for Fixed Works

The Board of Trustees, with a view toward maintaining integrity in purchases, meeting the needs of the College, providing safeguards to the tax dollars, and abiding by all requirements of the Illinois Prevailing Wage Act, does hereby establish the following policies:

1. Purchasing

Requests for purchases, with the exception of equipment purchases, shall be initiated and approved by cost center supervisors via College credit card or Purchase Order. Requests for purchases of equipment must be initiated and approved by cost center supervisors via an approved Purchase Order. College credit cards may be used for equipment purchases if approved by the President or respective Vice President in advance.

All Purchase Orders go to the Accounting office for final approval and distribution to the supplier/vendor. Purchases shall be made with the intent to procure all equipment, supplies and services using competitive practices that ensure that the College is receiving maximum value for the money expended. All departments are encouraged to standardize supplies and equipment and, where practicable, to consolidate receiving items for single purchase. Joint purchasing with the State of Illinois is encouraged.

The College will only assume obligations issued on duly authorized Purchase Orders or College credit cards. The Purchase Order and College credit card are the College's formal methods to buy goods and services and, upon acceptance by the vendor, become a legal and binding contract obligating the College and the vendor. Purchases made by Lake Land College personnel without an approved Purchase Order or College credit card are not valid claims against the District until validated by a confirming Purchase Order or College credit card and properly approved invoice. Any individual making such a purchase without a Purchase Order or College credit card will be held personally liable prior to such validation.

Due to both time and geographic constraints, College personnel can be reimbursed for limited purchases of commodities after proper submission of adequate documentation for such expenditures and after proper approval by their supervisor. Requests for authority to make these limited purchases must be made on an annual basis to the Comptroller, approved by the Vice President for Business Services, and reported to the Board of Trustees.

Whenever a purchase exceeds departmental budgetary allocations, a Budget Transfer Request approved by the appropriate cost center supervisor must be submitted to the Comptroller's office. The Comptroller will review the transfer before final approval and forward the transfer to the Vice President for Business Services in the event of any problems.

Unless approved in advance by the Board of Trustees, the College will not solicit or accept bids or quotes or otherwise purchase from its full-time employees or members of the Board of Trustees. Employees of Lake Land College shall not accept gratuities from prospective suppliers.

2. Bid Requirements

Formal bids will be required for all items costing in excess of \$25,000 for goods, services and for construction. When a bid is required, the office of the Vice President for Business Services will assist cost center supervisors with documents required for completing the formal bid process, including a sample advertisement of the public notice required to be published in a district newspaper at least ten (10) days before the bid due date. In addition to the public notice, every effort will be made to invite bids from vendors known to provide such goods and services, or from names maintained in the Business office files of vendors requesting personal notification of such requests for bids. If an emergency exists, the bid process may be bypassed, as outlined in this Board Policy.

Each bidder must receive at least three days' notice of the time and place of such bid opening. All competitive bids must be sealed by the bidder and must be opened by a member or employee of the Board at a public bid opening, at which the contents of the bids must be announced. Upon approval by the Board of Trustees, the contract for such goods or services will be awarded to the lowest responsible bidder considering conformity with specifications, terms of delivery, quality and serviceability. The low bid need not be the sole criterion for purchasing; reliability of the supplier and quality and availability of service will also be taken into consideration as well as the College's compliance plan and implementation procedures to adhere to the Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575/1).

In the event of a tie between an in-district vendor and an out-of-district vendor, all other factors remaining equal, the in-district vendor shall be favored with the award. Tie bids between two in-district vendors shall be decided by the Board of Trustees. The Board reserves the right to reject any and all bids. At all times, the Board of Trustees will seek to purchase goods and services in a manner that will be in the best interest of the students attending the College and in the best interest of the taxpayers of the District.

Occasionally, circumstances will exist which necessitate the consideration of a single bid. There may be items that are not compatible with presently owned equipment, or it may be of such technical nature that only one vendor can respond. The Board of Trustees does not favor awarding a bid where there has been only one response, but a cost center should not be denied equipment that is needed to further the functioning of that cost center. Single bid situations will be considered only in those instances when such an award is in the best interest of the College. In such cases, it is the responsibility of the cost center making the request to furnish the Board of Trustees with sufficient justification for consideration of such an award.

Bid bonds will not be required unless specified in the bid specifications. Specifications will contain a statement relative to

payment, which, as a general rule, will be net 90 days. Invoices will be approved at the first Board meeting following the time they are received; thus, payment should be made in 30 to 45 days or less. Where cash discounts are issued, bills are paid immediately in order to take advantage of the discount.

Complaints on College purchases and contract awards shall be made in writing and shall be considered during meetings of the Board of Trustees.

Bidding requirements when using Federal Funds – Uniform Guidance Requirements

Purchases using sponsored funds must be made in accordance with OMB's Uniform Guidance, 2 CFR 200, which requires:

- basis for vendor selection,
- justification for selected or non-competitive purchases, and
- basis for the price of the purchase.

Written documentation is not required for transactions under \$9,999 as long as the transaction is deemed reasonable. Verification of the reasonableness of a price may be accomplished by comparing it to previous purchases, having personal knowledge of the item being purchased, or comparing the price for the item to the price of similar items purchased. To the extent practicable, purchases must be distributed equitably among qualified suppliers with reasonable prices.

For purchases between \$10,000 and \$24,999, departments shall follow the procedures outlined in the Purchases Using Non-sponsored Funds section above. Procedures may include the comparison of submitted price quotations, market prices or similar items, and other considerations that justify the accepted bid. Department bids are subject to review by the Business Services Department.

For purchases in excess of \$25,000, the Department shall follow the procedures outlined in the Purchases Using Non-sponsored Funds section above. Procedures may include the comparison of price quotations submitted, market prices, or similar items, and other considerations that justify the accepted bid.

For purchases in excess of \$250,000, the current Simplified Acquisition Threshold level defined by the OMB Uniform Guidance, 2 CFR 200, the Business Services Department must complete a price analysis and conduct a sealed, public, competitive bidding process with at least two bids obtained and analyzed.

For purchases over \$25,000, any supplier debarred or suspended by the federal government is not permitted to do business with the federal government, under government contracts or subcontracts, and the University may not contract with such suppliers unless an exception is granted in writing by a government contracting officer.

The Business Services Department is responsible for verifying that potential suppliers are not on the government's list of debarred or suspended contractors (<http://sam.gov/>).

3. Fixed Works

In accordance with the Prevailing Wage Act (PWA), the College will determine whether each of its procurements is subject to the PWA. If PWA applies, the College will notify vendors, contractors and subcontractors of their obligation to comply with all requirements of the Act. Notification will include the vendors, contractors or subcontractors obligation to pay laborers, workers and mechanics performing services on public works projects no less than the current prevailing rate of wages (hourly cash wages plus amount for fringe benefits) in the county where the work is performed and in accordance with the prevailing wage rates published on the Illinois Department of Labor's (IDOL) website. Notification will also include the obligation of the vendors, contractors or subcontractors for record-keeping duties. This includes filing certified payroll

documentation, via the Illinois Department of Labor's electronic database, demonstrating compliance with the PWA no later than the 15th day of each calendar month during the construction phase of the project.

Public works means all fixed works constructed or demolished by any public body, or paid for wholly or in part out of public funds. This includes any maintenance, repair, assembly, or disassembly work performed on equipment whether owned, leased or rented. This reference to equipment means fixtures and systems attached to and integrated into a building, such as elevators, HVAC units, mechanical systems, etc.

4. Bid Process Exemptions

Goods and services exempt from the formal bid process include:

- 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 ten percent (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, or telecommunications.
- M. Where funds are expended in an emergency and such emergency expenditure is approved by three-fourths (3/4) of the members of the Board.
- N. Contracts for the purchase of perishable foods and perishable beverages.

Adopted November 9, 1998
Revised July 12, 1999
Revised May 10, 2004
Revised November 14, 2005
Revised July 14, 2014
Revised May 9, 2016
January 8, 2018
Revised June 8, 2020
Revised October 11, 2021
Revised October 10, 2022

Distribution of Federal Funds

In accordance with Executive Order No. 12549 and No. 12689, the College will not award any portion of federal funding received to an entity which is debarred, suspended, excluded, or ineligible for such funding. All vendors and sub-recipients of direct or pass-through funds from government sources must acknowledge and show proof that they are not suspended or debarred from receiving these funds when awards exceed the small purchase threshold. Prior to issuing a sub-contract or payment to such a vendor or sub-recipient, the Accounting Office will check the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs and certify that said vendor or sub-recipient is eligible for participation in federal assistance.

The appropriate Accounting personnel will periodically review sub-recipient status during the term of a contract to ensure continued eligibility for receipt of these funds. In the event a vendor or sub-recipient becomes suspended or debarred during the term of the contract, the College will pursue any and all appropriate actions up to and including repayment of the funds.

If applicable under OMB Circular A-133 or other governmental audit requirements, these same sub-recipients must agree in writing to provide a copy of their audit each year as soon as it becomes available.

Disadvantaged Business Enterprise

The College recognizes the importance of increasing the participation of businesses owned by minorities, females and persons with disabilities¹ in public contracts in an effort to overcome the discrimination and victimization such firms have historically encountered.² It is the College's policy to promote the economic development of businesses owned by minorities, females and persons with disabilities by setting aspirational goals to award contracts to businesses owned by minorities, females, and persons with disabilities for certain services as provided by the Business Enterprise for Minorities, Females and Persons with Disabilities Act, 30 ILCS 575/0.01 *et seq.* (the "Act") and the Business Enterprise Council for Minorities, Females, and Persons with Disabilities (the "Council").³

In support of this policy, the College will encourage the participation of qualified minority, female and persons with disability owned businesses by advertising, whenever possible, with trade associations, service organizations, minority newspapers and other appropriate media and other organizations focused on the needs of businesses owned by minorities, females and persons with disabilities to alert potential contractors and suppliers of opportunities. The College will support key administrative and staff members to attend and participate in training sessions, workshops, conferences and seminars dealing with procurement through qualified minority, female and persons with disability-owned businesses in compliance with the Act.

In furtherance of the above:

1. The College President⁴ shall appoint a liaison to the Council;
2. The College Liaison shall file an annual compliance plan with the Council, which shall include a copy of this Policy, signed by the College President, which shall outline and summarize the College's goals for contracting with businesses owned by minorities, females and persons with disabilities for the current fiscal year, the manner in which the College intends to reach these goals, a timetable to reach these goals, and procedures to support this Policy as specified by the Act⁵;

3. The College Liaison shall file an annual report with the Council⁶;
4. The College Liaison shall provide notice to the Council of proposed contracts for professional and artistic services⁷;
5. The College shall use bid forms identifying the bidder's percentage or disadvantaged business utilization plans; and percentage of business enterprise program utilization plan⁸; and
6. The College shall comply with all other requirements of the Act.

Adopted June 13, 2016
Effective July 1, 2016

¹ As defined in 30 ILCS 575/2.

² See 30 ILCS 575/1.

³ This Council was created to implement, monitor, and enforce the goals of the Act. See 30 ILCS 575/5.

⁴ *Id.*

⁵ 30 ILCS 575/6-(a).

⁶ 30 ILCS 575/6(c).

⁷ 30 ILCS 575/6a.

⁸ 30 ILCS 575/7(5).

Emergency Purchases

The President may approve any emergency purchase necessary to restore or maintain vital College services. In the absence of the President, Board Policy No. 04.06 shall prevail. Such expenditures exceeding twenty five thousand dollars (\$25,000) for goods, services and for construction will also require the approval of the Chair and the Secretary of the Board of Trustees, or the Vice Chair in the absence of either the Chair or the Secretary, and must be reported to the Board and approved by three-fourths (3/4) of the members of the Board at the next regular scheduled meeting.¹

¹ 110 ILCS 805/3-27.1 Illinois Public Community College Act

Purchase or Lease of Sites

The Board of Trustees is authorized to buy one or more sites for college purposes, with necessary ground, and to take and purchase the site for a college site either with or without the owner's consent, by condemnation or otherwise; to pay the amount of any award made by a jury in a condemnation proceeding; and to select and purchase all sites without the submission of the question to any referendum.¹ Purchase under this section of the law may be made by contract for deed when the Board considers the use of such a contract to be advantageous to the district, but a contract for deed may not provide for interest or unpaid balance of purchase price at a rate in excess of six percent (6%) per year nor for a period of more than ten (10) years in which that price is to be paid. Title to all real estate shall align with Policy 09.02 – *Title to Land*.

¹ 110 ILCS 805/3-36, Illinois Public Community College Act

Lease of Equipment, Machinery, Vehicles, and Buildings

The Board of Trustees is authorized to lease, with or without an option to purchase, for a period not to exceed five (5) years or purchase under an installment contract extending over a period of not more than five (5) years with interest at a rate not to exceed six percent (6%) per year on the unpaid principal, such apparatus, equipment, machinery, or other personal property as may be required when authorized by the affirmative vote of two-thirds (2/3) of the members of the Board, and to lease for a period not to exceed twenty (20) years such rooms, buildings, and land or any one or more such items as may be required, when authorized by the affirmative vote of two-thirds (2/3) of the Board. This action does not apply to guaranteed energy savings contracts or leases entered into under Article V-A.¹

¹ 110 ILCS 805/3-38, Illinois Public Community College Act

Adopted November 9, 1998
Revised December 12, 2022

Inventory Control

1. Receiving Materials on Campus

All materials ordered for the College will be delivered to Central Receiving, whenever feasible, and then delivered to the appropriate department. Central Receiving and/or the Kluthe Center Equipment Technician will match the packing slip to the items received and ensure that materials are destined for Lake Land College. Any materials to be returned must be handled through Central Receiving. When the materials are delivered in the respective cost centers, they will be received by the cost center supervisor and reviewed to determine:

- A. That the College is receiving the materials indicated on the purchase order with regard to quantity and discount.
- B. That the materials are in acceptable condition.
- C. That terms regarding installation and/or set-up of equipment are met.

2. Receiving Reports

Whenever goods are received either in Central Receiving or by College personnel directly, the person receiving the goods must document, using the administrative software, that all goods were received for each requisition before any payment can be made to the vendor. Any exceptions must be noted so that partial payments can be processed or defective goods can be returned. If a College procurement card is used to purchase goods, the

individual who approves the monthly credit card charges to be paid to the bank is, in effect, indicating that the goods have been received by the College and are in working order.

3. Return of Merchandise

When merchandise is received which is incomplete or defective, the cost center supervisor will:

- A. Return the materials to Central Receiving.
- B. Notify the office of the Comptroller.

The cost center supervisor then will make arrangements with the vendor for replacement or credit.

4. Freight/Damage Claims

When the dollar amount of damage warrants, a freight claim will be filed with the carrier by the Comptroller asking for the compensation of damages.

5. Inventory Tagging

Capital equipment items will be tagged with an inventory number by the office of the Comptroller. Equipment is defined as a movable or fixed unit of furniture or furnishings, an instrument, tool, machine, apparatus, or a set of articles which has the following characteristics:

- A. It retains its original shape and appearance with use.
- B. It is nonexpendable.
- C. It has a life expectancy of at least three (3) years.

- D. It does not lose its identity through incorporations into a different or more complex unit or substance.
- E. It is not a building or a permanent component of a building.
- F. The unit cost is ten thousand dollars (\$10,000) or more.

6. Deleting Equipment from Inventory

All capital equipment to be deleted from the inventory listing will be reported to the office of the Comptroller and processed after signatory approval by the cost center supervisor and the Vice President for Business Services. The Vice President for Business Services then will prepare a list of capital equipment to be declared surplus at appropriate intervals and request that the Board of Trustees declare that capital equipment to be no longer of value to the College. The Vice President for Business Services then will dispose of surplus equipment in a manner most beneficial to the College.

Acceptance of Gifts and Grants

The Lake Land College Board of Trustees is authorized to accept gifts or grants or legacies from any source when made for community college purposes and to accept federal funds when proffered for all types of instructional programs, for student services and counseling, and for construction of physical facilities.

The College President is authorized to approve a supervisor to begin a conditional hiring process (i.e., develop position descriptions, advertise for grant positions, etc.) for grant funded positions upon notification of a grant award by the funding agency. Authorization of hiring grant-funded positions remain subject to final Board approval.

Usually private gifts, grants or bequests will be forwarded to the Board through the Lake Land College Foundation. This will ensure that donors have the full benefit of itemized tax advantages. The Board of Trustees wholeheartedly endorses the activities of the Lake Land College Foundation and encourages its support by potential donors.¹

¹ 110 ILCS 805/3-39 and 3-39.1
Adopted November 9, 1998
Revised October 10, 2022

**Insurance Coverage – Property, Casualty, Liability,
and Employee Benefit Program**

The College shall procure fire and extended coverage insurance on the buildings, furnishings, machinery, equipment and other personal property used for community college purposes.

The College will procure comprehensive liability coverage to protect employees, supervised student interns, volunteers and Board members against negligent or wrongful acts for all areas of activities, i.e., premises, transportation, business travel, professional errors and omissions, and workers' compensation exposures.

Employees shall be bonded on a personal basis where necessary; a blanket employee dishonesty bond shall be procured to encompass all employee exposures.

The College shall also procure and manage the employee benefits program, including but not limited to health, dental, life, vision, and accidental death and dismemberment policies.

All insurance will be purchased from a company or companies authorized to write such insurance in the state of Illinois.

The Board may employ an insurance consultant to determine risk, recommend coverage, and assist in securing such coverage.

Travel and Accident Insurance

The College will procure travel and accident insurance that will cover all Board members, employees, their guests, and students while traveling on official College business or classroom activity, and while in College-provided vehicles.

The College assumes no liability for students traveling in their personal vehicles to or from classroom instructional activities, regardless of the location of the “classroom.”

Board members, employees, their guests, and students traveling in their personal vehicles as a College representative on official College business (non-classroom travel), including athletic and agricultural livestock judging contests, will be required to sign a statement, in advance of the travel, verifying that their personal vehicles are appropriately insured.

Individuals using College-provided vehicles or their personal vehicle on official College business shall possess a valid Driver’s License, adhere to the rules of the road, and operate the vehicle in a safe manner.

Student Health Insurance

Student accident and sickness insurance is available to all students at the College. Students may enroll for student accident and safety coverage through the office of the College nurse or online with the insurance company.

Student accident and sickness insurance is provided through a private carrier. No liability for claims will be incurred by the College.

The availability of student accident and sickness insurance will also be provided to international students. International students must provide proof of health insurance coverage. Students who do not provide proof of a health insurance policy will be immediately required to purchase a policy and submit documentation of this purchase to the Director of International Studies Program.

In addition, student athletes must provide proof of health insurance coverage. Student athletes who do not provide proof of a health insurance policy will be immediately required to purchase a policy and submit documentation of this purchase to the Athletic Director, who will in turn forward the documentation to the College Nurse.

Collection of Tuition and Fees on Delinquent Accounts, Registration Holds and Withholding of Transcripts

Students are expected to promptly pay all tuition and fees by the appropriate due date. At mid-term of each semester, the office of the Comptroller will place a “hold” on the records of students who have delinquent accounts and begin assessing a late fee. The Comptroller may also remove students from classes.

Beginning with the next semester, the office of the Comptroller will initiate the process prescribed by law for the collection of delinquent accounts. The Comptroller is authorized to employ the services of a collection agency after due diligence in attempting to collect delinquent accounts of \$35 or more. A collection fee may be added to the unpaid balance.

The Board of Trustees authorizes the College Treasurer to allow students to carry-over to the next semester a balance due of up to \$500 or a greater amount if a formal payment plan is approved through the Comptroller. The Board of Trustees also authorizes the College Treasurer to write-off any balances. The Treasurer is also authorized to write-off balances due to bankruptcy proceedings. Unless approved as stated above, students in debt to Lake Land College for any amount will not be allowed to register and retain scheduled classes.

Academic transcripts and diplomas will not be withheld for delinquent student accounts. All current and former students are able to request their academic transcripts and be awarded earned credentials regardless of financial student account status with the College.

Adopted November 9, 1998
Revised June 14, 2004
Revised May 12, 2014
Revised August 8, 2022
Revised August 14, 2023
Revised August 12, 2024

Chargebacks

The Illinois Public Community College Act of 1965, as amended, provides that if a student wishes to take a curriculum of studies not offered in the home college district or through a cooperative agreement, the student may enroll in the program at another public Illinois community college district, and the home community college district will pay the non-resident portion of the tuition while they are enrolled in such a program.

1. Application Deadline

Application for Authorization of Partial Support must be made prior to the first day of classes of that semester or that summer term at Lake Land College and must be renewed each year.

2. Definition of Curriculum

A curriculum is interpreted as an organized pattern of instruction within a discipline leading to a certificate or associate degree which is publicized in the official catalogue of an Illinois public community college and approved by the Illinois Community College Board and the Illinois Board of Higher Education. Both full-time and part-time attendance are allowable. Individual courses, as in adult continuing education programs, are not considered “programs” for approval purposes, nor are programs that are generally considered to be baccalaureate oriented, e.g. architecture, since the majority of the courses normally taken during the first two years of such programs is readily available at Lake Land College.

3. Determination of Whether or Not a Curriculum is Eligible for a Chargeback

A chargeback is not authorized if the desired curriculum is offered by Lake Land College or through a cooperative agreement with another college. The determination of whether or not the desired program is offered is made by comparing the relevant Lake Land College programs and any cooperative agreement college programs to the desired curriculum and its component courses in the official catalog of the college the applicant wishes to attend. If Lake Land College or a cooperative agreement college has a comparable curriculum, as determined by the Lake Land College Dean of Enrollment and Student Success, no chargeback will be authorized.

4. Residency Qualification

To qualify for a chargeback, the student must be a permanent resident of District 517. The residence of unemancipated persons is that of their parents. If the applicant is of foreign citizenship, proof of permanent residence (green card or its new equivalent) is required.

5. Change in Residency

Residents of District 517 are eligible for chargebacks after they have resided in the district thirty (30) days and verify their residency with a Voter's Registration Card. Students who have Lake Land College chargebacks but establish permanent residency out of the district will have their chargebacks terminated at the end of the term in which they moved.

6. Distance and Inconvenience

Distance and inconvenience are not considered as the basis for approving chargebacks. If a program is offered anywhere within District 517 or at a cooperating college (excluding programs at

correctional centers), it is judged to be available. The time of day, the day of the week, or the particular semester or term of offering the program or its component parts are not considered as factors affecting approval.

7. Enrollment Limitation

The fact that a Lake Land College curriculum may have limited enrollment, is temporarily closed to enrollment, or is regularly oversubscribed is not considered as a factor affecting approval.

8. Failure to Meet Entrance Requirements

The fact that an applicant for a chargeback was refused admission to a Lake Land College curriculum because of failure to meet entrance requirements is not considered grounds for authorizing a chargeback for a comparable program at another institution. Nor will Lake Land College authorize a chargeback to someone attempting to meet the entrance requirements or prerequisites for a particular program at another college.

9. Continuity of Authorization

If Lake Land College authorizes a chargeback and subsequently develops a comparable curriculum, the student is not required to transfer back to Lake Land College for the balance of the program.

10. Limit on Number of Programs Per Applicant

A student may not have more than one chargeback at the same time.

11. Repeated Courses, e.g. Incompletes, Failures, Drops or Withdrawals

The College will not pay for repeated courses students take to either raise their grade point average or in which they received incompletes, failures, drops or withdrawals.

12. Schedule of Courses

The student issued a chargeback authorization is required to complete a schedule of courses (program) and return same to the Lake Land College Admissions and Records Office prior to the start of classes.

13. Compliance Guideline

The Lake Land College Admissions and Records Office will audit each billing of chargebacks received, and courses taken which are not part of the approved program will not be honored for chargeback. That is, the entire out-of-district tuition for such courses must be borne by the student.

Tax Abatements and Educational Incentives as an Inducement to Industry

Global, domestic and area competition for retraining and attracting industry have increased the use of state and local inducements as marketing tools. There are four basic categories of inducement: taxes, financing, training, and special, e.g., legislation, reduced price of property, utility extensions, etc.

Companies look favorably toward locating in areas with strong, comprehensive community colleges. In addition to providing a strong, comprehensive community college, Lake Land College, as a community college, is directly involved in providing training, financing and tax inducements.

Lake Land College provides training inducements by offering industry specific, customized training and retraining services to existing, expanding, and new businesses within the College district. The emphasis is on obtaining a skilled, quality work force with high productivity levels.

Lake Land College provides financial inducements by contributing aid in securing training grants to existing, expanding, and start-up companies which reduces training costs incurred by these companies. Lake Land College also works with businesses to secure funds offered through the State of Illinois.

Lake Land College provides tax inducements by considering requests for abatement of taxes as permitted by Illinois law. The College views tax incentives which support residential development or redevelopment of blighted areas as significant ways to support community and economic development. The Illinois Property Tax Code authorizes taxing districts to abate taxes in relation to specific commercial and industrial properties (35 ILCS 200/18-165 (2022) *et seq.*). All tax abatement requests will be considered by the Board on an individual basis and may be granted in the discretion of the Board and in

compliance with the applicable statutes. Companies, firms, or agencies will present tax abatement requests to the Board for consideration at a monthly meeting. A one-month period of time will elapse between the time the request is made and the decision of the Board.

In compliance with 35 ILCS 200/18-165 et seq. of the Illinois Property Tax Code, the following are the requirements for tax abatement requests:

1. Tax abatement requests must be submitted in writing to the Board.
2. Tax abatements will not be granted for a period of time in excess of ten (10) years.
3. When considering tax abatement requests, the Board will weigh the following factors:
 - a. The number of jobs to be retained or to be added;
 - b. The company's, firm's or agency's commitment to capital investment;
 - c. The market for the commodity, good, and/or service;
 - d. The economic or community development impact to the region; and
 - e. The time length of the abatement.
4. Abatements will be granted for capital investment expended on new developments, redevelopments and/or expansion efforts only.
5. Although tax abatements are normally afforded to business or industry, the Board may elect to approve an abatement which includes residential developments that are part of a TIF district or enterprise zone application or extension request to be approved under state guidelines for those two development incentive plans, pursuant to Section 18-170 of the Illinois Property Tax Code, 35 ILCS 200/18-170 (2022).
6. For the Board to consider requests to approve an abatement which includes residential developments that are not part of a TIF district or

enterprise zone application but are otherwise permitted by law, the following guidelines must be met:

- a. The length of time for the abatement is three (3) years or less;
and
- b. The total number of residential lots is thirty (30) or less for the city or town.

Adopted November 9, 1998
Revised April 12, 2004
Revised September 11, 2006
Revised October 10, 2022

Pay Schedule

Payroll is distributed bi-weekly for all employees. All electronic time entry must be submitted by an employee and approved by the employee's supervisor by a due date established by the Comptroller.

Faculty members have the option of receiving their annual salary paid on a nine-month, ten month or twelve-month basis. In either case, the option must be made with the Accounting office no later than the first day of the Fall Semester and may not be changed during that academic year.

Payment for overload will be made according to the approved Faculty Association contract.

Paychecks will be sent via regular U.S. Mail one day prior to the official pay date for employees who choose this option. Employees may also choose to view their pay advices online.

Adopted November 9, 1998
Revised June 10, 2002
Revised April 12, 2004
Revised December 13, 2004
Revised January 10, 2005
Revised July 14, 2014
Revised December 12, 2016
Revised December 10, 2018
Revised October 10, 2022

Payroll Withholdings

Under the Government Salary Withholding Act, the Board of Trustees may, by resolution, authorize the withholding from the compensation of employees to provide insurance or retirement benefits and to make voluntary payroll deductions. The Board of Trustees, therefore, authorizes payroll deductions or withholdings, upon the written request of the individual employee, to cover the following:

- Union dues
- Credit union deductions
- Tax sheltered annuities
- Combined charities campaign
- Flexible spending accounts
- Optional life insurance
- Dependent health care premiums
- Voluntary Short Term Disability Insurance
- Voluntary Vision Insurance
- Voluntary Accident Insurance
- Voluntary Critical Illness Insurance
- Voluntary Hospital Indemnity
- Voluntary Long Term Disability Insurance (effective 1/01/24)
- United States Savings Bonds
- Identification theft and legal protection services
- Bookstore purchases
- Tuition payments
- SUAA dues
- HSA's
- Foundation

Future deductions must be approved by resolution of the Board of Trustees, which in turn will become part of the Board Policy Manual.

Adopted November 9, 1998
Revised April 10, 2000
Revised December 12, 2016
Revised January 8, 2018
Revised December 10, 2018
Revised December 13, 2021
Revised October 9, 2023

Travel

The following policy guidelines shall govern approved travel for staff and Board members:

1. The individual is officially representing the College at a meeting, conference, or program which is judged to require representation by the College.
2. The individual is making a visitation or attending a conference, school, or convention for the purpose of professional improvement which has a direct relationship to their responsibilities at the College. This shall not include travel for the purpose of taking courses at another college or university.
3. All requests for travel and travel funds must be submitted on the prescribed College forms and be approved by the appropriate supervisor in advance of travel. The President and Vice Presidents are exempt from pre-approval. All claim vouchers also must be signed by the employee and the supervisor. All Board members' requests will be channeled through the Office of the President and approved at a subsequent board meeting prior to payment. To receive travel reimbursement other than mileage after returning to the campus, the employee must submit to the Accounting office, within ten (10) business days, all appropriate receipts attached to the prescribed forms. Other than for the President and Vice Presidents, the request must be approved by the appropriate supervisor. Mileage reimbursements must be submitted to Accounting no later than the 10th business day of the month following the date the travel occurred.
 - A. For staff, any expenses exceeding the maximum allowable reimbursement thresholds require Board of Trustee approval before those expenses can be reimbursed.
 - B. For Board of Trustee travel, all expenses, regardless of amount, must be approved by the Board of Trustees prior to reimbursement.

- C. The maximum allowable reimbursement threshold may be exceeded due to a bonafide emergency.
- 4. Each cost center is allocated funds for the purpose of travel reimbursement. Thus, it is important that each cost center anticipate any unusual travel requirements prior to budget adoption. Once the budget is adopted, it is the responsibility of each cost center to implement its travel plans in such a way that its funds are expended effectively and equitably. Because the basic limitation is the budget, it is necessary that costs for travel become a factor in approval of decisions.
- 5. The cost center supervisor has a responsibility for implementing the travel program within the approved budget by exercising economy in travel expenses in respect to:
 - A. Authorizing travel only when deemed appropriate and confirming the travel pertains to college business.
 - B. Maintaining proper control so that an individual is not in a travel status any longer than assignments require.
 - C. Selecting the most feasible and cost effective method of travel – air, train, bus, or private automobile.
- 6. The cost center supervisor has a responsibility, when approving a travel request, to consider the overall expense to the College. Therefore, the amount of time spent in a travel status should be considered when approving the method of travel.
- 7. It is the general policy of the College that when common carrier transport is used, the employee must travel at the coach rate. If the employee would choose to drive versus air travel, they will be reimbursed the lessor of the value of coach travel and the mileage reimbursement expense. This is not intended to cause travel at unreasonable hours, circuitous routing, or result in added direct expense offsetting transportation savings.

8. When traveling by vehicle the employee must either rent a car or submit a mileage reimbursement request for the use of their personal vehicle. The mileage reimbursement per mile shall be made at the rate per mile set by the Board of Trustees.
9. Employees are encouraged to utilize any rental car program agreements that are in effect. Employees should consult with their Supervisor prior to travel to determine most cost effective option.
10. The College shall audit all claims on the basis of the shortest and safest direct route mileage. If, for valid reasons, additional mileage is required, it must be clarified on the claim form.
11. Purchase of common carrier tickets and reservations for lodging will be the responsibility of the traveler. Lake Land College will prepay no-refund, common carrier airline tickets for employees traveling on approved College business since this represents a savings to the College of travel dollars. Cost center travel budgets, however, will not be reimbursed for any defaulted tickets.
12. An employee will only be allowed to stay overnight at the approval of their Vice President or the President.
13. Authorized reimbursements are:
 - A. If personal vehicle is used, the person must indicate this and must itemize mileage at the approved rate per mile. If public transportation is used, the person must submit appropriate receipts. The reimbursement will be paid at the lower of the two amounts.
 - B. Actual cost of hotel or motel accommodations up to the conference or professional meeting rate (when attending conferences or professional meetings), or applicable federal GSA rate plus 25% for in-state and out-of-state hotel stays will be reimbursed upon the submission of a receipted bill.

- C. Parking charges will be reimbursed upon submission of receipts. Parking violations or other traffic violations will not be reimbursed and are the responsibility of the employee.
 - D. Throughway and bridge tolls are reimbursed if appropriate receipts are attached. Toll violations will not be reimbursed.
 - E. Service charges up to 15%, which are included as part of a hotel or motel bill, are allowed.
 - F. Telephone charges will be allowed for College-related calls and, in addition, two personal calls to ensure safe arrival and departure.
 - G. Taxi or livery vehicle charges which are connected with College-related business and/or from the entry or departure location of a common carrier to a hotel or motel location are allowed.
 - H. Rental car charges when pre-approved by the appropriate supervisor or Vice President.
 - I. Fax charges for official College business.
 - J. Reimbursement of alcoholic beverages is prohibited.
 - K. Conference registration or materials and banquets/meals which are included as part of the official conference program.
14. Advances will be authorized only for travel by athletic and livestock judging teams and the Director of International Programs.
15. For Lake Land College employees at correctional centers, when there is a conflict, the Department of Corrections contract shall prevail.

Adopted November 9, 1998
Revised April 12, 2004
Revised February 8, 2016
Revised December 12, 2016
Revised December 9, 2019

Student Travel

Any non-classroom trip or tour by students representing the College or a College-sponsored organization, excluding athletic and agricultural livestock judging contests, must receive prior approval. The Vice President for Student Services and/or the Vice President for Academic Services may approve a trip or tour if the following conditions are met:

1. The club or organization advisor, or alternative representative approved by the appropriate Vice President, is present on the trip or tour.
2. The advisor completes and submits the appropriate approval and participants' forms.
3. The advisor submits a completed and signed indemnification and conduct statement for each trip or tour participant prior to departure.
4. If any institutional monies will be expended on the trip or tour, the advisor must complete and submit the appropriate travel form.
5. If a student is approved to represent the College at a function where an advisor cannot be present, the student must receive authorization from the President or the appropriate Vice President.

Travel To and From Classes

Full-time faculty members and adjunct faculty may be reimbursed for travel to assigned classes or other duties at locations other than the main campus or primary assigned location if approved by the appropriate Vice President. No mileage reimbursement may be claimed for travel to the first class of a given day unless the driving distance to the first class is greater than the driving distance to the teacher's primary assigned location. In such cases, the teacher may be reimbursed only for mileage for the difference in distance between the first assignment and the primary assigned location.

Full-time faculty members and adjunct faculty shall be reimbursed for travel between classes in instances where they are assigned to teach at more than one location during a given day.

Mileage reimbursements must be submitted to the Accounting Department no later than the 10th business day of the month following the date the travel occurred.

The reimbursement rate for approved travel shall be set by the Board of Trustees or as indicated in approved collective bargaining agreements.

Use of College Vehicles

College-owned and College-rented vehicles are available to provide authorized transportation for College personnel and students. Unless specifically assigned to a particular Division, the office of the Vice President for Business Services is responsible for the maintenance, upkeep, and scheduling of College-owned vehicles and also for the renting of vans and vehicles to supplement the use of College-owned vehicles.

Requests for vehicles, with the proper authorization, shall be made by the appropriate supervisor.

If travel is within the state, cost center budgets will be charged the greater of the cost of renting the vehicle or the authorized mileage rate. For out-of-state travel, the cost center will be charged the authorized mileage rate.

For vehicles not already assigned to a specific department, vehicle keys and the trip ticket must be picked up at the office of the Director of Physical Plant Operations. The driver of College-owned or College-rented vehicles must have in their possession a valid Illinois driver's license.

Any personnel operating a College-owned or College-rented vehicle are not permitted to use tobacco products in the vehicle. All personnel operating a College-owned or College-rented vehicle or while using their own vehicle for business use will adhere to all state and local laws, including but not limited to cell phone/distracted/impaired driving laws, licensing laws, and speed limit laws.

All personnel operating a College vehicle are subject to annual MVR background checks.

Adopted November 9, 1998
Revised April 12, 2004
Revised January 8, 2018
Revised December 10, 2018
Revised December 9, 2019

Meal Allowance

1. No Overnight Stay

When an individual representing the College attends a meeting, conference, school, convention, or program outside the Lake Land College district and a meal(s) is not served at the meeting or part of the registration fee, then a meal(s) in transit may be reimbursed up to the per diem amount for eligible meal(s) authorized by the Board of Trustees. An itemized, detailed receipt(s) will be required. Reimbursement for meals will be in the amount of those receipts and, where appropriate, for tips related to the serving of those meals. Tips are a suggested 15%. Exceptions to the per diem rate must be approved by the Board of Trustees. The maximum allowable per diem rate for meal allowance is the Board of Trustee approved reimbursement amounts for non-metro area travel and for metro area travel.

There will be no reimbursement for meals in transit to or from meetings and conferences within the Lake Land College district.

2. Overnight Stay

If the travel status of an individual representing the College involves an overnight stay, then a meal(s) in transit will be reimbursed up to the current per diem amount authorized by the Board of Trustees for each night of lodging as indicated on the appropriate hotel/motel receipt and up to an additional per diem amount authorized by the Board of Trustees for the return trip to campus. An itemized, detailed receipt(s) will be required. Reimbursement for meals will be in the amount of those receipts up to the per diem rate and, where appropriate, for tips related to the serving of those meals. Tips are a suggested 15%. Exceptions to the per diem rate must be approved by the Board of Trustees. The maximum allowable per diem rate for meal allowance is the Board of Trustee approved reimbursement amounts for non-metro area travel and for metro area travel.

3. Off-Campus Meeting with Meals and Official Representatives

In the course of conducting College-related business, it may become necessary for an individual representing the College to conduct or attend meetings off-campus with official representatives at which meals are served. The official representatives could include but are not limited to Board of Trustees members, City, State and National officials, high school personnel, Lake Land College Foundation Board, Alumni, athletic recruits and their parents, consultants, business and industry representatives, and candidates for College positions. As long as such meetings have a direct relationship to their responsibilities, the College representative will be reimbursed for their meals as well as the meals of official representatives that they deem appropriate. Holiday, birthday, or office parties will not be reimbursed. Reimbursement requires the submission of itemized, detailed receipts and the approval of the President or appropriate Vice President.

4. On-Campus Meetings with Official Representatives with Meals or Refreshments

When conducting College-related business on-campus, it may be necessary for refreshments or a meal to be served during the meeting. The official representatives could include but are not limited to Board of Trustees members, City, State and National officials, high school personnel, Lake Land College Foundation Board, Alumni, athletic recruits and their parents, consultants, business and industry representatives, and candidates for College positions. Holiday, birthday, or office parties will not be reimbursed. Student-sponsored activities are outside this policy. Special circumstances may be requested of the President by the appropriate Vice President.

5. Internal Meetings with Meals

Pre-approval must be given by the Board of Trustees, President or appropriate Vice President for the purchase of meals or

food/drink related costs for all internal meetings. Reimbursement will also require the submission of itemized, detailed receipts.

For Lake Land College employees at correctional centers, when there is a conflict, the Department of Corrections contract shall prevail.

Adopted November 9, 1998
Revised April 10, 2000
Revised April 12, 2004
Revised October 13, 2014
Revised December 12, 2016

Athletic and Livestock Judging Team Travel

Within the budget parameters of the Athletic Department and the Livestock Judging Team, meals may be provided to student members of those respective teams. Meals provided to student athletes and livestock judging team members from funds raised by the team are administered through the Lake Land College Foundation, in accordance with the Foundation guidelines.

Upon approval by the Athletic Director or Division Chair for Agriculture, coaches will be permitted to request advances for meals. These written requests for the advancement of funds will be submitted to the Comptroller at least two weeks prior to the season or scheduled event. Coaches for the Livestock Judging Team and athletic teams who received the meal advance funds are to document their expenditures with the Accounting office by either:

1. Submitting valid cash receipts from the appropriate vendor, or
2. Completing the Meal Money Receipt/Voucher form and having it signed by the students who receive the money, the Coach, and the Athletic Director or Division Chair for Agriculture.

The advance funds will be returned to the Accounting office within ten days of the last scheduled event.

Additional incidental expenses incurred while traveling can be reimbursed upon the approval of the Athletic Director or Division Chair for Agriculture.

Only employees under contract with Lake Land College and approved volunteer assistant coaches can be reimbursed under this policy.

Collection of Non-sufficient Funds (NSF) Checks

Individuals and organizations are required to reimburse the College for any checks returned by the bank for any reason for the amount of the returned check plus a collection fee set by the Board of Trustees. Individuals and organizations will be sent three notices indicating the amount of the returned check and fee. As stated in Board Policy 10.29, students will not be allowed to register due to owing a debt (such as any NSF fees) to the College. In addition, if, after all due diligence has been completed, the balance is still unpaid, the Comptroller is authorized to employ a collection agency in the collection of delinquent accounts. An additional collection fee may be added to the unpaid balance for the services of the collection agency.

In the case of employees, a court order may be procured to garnish the wages.

Adopted November 9, 1998

Revised August 8, 2022

Revised August 14, 2023

Revised August 12, 2024

Vending Machines

Vending machines dispensing food, soft drinks, supplies, etc., and the contracts for such goods or services shall be secured and administered through the office of the Vice President for Business Services. Product selection and pricing will be determined by the office of the Vice President for Business Services to prevent unfair competition to any one cost center and to keep such services consistent campus-wide to the students. No other vending machines will be allowed for any other products without the approval of the Vice President for Business Services. All revenues from sales and/or commissions of vending services will be collected and deposited by the auxiliary services office.

Third Party Billing/Refund

Student tuition may be paid by a third party in two different ways. If tuition payment is made by a company, institution, or benefactor, the third party will be billed for tuition and fees or for the agreed amount; any refund will be returned to the third party; the third party is responsible for the student's attendance or grade requirements; and Lake Land College's refund policy applies to all third parties. If a third party reimburses a student, the student is responsible for paying tuition and fees; refunds will be returned to the student; the third party is responsible for determining the guidelines for reimbursement to the student; and Lake Land College's refund policy applies to all students, regardless of payment plan.

Petty Cash Funds

The Vice President for Business Services is authorized to establish petty cash funds up to the limit allowed by law. The Vice President for Business Services is required to list expenditures made from these funds and make the listing available for review by the Board Finance Committee and the Board as a whole when requested to do so. The internal management control of these funds rests with the Vice President for Business Services. The use of any petty cash funds should be reviewed and approved at the beginning of each fiscal year by the Vice President for Business Services.

Employee Reimbursement for Non-Travel Expenses

This policy governs the reimbursement of College employees for non-travel, meal or lodging expenses and is in accordance with the Illinois Wage Payment and Collection Act (820 ILCS 115/1 et seq.). Reimbursement for travel, meal and lodging expenses is addressed separately in Policies 10.34 through 10.34.05.

The College will only reimburse employees for reasonable and necessary expenses that are required in the performance of the employee's job duties for the College and that primarily benefit the College. Reimbursement is subject to an employee's compliance with this Policy and any related procedures.

The College will not reimburse employees for any expenses that primarily benefit the employee, personal expenses, expenses incurred by non-employees, or unreasonable expenses. The College is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft, unless the theft was the result of the College's negligence.

Employees are expected to use the equipment, computers, phones, fax, offices or workspaces, supplies, software, and network and email access, and other resources provided or made accessible by the College at the employee's assigned worksite or approved campus location in the performance of their duties. Unless the College requires an employee in the performance of their job duties to have a cell phone, personal computer, home phone or home internet access, such expenses are not eligible for reimbursement. If such expenses are required, a reasonable stipend may be set by the College and paid to the employee to defray part of the expense. The College may require the employee to submit documentation to show that the expense is actually attributable to the employee's performance of their job duties and that it primarily benefits the College.

Additionally, for employees with job responsibilities requiring essential and significant use of mobile communication devices and related service, as determined by the College, these employees may request to participate in the College's mobile communications service plan.

To be eligible to receive reimbursement, employees must submit a completed Non-Travel Expense Reimbursement Form to the Accounting Department along with attached detailed receipts for actual incurred expenses within thirty (30) calendar days of incurring the expense. For foreseeable expenses (almost all expenses incurred on behalf of the College will be foreseeable), the employee must receive written preapproval to incur the expense from their direct supervisor or designee. Employees who comply with this policy will be reimbursed on the next reimbursement cycle after the reimbursement is processed.

Employees who misrepresent information to the College about expenses or who submit or sign any related forms that contain false statements or information may be subject to disciplinary action, up to and including termination, as well as possible criminal prosecution.

All expense reimbursement documents and information submitted to the College are subject to disclosure under the Freedom of Information Act, unless otherwise exempt from disclosure under that law.

In the event of a conflict between this Policy and a provision contained in a Collective Bargaining Agreement or individual contract, the CBA or individual contract shall control. For Lake Land College employees at correctional or youth centers, when there is a conflict, the Department of Corrections or Department of Juvenile Justice contract(s) shall prevail.

Adopted March 9, 2020

Equal Opportunity Notice of Non-Discrimination

Lake Land College is committed to maintaining a working and learning environment that promotes equal opportunity and that is free from unlawful discrimination and harassment. It is the policy of Lake Land College not to engage in discrimination or harassment against any person because of race, traits of race, color, sex, age, religion, national origin, ancestry, physical or mental disability, association with a person with a disability, marital status, military status, sexual orientation, gender identity, gender-related identity and expression, sex stereotypes, sex characteristics, pregnancy or related conditions, parental status, order of protection status, unfavorable discharge from military service, work authorization status, citizenship status, or to engage in discrimination on any basis precluded by applicable federal and state statutes. This policy applies to admission and access to and participation, treatment and employment in the College's programs, activities and services.

The following campus office is assigned the responsibility for ensuring compliance with this policy as well as federal and state statutes and regulations concerning and equal opportunity and access:

Director of Human Resources/Title IX Coordinator
Human Resources Office, Lensink Hall, Office #2,
(217) 234-5210; humanresources@lakelandcollege.edu

Inquiries about the application of *Title IX of the Education Amendments of 1972* ("Title IX") may be addressed to the Director of Human Resources/Title IX Coordinator, the Office for Civil Rights, or both.

Procedures for reporting or filing complaints regarding conduct that may constitute discrimination or harassment, including sex discrimination under Title IX, can be obtained through Counseling Services or Human Resources. In addition, these offices will maintain current copies of appropriate laws, regulations, and policies.

Board Policies 11.04 Discrimination and Harassment and 11.04.01 Prohibiting Sex Discrimination provide information regarding grievance procedures for complaints and/or reports alleging discrimination or harassment.

Adopted November 9, 1998
Revised February 13, 2012
Revised July 11, 2024

Whistleblower and Fraud Reporting Protection Policy

Statement of Intent

In conducting its operations in compliance with Federal and State laws and regulations, including the Illinois Whistleblower Act (740 ILCS 174) and the Illinois State Officials and Employees Ethics Act (5 ILCS 430/15), Lake Land College is committed to the highest level of ethical behavior. To ensure that this standard of ethics is maintained, individuals are encouraged to report or disclose allegations of internal wrongdoing. The use of an external, independent party will be provided for reporting purposes, and any report may be made by telephone or online in order to ensure confidentiality and anonymity.

Definition of Wrongdoing

Wrongdoing may include, but shall not be limited to, the following activities:

1. Crimes or violations of the law or governmental regulations.
2. Fraud or financial irregularity.
3. Improper use of College funds, property or assets.
4. Corruption, bribery or blackmail.
5. Endangering the health or safety of an individual.
6. Harming College property.

Protection of Whistleblowers

The College will not tolerate harassment of, retaliation against, or threats of retaliation against whistleblowers for their engagement in acts of reporting and disclosure, including, but not limited to: disclosing information in court, an administrative hearing, before a legislative commission or committee, or in any other proceeding; disclosing information to a government law enforcement agency; and refusing to participate in the activity that is complained of and would result in violation of a State or federal law, rule, or regulation.

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

Ethics Officer

An Ethics Officer will be assigned by the President, with the consent of the Board of Trustees, and will have overall responsibility for the maintenance and operation of the program, as well as investigations into reported violations of this Policy. If no other designation is made, the regularly retained attorney of the Board of Trustees will serve as Ethics Officer.

The Ethics Officer shall provide guidance to the officers and employees concerning the interpretation of and compliance with the provisions of this Policy, the Ethics Policy, the Ethics Act, the Whistleblower Act, and other State ethics laws. The Ethics Officer shall perform such other duties as may be delegated by the Board of Trustees.

When a complaint involves the Ethics Officer or the immediate staff, an external provider will submit a report to the President. The Ethics Officer or the external provider will maintain a record of reported incidents and related outcomes.

If a complaint of wrongdoing involves the President of the College, the Ethics Officer will immediately notify the Chair of the Board of Trustees. If a complaint of wrongdoing involves a Board of Trustees member, the President immediately will bring the complaint to the attention of the entire Board of Trustees membership.

Violations of this Policy

Any wrongdoer who is found to have violated this Policy by the Ethics Commission, Hearing Officer, or external provider may face appropriate disciplinary action. Additionally, any such wrongdoer may also face appropriate legal action. In the event the investigating party determines that the conduct does not rise to a level which violates this Policy, but nonetheless constitutes misconduct, appropriate discipline may be issued.

Confidential Reporting Procedures

Procedures for confidential reporting will be listed on the College intranet and updated and maintained by the Ethics Officer.

Discrimination and Harassment

Lake Land College is committed to maintaining a working and learning environment in which all individuals are treated with respect and dignity. Faculty, staff and students have a right to work and learn in an atmosphere that promotes equal opportunity and prohibits discriminatory practices. The College is committed to providing a safe and respectful environment and prohibits discrimination and harassment based on race, traits of race, color, sex, age, religion, national origin, ancestry, physical or mental disability, association with a person with a disability, marital status, military status, sexual orientation, gender identity, gender-related identity and expression, sex stereotypes, sex characteristics, pregnancy or related conditions, parental status, order of protection status, unfavorable discharge from military service, work authorization status, citizenship status, or any other basis of discrimination precluded by applicable federal and state statutes, or acts or threats of violence from students, employees, elected officials or third parties including visitors, vendors, consultants and contractors.

Definitions

Unlawful harassment includes unwelcome verbal, written or physical conduct by any one person toward another person based on that person's race, traits of race (including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, sex, age, religion, national origin, ancestry, physical or mental disability, association with a person with a disability, marital status, military status, sexual orientation, gender identity, gender-related identity and expression, sex stereotypes, sex characteristics, pregnancy or related conditions, parental status, , order of protection status, unfavorable discharge from military service, work authorization status, citizenship status, or any other basis of discrimination precluded by applicable federal and state statutes, and that has the purpose and effect of creating a hostile or offensive work or academic environment. Lake Land College prohibits and will not tolerate any such harassment or discrimination. Examples of behavior that would be considered to be unlawful harassment include but are not limited to the following:

1. Racial, ethnic, or sexual slurs or jokes, whether communicated verbally, in writing or electronically.
2. The use of racial or ethnic nicknames or stereotyping.
3. Vulgar, offensive or obscene language, noises or gestures.
4. Display of vulgar, offensive, explicit or obscene pictures, photographs, cartoons, materials or web sites.
5. Verbal or physical acts or threats of violence including, but not limited to, aggression, hate crimes, bullying, cyber bullying, cyber intimidation, domestic violence, stalking, or intimidation.
6. Actions of sex discrimination which includes discrimination and harassment on the basis of sex, including on the basis of sexual orientation, gender identity, gender-related identity and expression, sex stereotypes, sex characteristics, pregnancy or related conditions, parental status sex-based harassment sexual violence, domestic violence, dating violence stalking, and other sex-based misconduct as addressed in Board Policy 11.04.01 Prohibiting Sex Discrimination.

Employees and students must report all incidents of unlawful harassment. Anyone who believes that he or she is being harassed by a student, employee or third party at the College, or believes that their employment or academic career is being adversely affected by such conduct should immediately report such concerns. Employees should report concerns of harassment to their supervisor, next level administrator, another administrator, or the Director of Human Resources. Students should report such concerns to the Director of Human Resources/Title IX Coordinator or the Vice President for Student Services. In addition, individuals covered by this policy have a right to file claims of sexual discrimination and harassment with the Illinois Department of Human Rights and/or the Equal Employment Opportunity Commission (EEOC).

Retaliation

No individual making a complaint, whether formal or informal, will be retaliated against, even if a complaint made in good faith is not substantiated. Witnesses involved in any complaint of harassment will also be protected from retaliation. Whistleblower protections are also available under the State Officials and Employees Ethics Act, the Whistleblower Act, and/or the Illinois Human Rights Act.

Retaliation Charge

A student or employee who believes he or she has been subjected to any form of retaliation after filing a complaint or being a witness under this policy may file a complaint of retaliation.

False or Malicious Complaints

It is a form of harassment to file a knowingly false or malicious complaint of harassment or to knowingly provide false information in the course of an investigation of such complaint. Such conduct is considered a violation of this Discrimination and Harassment Policy and will subject an employee or student to disciplinary action.

Supervisory Responsibility

Supervisors must strive to maintain a harassment-free College environment by promoting professionalism and by addressing harassment promptly.

Supervisors will address any observed or reported incident or complaint of harassment with seriousness and must take prompt action, whether or not a formal written complaint has been filed. Supervisors must immediately consult the Director of Human Resources regarding any harassment complaint reported to them.

Sanctions and Disciplinary Action

Individuals found to have violated this Policy shall be subject to corrective and disciplinary action up to and including termination from employment,

dismissal and/or exclusion from the College and its property. Additionally, an individual who engages in retaliation under the Ethics and Whistleblower Acts may also be subject to fines and/or penalties.

Special Circumstances

Complaints by an elected official (trustee) against another elected official shall be submitted to the Director of Human Resources. The Director of Human Resources shall, in consultation with legal counsel for the College, ensure that an independent review is conducted with respect to such allegations.

Prompt Investigation and Confidentiality

Complaints of unlawful harassment are serious violations of College policy. Once a complaint of unlawful harassment has been made, the College has an obligation to promptly investigate the matter. The College will take prompt remedial action to address a substantiated complaint of unlawful harassment. All investigations into claims of unlawful harassment will be conducted respectfully. Every reasonable effort will be made to preserve confidentiality, to the extent practicable. However, in the course of an investigation, it will be necessary to discuss the complaint with the claimed offender, other persons who may have relevant information, and those with a legitimate need to know.

The College will establish, implement and publish procedures implementing this policy.

Adopted November 9, 1998
Revised May 10, 2004
Revised May 9, 2005
Revised May 9, 2011
Revised September 12, 2016
Revised January 8, 2018
Revised February 10, 2020
Revised September 14, 2020
Revised March 13, 2023
Revised August 12, 2024

Prohibiting Sex Discrimination

Lake Land College is committed to maintaining a safe and healthy educational and employment environment that is free from sex discrimination, which includes discrimination and harassment on the basis of sex, including on the basis of sexual orientation, gender identity, gender-related identity and expression, sex stereotypes, sex characteristics, pregnancy or related conditions and parental status. The College prohibits all forms of sex discrimination, including but not limited to sex-based harassment, sexual violence, domestic violence, dating violence, stalking, and other sex-based misconduct. The College also prohibits discrimination and harassment on the basis of sex, sexual orientation, gender identity, gender-related identity and expression, sex stereotypes, sex characteristics, pregnancy or related conditions, and parental status under Board Policy 11.04 – *Discrimination and Harassment*.

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

Individuals found to have engaged in prohibited sex discrimination will be subject to disciplinary action, up to and including termination and/or dismissal from the College.

Title IX Compliance

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

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

Retaliation Prohibited

Any form of retaliation, including intimidation, threats, coercion, discrimination, or any other adverse action taken or threatened against any person, who, in good faith, files a complaint, reports or discloses sex discrimination, or otherwise participates or declines to participate in an investigation into allegations of sex discrimination (including but not limited to testifying, assisting or participating in any manner in an investigation), is strictly prohibited.

Implementing Procedures

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

- The scope and jurisdiction of the College's prohibition on sex discrimination;
- Definitions of prohibited conduct and a definition of consent;
- Responsibilities of, and contact information for, the College's Title IX Coordinator(s) and Deputy Title IX Coordinator(s);
- Options for assistance following an incident of sex discrimination;
- Procedures for reporting and confidentially disclosing alleged sex discrimination, including a mechanism for reporting and independent review of allegations against one elected official by another elected official;
- The College's response to reports of alleged sex discrimination;
- The College's grievance process for complaints alleging sex discrimination, to include complaints alleging sexual violence, domestic violence, dating violence, or stalking;
- Prevention and education programming provided to College students; and
- Training and education provided to all College employees.

Adopted August 8, 2016
Revised May 8, 2017
Revised January 8, 2018
Revised February 10, 2020
Revised August 10, 2020
Revised July 11, 2024

Communicable Disease

The Illinois Department of Public Health (IDPH) implements guidelines and routine measures for definition and control of reportable communicable diseases. This policy is to ensure that the College is in compliance with those and other state and federal rules, regulations and laws. In implementing the policy, the College will consider the welfare of the campus community while respecting the confidentiality and privacy needs of the individuals involved.

The College does not intend to exclude students, employees or community members who have, or who are a carrier of, a reportable communicable disease if there is no significant risk of transmission to others or danger to the individual. Individuals who have, or who are a carrier of, a reportable disease as defined by IDPH must notify the College Nurse.

An employee, student or community member who has a communicable disease, or is a carrier of a communicable disease may attend Lake Land College and/or participate in programs and activities whenever, through reasonable accommodation, there is no significant risk of transmission of the disease to others, as supported by medical documentation.

College decisions made in reference to a student or employee's health-related circumstances will depend on each unique instance. When necessary, an evaluation team under the direction of the Vice President for Student Services, regarding students, or the Director of Human Resources, regarding employees, will be convened to gather relevant information and submit a report and recommendations to the appropriate Vice President or President for action. The evaluation will be conducted in conjunction with IDPH guidelines and direction.

A student who is temporarily excluded from classes during an evaluation shall be provided the opportunity to make up any work missed during the absence.

A student who has a communicable disease or who is a carrier of a communicable disease may be denied admission to, or may be dismissed from, a particular program or course of study whenever such communicable disease has a direct effect on the student's ability to perform so as to render the student not qualified for the program or course of study. A student dismissed from attendance at the College or participation in a particular program, activity or course of study shall be permitted to withdraw and receive a tuition refund.

An employee who has a communicable disease or is a carrier, or is suspected of having a communicable disease or being a carrier, may be required to undergo an examination at the College's expense. The employee shall be allowed to select the physician, as approved by the College. In the event the employee unreasonably delays selection of the physician or making an appointment, the College may select the physician and/or make the appointment on behalf of the employee.

An employee who is temporarily excluded from working during an evaluation shall be entitled to utilize sick leave and other related benefits. In the event it is determined that the employee could have been at work during the temporary exclusion, no deduction from sick leave shall be made for such excluded time.

An employee who cannot retain their position shall remain subject to the Board's employment policies including, but not limited to sick leave, physical examinations, temporary and permanent disability and termination.

Students and employees may be periodically re-evaluated to determine their current status.

The College shall respect the right to privacy of any individual who has or is a carrier of a communicable disease. Such medical conditions shall be disclosed only to the extent necessary to minimize the health risks to the individual and others. The College will utilize IDPH guidelines to determine who will be notified to assure the individual is properly cared for and to minimize health risks to others.

Procedures detailing systematic approaches to prevent and control the risks associated with reportable communicable diseases will be promulgated consistent with this Policy.

Adopted November 9, 1998
Revised January 8, 2018

Bloodborne Pathogens

It is the policy of Lake Land College to comply with the federal Occupational Safety and Health Act (OSHA), Bloodborne Pathogens Standard, 29 CFR 1910.1030, as mandated by the Illinois Department of Labor, Safety Inspections, and Education Division and as endorsed by the Illinois Community College Board. Procedures in compliance with the standard are detailed in the College's Bloodborne Pathogens Exposure Control Plan. It is the responsibility of the College's Health Services to monitor and review the plan as mandated by the standard and to bring revisions to the attention of appropriate College officials as needed. The plan is kept on file and is available for review in the College's Health Services office.

Training shall be required within 90 days of hire for all staff. In high exposure areas such as the physical plant, police department, health services, athletic training, coaching, physical education, and allied health employees shall be required to attend an annual refresher thereafter. Documentation of procedures for and records of such training will be kept on file in Human Resources.

Adopted November 9, 1998
Revised June 14, 2004
Revised April 14, 2014
Revised January 8, 2018

Drug-Free Workplace

Lake Land College recognizes that substance abuse poses a serious threat to the College's goal of providing a safe and productive workplace for all employees. In order to provide a workplace free of drugs, the Lake Land College Board of Trustees prohibits the unlawful manufacture, distribution, dispensation, possession or use of controlled substances, illegal drugs, cannabis, and alcohol (unless authorized) and the abuse of legal drugs and alcohol while on Lake Land College owned or supervised property, and while on College business.

In accordance with the Federal Drug-Free Workplace Place Act of 1988, College employees shall not manufacture, distribute, dispense, possess or use alcohol (unless authorized), illegal drugs, or controlled substances on any College premises, in College-owned vehicles, while on call, or otherwise while working for the College, including meal periods and breaks. College employees also are prohibited from being under the influence of alcohol (unless authorized), illegal drugs, cannabis, or controlled substances on any College premises, in College-owned vehicles, while on call, or otherwise while working for the College, regardless of when and/or where the drug or alcohol use occurred.

The College has implemented a zero-tolerance policy prohibiting the use or possession of cannabis while at the College or attending College-related activities, in accordance with Sections 10-35(d) and 10-50 of the Illinois Cannabis Regulation and Tax Act. Employees may not be impaired by or under the influence of cannabis while at the College, on call, or attending College-related activities. Employees who are being disciplined for being impaired by or under the influence of cannabis while working or while on call will be provided a reasonable opportunity to contest the basis of the College's determination.

The only exception to this policy for the possession or use of alcohol on any College premises will be for participants attending reception, cultural, conference or convention type activities as a representative of the college per provisions of Board Policy 11.12. There will be no exceptions for the use of cannabis.

Furthermore, any employee, if convicted of a criminal drug offense that occurred in the workplace, shall, within five (5) days of the conviction, notify the Director of Human Resources of said conviction. Upon notification, the Director of Human Resources shall inform the federal government of the conviction. For the purposes of this notice requirement, a conviction includes a finding of guilt, a no contest plea, and/or an imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances.

An employee who violates any aspect of this policy statement will be subject to disciplinary action up to and including discharge and referral for prosecution. Additionally, if deemed appropriate by the College under the particular circumstances, an employee who violates this policy statement may be required to participate in and complete a substance abuse assistance or rehabilitation program to the satisfaction of the College. The Board supports the drug and alcohol awareness workshops and seminars, as required by the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, which are periodically offered to employees free of charge under the direction of Health Services. The Board also supports the Health Services' efforts to make substance abuse information available to employees and students.¹

¹ See Board Policy 05.10
Adopted November 9, 1998
Revised June 8, 2015
Revised December 9, 2019

College Records

All documents, devices or items created or received as a result of expenditure of public funds or produced in an official capacity by employees of the College which document the organization, functions, policies, decisions or activities of the College and its faculty and staff shall be the property of the College.

Employees' Records

The negotiated agreements with the Lake Land College Faculty Association, Lake Land College Paraprofessional Union, Lake Land College Custodial Association, and the American Federation of State, County, and Municipal Employees specifically state the conditions for the maintenance of employee personnel files. These documents are legally binding upon the College and the Board of Trustees for the period of their duration.

For all other employees of the institution not covered by these agreements, personnel records shall be maintained under the following conditions:

1. A copy of all personnel records relating to any employee will be maintained in an official personnel file which is located in the Human Resources Office.
2. All personnel records shall be in writing and kept in paper format or electronically. Written material relative to an employee's conduct or service shall be placed in the personnel file. An employee has the right to review such material. The employee shall acknowledge that they have read such material by affixing their signature to the actual copy to be filed, but it shall be understood that such signature merely signifies that they have read the material in question. Such signature indicates neither agreement nor disagreement with its content. If the employee refuses to sign the copy to be filed, then the administrator shall, with a third party as witness, state in the file the above refusal.
3. The employee shall have the right to answer in writing any material filed in their personnel file, and their answer shall be attached to the file copy.
4. Upon request by an employee, the employee shall be given access to the non-confidential documents in their file. Confidential documents are those materials used to evaluate a person's qualification prior to

employment, to which the individual waived the right to access (placement credentials, letters of reference, etc.). At their written request, each employee shall be furnished, without cost, a copy of any material in their file. No items may be removed from the employee's file, except for brief inspection or copying.

5. No material will be duplicated or released to any external party without a subpoena, court order, or written authorization from the employee and the Vice President for Business Services.
6. It is the employee's responsibility to see that grade transcripts or certificates for job related training courses are given to the Human Resources Office for inclusion in the employee's file. The Human Resources Office will provide written acknowledgment to the employee of receipt and filing of such documents in the employee's file if requested.

Archives

Those records determined to be of historic value shall become part of the archives of the College. The Archivist for the College shall be the Director of Library Services, and the Archivist shall ensure the appropriate storage of archives and an established schedule of review and disposal. The Director of Marketing and Public Relations will assist the Archivist in their responsibilities.

Library Records

Lake Land College supports and complies with the law as stated in Illinois Compiled Statutes, 75 ILCS 70:

Registration and circulation records – Statistical reports

- (a) The registration and circulation records of the library are confidential information. Except pursuant to a court order, no person shall publish or make any information contained in such records available to the public.
- (b) This section does not prevent a library from publishing or making available to the public reasonable statistical reports regarding library registration and book circulation where those reports are presented so that no individual is identified therein.
- (c) For the purpose of this section, (i) “library” means any public library or library of an educational, historical, or eleemosynary institution, organization or society; (ii) “registration records” include any information a library requires a person to provide to become eligible to borrow books and other materials; and (iii) “circulation records” include all information identifying the individual borrowing particular books or materials.

An individual’s use of materials or services will not be disclosed to anyone other than that individual, to persons authorized by that individual, or to library or College personnel acting within the scope of their duties in the administration of the library, library system, or College, except in accordance with the terms of the Act as stated above.

Library user’s right to privacy and confidentiality extends to “information sought or received and resources consulted, borrowed, acquired, or transmitted,” as stated in the Code of Ethics of the American Library Association. Exceptions to this standard may be made only in the case of activity that is clearly in violation of the laws of the State of Illinois or the City of Mattoon, or of the regulations of Lake Land College.

Library staff should refer all formal requests for library records to the Director of Library Services (or, if not available, to the Vice President for Academic Services). Upon receipt of such subpoena, search warrant, or

court order, the Director (or Vice President for Academic Services) will refer the matter to the College's legal counsel to determine if it is proper to release the requested information.

Adopted November 9, 1998
Revised April 14, 2003
Revised December 9, 2019

Retention of College Records

A Record Retention Schedule for College records has been approved by the Local Records Unit of the Illinois State Archives, in accordance with the Local Records Act. Each employee is responsible for complying with the Local Records Act when managing public records within their possession and control. Before destroying or digitizing any College records, employees must notify the appropriate cabinet member, president, or vice president, and the College may seek authorization from the Local Records Commission. The destruction or digitization of any records must comply with the requirements set forth in Title 44, Section 4000 of the Illinois Administrative Code.

Retention and Storage of Records

The Records Retention Schedule defines certain records for various departments within the College, as well as their retention requirements. All records must be retained in accordance with these established guidelines, which are summarized in Appendix A below. Records must be maintained in their original format, unless otherwise specified. The retention schedule in Appendix A may require that certain records be retained longer than required by the Record Retention Schedule, as necessary to comply with various state and federal records retention laws. Records that may apply to multiple retention periods shall be retained for the longest applicable retention period set forth in Appendix A.

The following documents are not “records” in accordance with this policy: identical copies of documents maintained in the same file; extra copies of printed or processed materials; blank forms; and personal communications.

Destruction of Records

The College must seek authorization from the Local Records Commission before any record can be destroyed. If a record is not included in Records Retention Schedule, it cannot be destroyed. Records related to an ongoing litigation matter, criminal or civil investigation, or audit should not be disposed of until the matter is closed.

At least thirty (30) days prior to the destruction of any records, a Records Disposal Certificate must be completed and approved by the Local Records Commission. This certificate of approval will authorize the College to dispose of the specified records per the Record Retention Schedule. The College must wait to dispose of records until receipt of approval from the Local Records Commission.

When disposing of materials that contain personal information, the personal information must be rendered unreadable, unusable, and undecipherable in accordance with Title 44, Section

4000.40(b) of the Illinois Administrative Code. Personal information includes an individual's name combined with social security number; driver's license number or State identification card number; financial account information; medical information; health information; or unique biometric data.

Digitization of Records

A record may be reproduced in a microfilm or digitized electronic format and the analog/paper version destroyed before the expiration of the retention period only if the College has received authorization from the Local Records Commission. Before destroying or digitizing any College records, employees must notify the appropriate cabinet member, president, or vice president, and the College may seek authorization from the Local Records Commission.

If the Local Records Commission approves the digitization and destruction of an analog/paper version, the records must be reproduced on a durable medium that accurately and legibly reproduces the original record in all details, and that does not permit additions, deletions, or changes to the original document images.

LEGAL REF.: 50 ILCS 205/, Local Records Act.
 44 Ill.Admin.Code Part 4000, Local Records Commission.

APPENDIX A

All College records must be retained in accordance with the Record Retention Schedule that has been approved by the Local Records Commission, summarized below. The Records Retention Schedule defines certain records for various departments within the College. If a record is not included in Records Retention Schedule, it cannot be destroyed.

Before destroying or digitizing any College records, employees must notify the appropriate cabinet member, president, or vice president, and the College may seek authorization from the Local Records Commission. Records related to an ongoing litigation matter, criminal or civil investigation, or audit should not be disposed of until the matter is closed.

PRESIDENT'S OFFICE RECORDS

Administrative Files*	1 YR
If File Is Of No Further Value	
Applications for Authority to dispose of Local Records and Records Disposal Certificates	PERM
Board Committee Reports	2 YRS
Board Packets With Original Material Referred to in Minutes	PERM
Board Packet Without Original Material Referred to in Minutes	1 YR
Certificates of Recognition	PERM
Election Records Pertaining to Consolidation, Annexations	PERM
Election Records Not Pertaining to Consolidation, Annexations	1 YR
Employee Grievance Records	3 YRS
After Settlement	
FOIA Requests and Denials	2 YRS
After Filing	
One Copy of Meeting Minutes	PERM
Evaluation Reports.....	PERM
Official Board Policy Manuals	PERM
Position Search Committee Files	2 YRS
After Position Filled	
Purchase Requisitions	2 YRS

Referendum Support Donor Records.....	7 YRS
Student Discipline/Grievance Records.....	3 YRS
	After Settlement

VICE PRESIDENT FOR ACADEMIC SERVICES RECORDS

Administrative Files*	1 YR
	If File Is Of No Further Value
Course/Curriculum Approvals, Changes, and Deletions	PERM
Curriculum Committee Meeting Minutes	PERM
Divisional Development Plans (Goals and Objectives)	7 YRS
Employee Grievance Records	3 YRS
	After Settlement
I.C.C.B Program Reviews and Evaluations.....	5 YRS
Purchase Orders and Requisitions	2 YRS

ADULT EDUCATION RECORDS

Administrative Files*	1 YR
	If File Is Of No Further Value
Grant Records.....	3 YRS
	After Final Expenditure Report
Individual Student Grant Records	7 YRS
	After Grant Repayment or Scholarship Expiration
Literacy Program Student Files.....	5 YRS
Purchase Orders and Requisitions	2 YRS
Student Enrollment and Attendance Records	5 YRS
	If File Is In Student Permanent Records
Student Records (Test Results, Transcripts, Progress Reports)	5 YRS
	After Student Leaves the Program
Volunteer Application Forms	5 YRS
	After Inactivation

AGRICULTURE RECORDS

Administrative Files*	1 YR
	If File Is Of No Further Value
Budget Requests, Proposals, and Working Papers	2 YRS
Purchase Orders and Requisitions	2 YRS
Student Placement and On-the-Job Training Record***	5 YRS
	After Student Transferred, Graduated, or Withdrew

ALLIED HEALTH RECORDS

Administrative Files*	1 YR
	If File Is Of No Further Value
Applications for Employment	2 YRS
Budget Working Papers	2 YRS
Exam Scores**	60 YRS
	After Student Transferred, Graduated, or Withdrew
Patient Dental Records	6 YRS
	After Inactivation or Ineligibility
Duplicate Personnel Records	5 YRS
	After Employment Termination
Practical Nursing Student Permanent Records**	60 YRS
	After Student Transferred, Graduated, or Withdrew
Purchase Orders and Requisitions	2 YRS
Student Applicant Logs	2 YRS
Student Temporary Records**	5 YRS
	After Student Transferred, Graduated, or Withdrew

BUSINESS RECORDS

Administrative Files*	1 YR
	If File Is Of No Further Value
Duplicate Personnel Records	5 YRS
	After Employment Termination
Purchase Orders and Requisitions	2 YRS

COMMUNITY AND PROFESSIONAL PROGRAM RECORDS

Administrative Files*	1 YR
	If File Is Of No Further Value
Copies of Class Master Schedules and Time Table Changes	2 YRS
Mileage Record Sheets.....	2 YRS
Duplicate Personnel Records	5 YRS
	After Employment Termination
Purchase Orders and Requisitions	2 YRS
Student Attendance Records	2 YRS
	If Recorded in Student Permanent Record

CORRECTIONAL RECORDS

Administrative Files*	1 YR
	If File Is Of No Further Value
Copies of Class Rosters	1 YR
Grant Records.....	3 YRS
	After Final Expenditure Report
Duplicate Personnel Records	5 YRS
	After Employment Termination
Purchase Orders and Requisitions	2 YRS
Student Records (Applications, Transcripts, Grant Awards)**	5 YRS
	After Student Transferred, Graduated, or Withdrew
Timetable Changes.....	2 YRS

COSMETOLOGY RECORDS

Administrative Files*	1 YR
	If File Is Of No Further Value
Receipt Reports and Job Sheets	2 YRS
Student Schedule Cards**	5 YRS
	After Student Transferred, Graduated, or Withdrew

HUMANITIES AND COMMUNICATION RECORDS

Administrative Files*	1 YR
	If File Is Of No Further Value
Instructor Absence Slips	2 YRS
Personnel Records	5 YRS
	After Employment Termination
Purchase Orders and Requisitions	2 YRS

LEARNING RESOURCE CENTER RECORDS

College Catalogs.....	PERM
	(1 Copy)
Course Outlines	1 YR
	After Course Expiration
Purchase Orders and Requisitions	2 YRS

MATHEMATICS AND SCIENCE RECORDS

Administrative Files*	1 YR
	If File Is Of No Further Value
Budget Requests and Working Papers	2 YRS
Purchase Orders and Requisitions	2 YRS

SOCIAL SCIENCE/EDUCATION RECORDS

Administrative Files*	1 YR
	If File Is Of No Further Value
Budget Requests and Working Papers	2 YRS
Purchase Orders and Requisitions	2 YRS
Grant Records.....	3 YRS
	After Final Expenditure Report
Duplicate Personnel Records	5 YRS
	After Employment Termination
Purchase Orders and Requisitions	2 YRS
Child Care Deposit Slips	7 YRS

Child Care Fee Accounts	5 YRS
	After First Attendance
Child Care Lab Enrollment Records.....	5 YRS
	After Last Attendance
Child Care Procurement Records	7 YRS

TECHNOLOGY RECORDS

Administrative Files*	1 YR
	If File Is Of No Further Value
Duplicate Budget Reports	2 YRS
Instructor Evaluations	2 YRS
	After Employment Termination
Program Evaluations.....	2 YRS
Purchase Orders and Requisitions	2 YRS
Applications for Class Registration for Enrolled Students	5 YRS
	After Graduation or Last Attendance
Applications for Class Registration for Non-Enrolled Students	3 YRS
Class Receipts	2 YRS
Contracts, Leases, and Agreements.....	10 YRS
	After Termination

CENTER FOR BUSINESS AND INDUSTRY RECORDS

Administrative Files*	1 YR
	If File Is Of No Further Value
Budget Requests and Working Papers	2 YRS
Cash Receipts.....	2 YRS
Employment Applications.....	2 YRS
Grant Records.....	3 YRS
	After Final Expenditure Report
Purchase Orders and Requisitions	2 YRS

Snap Grant Records (Special Needs Assistance Program)..... **3 YRS**
After Final Expenditure Report

VICE PRESIDENT FOR BUSINESS SERVICES ACCOUNTING RECORDS

Administrative Files* **1 YR**
If File Is Of No Further Value

Accounting and Payroll Working Papers..... **3 YRS**

Audit Reports **PERM**
(1 Copy)

Budgets..... **7 YRS**

Cancelled Bonds and Coupons **2 YRS**
After Cancelation or Due Date

Cancelled Checks, Bank Statements, Deposit Slips, Paid Bills, Invoices, Voided
Checks, and Vouchers..... **7 YRS**

Cash Receipts, Cash Register Tapes, Check Copies, Invoice Copies **2 YRS**

Credit Card Reconciliation Reports..... **7 YRS**

Financial Report Batch Runs and Receipts **2 YRS**

General Ledgers **7 YRS**

Grant Records..... **3 YRS**
After Final Expenditure Report

Illinois Department of Revenue Allotment Notices **7 YRS**

Inventories and Asses Update Sheets **2 YRS**
After Superseded by New Inventory

Bi-Weekly Payroll Registers..... **7 YRS**

Work Salary and History Records **60 YRS**
After Termination or Employee's 78th Birthday****

Payroll Registries **5 YRS**
After Termination

Payroll Transmittal Reports..... **3 YRS**

Purchase Orders and Requisitions **2 YRS**

State Apportionment Claim Records.....	7 YRS
Student Address Listing	1 YR
	After Administrative Use is Complete
W-4 Tax Statements	5 YRS
	After Employment Termination or Until Superseded By New W-4
Other State and Federal Tax Statements and Reports	
	After Administrative Use is Complete
Student Address Listing	1 YR
	After Administrative Use is Complete
Student Loan Payment Records	5 YRS
	After Last Payment or Cancellation
Student Tuition and Fee Requests.....	2 YRS
Time Sheets.....	3 YRS
Tax Extension Working Papers.....	2 YRS
Tax Levies	7 YRS
Third Party Billing Files	7 YRS
Travel Reimbursement Records	7 YRS
On-the-Job Tuition Waivers	2 YRS

MANAGER- BUSINESS SERVICES RECORDS

Employee Insurance Policies	7 YRS
	After Cancellation
Employee Insurance Claims	7 YRS
	After Settlement
Insurance Claims Paid Listings	7 YRS
Insurance Policies.....	7 YRS
	After Cancellation
Insurance Claims	7 YRS
	After Settlement
Lists of Bills Paid.....	7 YRS

Payroll Insurance Authorization5 YRS
After Employment Termination

Payroll Insurance Garnishment.....7 YRS
After Settlement

Purchase Orders.....2 YRS

Tax Referendum Election Records1 YRS

Treasurer's Surety Bonds2 YRS

Vehicle Trip Sheets.....2 YRS

Workman's Compensation Records.....7 YRS
After Settlement

AUXILIARY RECORDS (BACK STAGE RECORDS)

Administrative Files*1 YR
If File Is Of No Further Value

Cash Register Tapes and Receipts2 YRS
After Term Expiration

Contracts, Leases, and Agreements (Original)10 YRS
After Termination

Contracts, Leases, and Agreements (Copies)2 YRS

Financial Statement Support Documentation.....2 YRS

Inventory Report Support Documents.....1 YR

Invoices (Copies)2 YRS

Personnel Files3 YRS
After Administrative Use Is Complete

Purchase Orders and Requisitions2 YRS

Reconciliation Reports2 YRS

Daily In-House Sales Reports.....2 YRS

Time Cards3 YRS

AUXILIARY SERVICES (BOOK STORE RECORDS)

Credit Card Reconciliation Reports (Copies)	2 YRS
Monthly Department Reports	2 YRS
Daily Deposit Detail Reports	2 YRS
Dual Credit Roster Records	7 YRS
Employee Work Study Credit Form Records	7 YRS
Inventory Worksheets	2 YRS
Purchase Orders and Vouchers (Copies)	2 YRS
Receipts	2 YRS
Student Delinquent Book Payment Lists	1 YR
After Administrative Use Is Complete	
Student Off-Campus Rosters and Receipt Copies	2 YRS
Student Rental Receipts Agreements	2 YRS
Textbook Request Forms (Book Changes)	2 YRS
Time Cards	3 YRS
Vouchers (Third Party Agreements)	7 YRS

FACILITIES PLANNING RECORDS

Administrative Files*	1 YR
If File Is Of No Further Value	
Annexation Petitions and Files	PERM
Apportionment Studies	7 YRS
Asbestos Surveys	PERM
Successful Bids, Specifications, and Proposals	10 YRS
After Contract Termination	
Unsuccessful Bids, Specifications, and Proposals	3 YRS
After Rejection	

Copies of Bids, Specifications, and Proposals	1 YR
	After Bidding Is Complete
Bond Insurance Files	2 YRS
	After Cancellation Or Due Date
Budget Requests and Working Papers	2 YRS
Capital Project Plans, Drawings, and Specifications	PERM
Other Capital Projects Records.....	10 YRS
	After Project Completion
Certificates of Status of Exempt Property	2 YRS
Citizens' Petitions for Annexations, Land Dedication, Street and Alley Vacations	PERM
Other Citizens' Petitions (To Levy Additional Tax, Etc.).....	1 YRS
Collective Bargaining Agreement (1 Copy)	PERM
Other Collective Bargaining Records	15 YRS
Contracts, Leases, and Agreements.....	2 YRS
	After Contract Terms Are Completed
Copies of Contracts, Leases, and Agreements.....	10 YRS
Election Records.....	1 YR
Employee Grievances	3 YRS
	After Settlement
"Freedom of Information Act" Requests and Denials	2 YRS
Grant Records.....	3 YRS
	After Final Expenditure Report
Official Board Policy Manual (1 Copy)	PERM
"Prevailing Rate Wage Act" Records	5 YRS
	After Update
Property Tax Abatement Requests and Related Documentation.....	7 YRS
R.A.M.P. (Resource Allocation Management Plans).....	7 YRS

Tax Objections3 YRS
After Settlement

HUMAN RESOURCE RECORDS

Administrative Files*1 YR
If File Is Of No Further Value

Board of Trustees Personnel Reports (Monthly)2 YRS

Collective Bargaining Records (Includes Contracts, Contract Proposals, and other Negotiation Records)**PERM**

Collective Bargaining Records (Collective Bargaining Agreement and Supporting documents)15 YRS

Employee Absence Report Summaries3 YRS

Employee Action Forms (Original)5 YRS

Employee Action Forms (Copies)2 YRS

Employee Vacation Schedules3 YRS

Job Descriptions5 YRS
After Superseded By New Description

Job Postings and Vacancy Search Files (Notices, Bids, Descriptions, Listings, and Applications)5 YRS

Official Personnel Records60 YRS
After Termination or Employee's 78th Birthday****

(Campus Police Department Exception: Records related to complaints, investigations, and adjudication of police conduct must be kept permanently effective January 1, 2023 and per IL Public Act 101-0652.)

Purchase Orders and Requisitions	2 YRS
Receipts for Statements of Economic Interests	2 YRS
	After Filing with the County Clerk
Unemployment Compensation Claims.....	7 YRS
	After Settlement
F.S.A. Health Savings Accounts	5 YRS
	After Last Entry Date Or Final Payment
F.S.A. Payroll Deduction Authorization	5 YRS
	After Termination Of Employment
F.S.A. Payroll Deduction Records (Other Records)	7 YRS

INFORMATION SYSTEM RECORDS

Administrative Files*	1 YR
	If File Is Of No Further Value
Purchase Orders.....	2 YRS

MAIL ROOM RECORDS

Shipping Documents.....	2 YRS
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PHYSICAL PLANT RECORDS

Administrative Files*	1 YR
	If File Is Of No Further Value
Blueprints and Drawings	PERM
Maintenance Project Construction Plans, Drawings and Specifications	PERM
Other Maintenance Project Records	10 YRS
	After Project Completion
Purchase Orders and Requisitions	2 YRS
Vehicle Scheduling Records	2 YRS

PRINT SHOP RECORDS

Administrative Files*	1 YR
	If File Is Of No Further Value

Bids, Specifications, and Proposals (Successful Bids)10 YRS
After Terms of Related Contract are Completed

Bids, Specifications, and Proposals (Unsuccessful Bids)3 YRS
After Rejection

Charge-Back Reports (Monthly).....2 YRS

Contracts, Leases, and Agreements (Successful Bids)10 YRS
After Terms of Related Contract are Completed

Contracts, Leases, and Agreements (Unsuccessful Bids)3 YRS
After Rejection

Print Shop Request Forms.....60 Days
After Completion of Work

Purchase Orders, Requisitions and Requests2 YRS

Vendor Payment Backup Records2 YRS

VICE PRESIDENT FOR DEVELOPMENT, COMMUNICATION, AND CREATIVE SERVICE RECORDS

Administrative Files*1 YR
If File Is Of No Further Value

Press Clippings and Releases (Press Releases with Historical Value)..... PERM

Press Clippings and Releases (All Other Records)..... 2 YRS

Purchase Orders an Requisitions 2 YRS

INSTITUTIONAL RESEARCH RECORDS

Administrative Files*1 YR
If File Is Of No Further Value

A.C.T. Profile Service Summary Reports.....3 YRS

Attrition Studies (Completed Surveys and Summaries)5 YRS

Enrollment Analysis Reports.....3 YRS

Facilities Reports3 YRS

Grade Distribution Reports3 YRS

High School Student Enrolled Listings	2 YRS
I.C.C.B. Enrollment Reports.....	5 YRS
I.P.E.D.S. Reports.....	3 YRS
In-House Enrollment Reports.....	5 YRS
In-House Follow-Up Studies	5 YRS
Student Enrollment Statistics	3 YRS
Student Enrollment Statistics Per 1991 Agency Request	PERM
Unit-Cost Analysis Reports	7 YRS

VICE PRESIDENT FOR STUDENT SERVICES

Administrative Files*	1 YR
	If File Is Of No Further Value
Academic "Standards" Records (Documenting Student Who Fail to Meet Academic Standards) (Originals).....	5 YRS
Grant Records.....	3 YRS
	After Final Expenditure Report
Goals and Objectives Reports (Annual).....	7 YRS
Purchase Orders and Requisitions	2 YRS
"Talented Student Application" Discontinued Records (Student Loss or Discontinuance of Scholarship. Originals are in Student Permanent Files. ..	5 YRS

ADMISSIONS RECORDS

Student Add/Drop-Change of Schedule Cards	5 YRS
Student Alphabetical Listings	5 YRS
Student Grade Rosters (Permanent Records)	60 YRS
	After the Student has Transferred, Graduated, or Otherwise Permanently Withdrawn From School
Student Graduation Lists and Graduation Reports	PERM
Student Schedule Reports	2 YRS

Student Temporary Records (Applications for Admission, Copies of High School Transcripts, Class Substitutes, Suspensions, Dismissals, Etc.)..... 5 YRS
After Student has Transferred, Graduated or Withdrawn from School

Student Transcripts60 YRS
After the Student has Transferred, Graduated, or Otherwise Permanently Withdrawn From School

ATHLETIC RECORDS

Administrative Files*1 YR
If File Is Of No Further Value

Athletic Contracts (Events)2 YRS

Athletic Records (Scholarship Papers, Signed Code of Conduct, Etc.)5 YRS
After Student has Transferred, Graduated or Withdrawn from School

Budget Requests and Working Papers2 YRS

Eligibility Lists.....2 YRS

Purchase Orders and Requisitions2 YRS

CAREER PLANNING AND PLACEMENT RECORDS

Budget Requests and Working Papers2 YRS

Career Guidance Center Progress Quarterly Reports2 YRS

Occupational Follow-Up Studies5 YRS

Purchase Orders, Requisitions and Duplicate Copies of Paid Bills.....2 YRS

Student Credential Records (Resumes, Curriculum Sheets, Credential Requests, Etc.)5 YRS
After Graduation

FINANCIAL AID RECORDS

Administrative Files* 1 YR
If File Is Of No Further Value

College Work-Study Time Sheets 2 YRS

Ledger Sheets 7 YRS

Pell Grant Cards	7 YRS
Pell Grant Records.....	3 YRS
	After Final Expenditure Report
Student Financial Aid Files	5 YRS
	After Graduation or Date of Last Attendance
Student Financial Aid Inquiry Forms (IL Dept of Public Aid)	1 YR
Student Illinois Guaranteed Loan Files	7 YRS
Student Illinois Guaranteed Loan Program Cards	7 YRS
Student Pell Grant Files	3 YRS
Tuition Waiver Records.....	5 YRS
	After Graduation or Date of Last Attendance
Vouchers and Claim Forms (Duplicates)	2 YRS

INDIVIDUALIZED LEARNING CENTER RECORDS

Budget Reports and Request Work Papers	2 YRS
Purchase Orders and Requisitions	2 YRS
Student Tutoring Session Date and Time Sheets	2 YRS
Tutoring Information Cards	5 YRS
Tutoring Rosters	2 YRS
Athletic Physicals	5 YRS
	After Graduation or Date of Last Attendance
Health Services Insurance Records (Policies)	7 YRS
	After Expiration or Cancellation
Health Services Insurance Records (Claims)	7 YRS
	After Settlement
Student Health Records	5 YRS
	After Graduation or Date of Last Attendance
Discipline Records (For Students with Disabilities)	5 YRS
	After Graduation or Date of Last Attendance
Behavioral Intervention Records	5 YRS

After Graduation or Date of Last Attendance

Disability Service Records 5 YRS

After Graduation or Date of Last Attendance

VICE PRESIDENT FOR WORKFORCE DEVELOPMENT RECORDS

Administrative Files* 1 YR

If File Is Of No Further Value

Applications for Student Field Trips 1 YR

Education for Employment Plans 5 YRS

After Graduation

Employee Action Forms (Copies) 2 YRS

Grant Records..... 3 YRS

After Final Expenditure Report

I.C.C.B. Curriculum Approvals, Changes, and Deletions PERM

Intergovernmental Agency Agreements 5 YRS

After Termination or Completion of Contract Terms

Purchase Orders and Requisitions 2 YRS

Vocational Instruction Practicum Applications 2 YRS

FOUNDATION RECORDS

Administrative Files* 1 YR

If File Is Of No Further Value

Audits and Audit Worksheets (Worksheets) 7 YRS

Audit Reports PERM

Duplicate Audit Reports..... 1 YR

Blueprint and Plans PERM

Board Reports Including Treasurer's Monthly Reports (Original)..... PERM

Board Reports Including Treasurer's Monthly Reports (Copies) 1 YR

Budgets (Including Special Event Budgets) 7 YRS

Cancelled Checks, Bank Statements, Deposit Slips, Paid Bills, Invoices 7 YRS

Certificate of Status Tax Exempt Property	2 YRS
Chart of Accounts	Dispose When Superseded By a New Chart
Charter and By-Laws	PERM
Deeds, Purchase, Bill of Sale.....	1 YRS After Property is Sold
Donations.....	7 YRS
General Ledgers and Journal Entries	7 YRS
Grant Records.....	3 YRS After Final Expenditure Report
Insurance Policies and Claims (Policies)	7 YRS After Expiration or Cancellation
Insurance Policies and Claims (Claims).....	7 YRS After Settlement
Investment Records (Certificates of Deposit, Securities, Treasury Notes, and Other Records)	7 YRS
Legal Judgments and Settlement Agreements	PERM
Legal Case Files (Other Records).....	3 YRS After Settlement
Minutes of Meetings (Originals)	PERM
Minutes of Meetings (Duplicates).....	1 YR
Property Leases.....	10 YRS After Termination or Completion of Terms of Contract, Agreement, or Lease
Reconciliation Records (Including Special Event Records)	2 YRS
Requisitions for Payment Reimbursements	3 YRS
Resolutions	60 Days If Recorded in Minute Book
Scholarship Records.....	7 YRS
Tax Return Records.....	7 YRS

Trial Balance Reports **2 YRS**

- * “Administrative Files” include: convenience copies, working papers, and miscellaneous correspondence (including emails) classified as general correspondence and not related to another record series.
- ** Parents must be notified of the destruction schedule for student permanent records.
- *** Parents must be notified before the disposal of any student temporary records.
- **** If an employee remains working after the age of 78, records may be disposed of 10 years after the employee’s termination.

Adopted November 9, 1998

Revised May 10, 2004

Revised November 11, 2019

Revised November 8, 2021

Freedom of Expression and First Amendment Guarantees

Lake Land College values the freedoms of speech, thought, expression and assembly as vital to the pursuit of knowledge and shall endeavor to ensure the fullest degree of intellectual freedom and free expression within a supportive learning environment. The College seeks to facilitate personal and societal growth by teaching students to challenge themselves and to learn from opposing perspectives. As such, members of the academic community shall be encouraged to assemble and engage in free and open discussion, debate and expressive activity.

As an institution of higher education, it is not the proper role of the College to shield individuals from speech and expression protected by the First Amendment, including ideas and opinions they find unwelcome, disagreeable or offensive. Although Lake Land College greatly values civility and expects that all members of the College community share in the responsibility for maintaining a climate of mutual respect, concerns about civility and mutual respect will not be used as justification for closing off discussion of ideas.

Freedom of expression does not mean that individuals may say whatever they wish, whenever or wherever they wish. The orderly and safe operation of the College's educational programs is of utmost importance.

The College may restrict expressive activity not protected by the First Amendment including all of the following:

- 1) Violations of state or federal law;
- 2) Defamation of a specific individual;
- 3) Harassment based on protected class that is so severe, pervasive or objectively offensive that it deprives the victim's access to an educational opportunity or benefit;
- 4) Threats of violence to a particular individual or group of individuals;
- 5) Unjustifiable invasion of privacy or confidentiality not involving a matter of public concern;

- 6) Action that endangers the safety of others, damages or defaces property, or disrupts the ordinary activities or functions of the College. Obstructing building entrances, walkways and right-of-ways; obstructing vehicular or pedestrian traffic on or adjacent to campus; or interfering with classes, meetings, events or ceremonies or with other essential processes of the College will generally be considered to be disruptive to College activities and functions.

In order to ensure that expressive activity does not infringe upon the rights of others, the College may reasonably regulate the time, place and manner of expression, including as follows:

- 1) Open public areas of the College campus in Mattoon and of the Kluthe Center for Higher Education and Technology in Effingham are recognized as public forums where individuals may distribute materials, protest or demonstrate in accordance with the College's policies. Adherence to building closures is expected. The College's recognition of public forums should not be interpreted as limiting the rights of free expression elsewhere on campus.
- 2) Individuals wishing to post or distribute literature or materials on campus are expected to comply with Board Policy 09.16 - Temporary Indoor Signage and the Distribution of Materials.
- 3) Placards, banners and signs may not endanger the safety of others, damage or deface property, or unreasonably impede the participation or mobility of others. Individuals displaying placards, banners or signs that infringe upon the rights of others or otherwise violate College policies may be required to move to a different location or remove their materials.
- 4) A protest, demonstration or event on campus may invite another form of protest. When these occasions arise, freedom of expression of all parties is important. In support of this effort, the College will make reasonable accommodations regarding the manner in which persons may exercise their rights to free speech and assembly to assure the orderly operation and safety of the campus community. To this end, a separate protest area may be designated by College

officials for those persons with views that differ from the views held by the original event organizers.

- 5) This policy does not limit or constrain the College or law enforcement authorities' duty to maintain and protect public safety. In order to ensure the safety of all participants, the College police department may require the attendance of one or more officers. As deemed necessary by any College official and upon their request, individuals may be required to present a College ID or government-issued identification.

To further the effectiveness of their event, individuals or groups organizing a presentation, protest or demonstration are encouraged to make advance arrangements at least 48 hours prior to the start of the event. Although not mandatory, advance notification is strongly recommended as it enables the College to help ensure that the event takes place in a constructive and peaceable manner. Students should contact the Vice President for Student Services. Staff and community members should contact the Vice President for Business Services.

Application of this policy does not preclude application of other College policies or regulations including Board Policies 06.01 – *Academic Freedom*, 07.28.01 – *Student Code of Conduct and Disciplinary Procedures*, and 11.16 – *College Sponsored Speakers, Performers and Presenters* as may be warranted by a given situation.

Naming of Buildings, Grounds or Academic Programs

The Lake Land College Board of Trustees has the legal responsibility for officially naming all properties and structures under the jurisdiction of Community College District No. 517. The Board recognizes its responsibility to determine the appropriate naming of new and existing buildings owned by Lake Land College, as well as rooms, portions of rooms, or special areas within or outside buildings.

All new campus buildings will be named by function at the time they are dedicated. In addition, the Board recognizes that from time to time it will be appropriate that College buildings or specific portions of buildings be named for scholars and other distinguished individuals who are preeminent in their field of endeavor and/or who have made a unique and outstanding contribution to the institution. Individuals may make outstanding contributions in the form of time, talent, financial assets, or some other combination of human and fiscal resources.

The Board of Trustees has designated Lake Land College Foundation as the agency through which voluntary, philanthropic contributions to benefit the College are received. The Board solicits the recommendations and counsel of the Board of Directors of the Foundation for the naming of College buildings and grounds in honor of persons who have made outstanding contributions to the institution. Moreover, the Trustees encourage the Foundation Board to initiate recommendations for naming facilities and will seek the Foundation Board's advice and counsel in responding to requests from whatever source to name facilities in honor of individuals.

Proposals that Lake Land College name a building, any campus grounds, major portions of facilities, or academic programs in honor of an individual must be submitted as a request to the President of Lake Land College by October 1 of each year to be considered for the following year. The President will forward such requests to the Board for consideration and approval. In fulfilling this responsibility, the Board will be guided by the best interests of the general public, students and staff.

Procedures for Naming of Buildings, Grounds, or Programs

1. The Board Chair will appoint/designate an advisory committee comprised of three trustees with the College President and the Executive Officer of the College Foundation serving as ex-officio members for the purpose of naming or renaming physical components and/or entities of the College. As with all Board committees, the Board Chair shall serve as an ex-officio member.
2. Approval of recommendations(s) will require majority vote of the total membership of the advisory committee.
3. The Board of Trustees will not take action on proposed commemorative naming of buildings, rooms or physical components and/or entities, or academic programs until at least 120 days after receiving the recommendation of the advisory committee.
4. No building, room or physical component and/or entity of the College, or academic program will be named for individuals currently employed by the College or the State of Illinois.
5. No building, room, physical component and/or entity, or academic program shall be named for a religious or political organization, cult, or special interest group.
6. No building, room, physical component and/or entity of the College, or academic program will be named for individuals or organizations whose reputation, conduct or business dealings the Board of Trustees determines would bring a loss of respect to the College or deems to be in conflict with the College's values and ethical standards.
7. The naming of a physical facility for corporate benefactors, when authorized by the Board of Trustees, shall generally be for a period of ten years. The Board may, at its discretion, extend the ten-year period.
8. When the person to be honored is deceased, at least one year must have passed since the date of death before the name can be applied to a College building, room or physical component and/or entity, or academic program. The Board may, at its discretion, waive the minimum waiting period.

9. The College President will present a guideline to the Board of Trustees for gifting opportunities to fund the creation and/or furnishing of specified facilities, including pricing guidelines related thereto. This guideline will be subject to annual revision based upon College need and current costs.
10. A naming opportunity associated with a gift to the College will normally receive favorable consideration only when the present value of the gift follows the annual pricing guidelines as presented by the College President to the Board of Trustees.
 - A. The gift may be in cash or may take the form of a legally binding pledge. The gift should be paid within five years of the naming of the building or program. The initial contribution must be at least one-third of the total pledged amount.
 - B. A portion of the gift may be in the form of an irrevocable trust or a contractual bequest.
 - C. The Board of Trustees reserves the right to remove names from buildings, rooms or physical components and/or entities of the College, or academic programs when the gift associated with the naming has not been paid in full within the five-year limit provided for in 10.A. above. Should this occur, the Board may name an area of the building or identify another appropriate naming opportunity that would be proportionate to the value of the gift received.
11. Requests for naming of buildings, rooms or physical components and/or entities of the College, or academic programs shall be submitted in the Board of Trustees' standard format, which shall include the following details:
 - A. A request, citing the facility or program in question, the proposed name, and the existing name;
 - B. Justification, including relevant information such as the nature and duration of the individual's affiliation with the College or the significant contribution made by the individual to the College or in their field of endeavor, and their biographical data.

- C. If the proposed naming is a stipulation of a gift, the request must explain the proposed arrangement. If the gift represents partial or total funding of the construction, remodeling, or renovation of a facility, the request should, include the following information:
 - (1) A timetable for project implementation;
 - (2) Relationship of the project to the College's long-range plans;
 - (3) Source and status of any capital budget funds needed in addition to the gift;
 - (4) Operating budget implications and sources of funds; and
 - (5) A copy of the gift contract and/or pledge agreement filed with the request for approval.
- 12. Terms and use of gift funds related to naming shall be negotiated with donors on a case-by-case basis. Campus naming should be designated only for the useful life or period of existence of the property, program or facility. This permits renaming to occur far into the future, should the building be demolished, rendered functionally obsolete, or require major renovation.
- 13. Gift document language should include statements that naming is contingent upon obtaining proper approvals by the responsible College officials.
- 14. When no donor gift is involved, the following criteria shall be used in making commemorative naming decisions. The naming should honor a person:
 - A. Who has achieved distinction in their career or field of endeavor, and who has had a significant beneficial impact on the Lake Land College district and its residents or the State of Illinois;
 - B. Who has achieved a unique distinction in higher education and other significant areas of public service;
 - C. Who has served Lake Land College in an academic capacity and has earned a national or international reputation as a scholar;

- D. Who has made extraordinary contributions to Lake Land College or the system which warrant special recognition; or
 - E. Who has served Lake Land College in an administrative capacity and who, in the course of that service, made extraordinary contributions to the College or the higher education system which warrant special recognition.
15. The naming of a room, physical component and/or entity, or program follows the room or program for its useful life, or as directed by this policy, unless otherwise determined by the Board of Trustees.
 16. The Board of Trustees reserves the right to remove naming at its sole discretion if it determines that conduct of the individuals or organizations for whom the academic programs, buildings, rooms or physical components and/or entities are named would bring a loss of respect to the College if the name were maintained, or would be in conflict with the College's values or ethical standards.
 17. For voluntary service to the College to be considered for a naming opportunity, the individual involved must have served as a volunteer for at least one year and have made substantial contributions to the College's mission as evidenced by service of distinction or by local, state and/or national awards.
 18. A request to name a building, room or physical component and/or entity, or academic program for a former College employee may be considered, provided that the individual was a full-time employee of the College for a minimum of 10 years and has separated from the College for a minimum of two years.
 19. The naming of a building, room or physical component does not confer or imply any ownership interest in that facility on the part of the individual or group for whom or which it has been named, nor does it imply any obligation to the named individual or group beyond the maintenance of the commemorative identification of the facility.

Adopted November 9, 1998
Revised October 11, 2004
Revised December 9, 2013

Firearms and Weapons

Lake Land College is committed to maintaining a safe environment, free of violence, threats, or intimidation of any kind, for its students, faculty, staff and all visitors, including those with whom the College does business.

Possession of Firearms on Campus

To ensure a safe environment for its employees, students and visitors, Lake Land College prohibits illegal or unauthorized possession of firearms/weapons¹ on any property owned, leased or otherwise under the control of the College, or at College sponsored activities or events, except as otherwise provided under the Illinois Firearm Concealed and Carry Act². To the extent allowed under all applicable laws, the College prohibits any persons from carrying firearms or weapons on its facilities or property or at College sponsored activities, except as provided under the Illinois Firearm Concealed Carry Act or the exceptions as detailed below.

The College prohibits use of such items, even if legally possessed or authorized, in a manner that harms, threatens, or causes fear to others.

Special Regulations for Firearm Concealed Carry Licensees

A state-issued permit to carry a concealed firearm is not valid on any property owned, leased or otherwise under the control of the College, or at College sponsored activities.

Immediately upon entering College property, a licensee must store their firearm concealed in a case within a locked vehicle or locked container within a vehicle, out of plain view. A licensee may carry a concealed firearm in the immediate area surrounding their vehicle for the limited purpose of storing or retrieving the firearm within the vehicle's trunk, provided the concealed firearm is unloaded prior to exiting the vehicle.

Exceptions

The following persons and weapons are exempt from the College's Policy prohibiting the possession of firearms and weapons on its campus, property, and at College sponsored activities:

- Any on-duty member of the College's Campus Police possessing a firearm or weapon as authorized pursuant to their duties as a member of the Campus Police.
- Sworn on-duty law enforcement officers and others authorized by law³ to carry and/or discharge a firearm as a condition of their employment.
- Weapons or firearms carried by an enforcement officer from an external agency conducting official business at the College or for any other exception deemed necessary as determined by the College's Chief of Police. An exception request form, obtained from the Chief of Police, should be completed that explicitly outlines how the weapon will be used to identify the appropriate exception. Express written approval must be granted by the Chief of Police.
- Weapons or firearms used in connection with a weapons safety course, weapons education course, military science or law enforcement training course offered by the College and/or approved and authorized by the College.
- A student possessing a weapon or firearm in connection with sanctioned classes, athletics, or recreational sports practices, games, matches, tournaments, or events on campus when the activity requires the use of such weapons or firearms.

¹ Unlawful Use of Weapons Act, 720 ILCS 5/24-1

² Illinois Firearm Concealed Carry Act, 430 ILCS 66/65

³ Unlawful Use of Weapons Act, 720 ILCS 5/24-2

Adopted November 9, 1998

Revised January 13, 2014

Revised March 11, 2019

Alcohol and Drugs

The unlawful possession, manufacture, distribution, dispensation, or use of a controlled substance, cannabis and/or alcoholic liquor is prohibited on College property and/or any of its extension centers, as per Illinois Statutes Liquor Control Act of 1934, the Drug-Free Schools and Communities Act Amendments of 1989, and the Drug-Free Workplace Act of 1988. Any violations of this policy will be subject to punishment by all applicable policies and laws.

The College has implemented a zero-tolerance policy prohibiting the use or possession of cannabis at the College or on College property or attending College-related activities, in accordance with Sections 10-35(d) and 10-50 of the Illinois Cannabis Regulation and Tax Act. College employees who violate this policy may be subject to discipline up to and including discharge pursuant to the policies and procedures applicable to their employment in accordance with Board Policy 11.07. The College may refer students who violate this policy for disciplinary procedures.

Under the direction of the Board of Trustees, alcoholic liquor may be delivered to and sold or served on campus for reception, cultural, conference or convention type activities, provided that:

1. The alcoholic liquor is sold or served only at an event authorized by the College President.
2. The alcoholic liquor is limited to participants attending reception, cultural, conference or convention type activities (non-student related activities).
3. The event complies with all applicable local ordinances.

Definitions

1. Controlled Substance

A controlled substance as defined in the Illinois Controlled Substance Act.

2. Cannabis

Cannabis is defined by the Cannabis Control Act and the Illinois Cannabis Regulation Tax Act (Public Act 101-0027).

3. Alcohol

As defined by the Liquor Control Act of 1934, the product of distillation of any fermented liquid, whether rectified or diluted, whatever may be origin thereof, and includes synthetic ethyl alcohol. It does not include denatured alcohol or wood alcohol.

4. Alcoholic Liquor

As defined by the Liquor Control Act of 1934, includes alcohol, spirits, wine and beer and every liquid or solid, patented or not, containing alcohol, wine, spirits or beer and capable of being consumed as a beverage by a human being.

Traffic Regulations and Parking

The President will recommend to the Board of Trustees parking and traffic regulations on lots and roadways, which are owned and maintained by the College.¹ The regulations will include the enforcement measures to be taken to uphold the rules and regulations, including fines and penalties.

After the regulations are approved by the Board of Trustees, they shall be published by the College in student publications made generally available to students and staff (*Lake Land College Motor Vehicle Parking Regulations* brochure). Fines and penalties established by the Board of Trustees for violations of the regulations may include, but not be limited to the towing of vehicles, if necessary, at the owner's expense. Individuals with unpaid traffic tickets may be denied registration until financial obligations to the College are met.

Individuals charged with a violation of vehicle regulations/parking may request a review of the said violation and the fine or penalty imposed by written request/notice to the Police Chief. The Police Chief, then, will hold an informal hearing with the complainant and the patrol officer. The decision concerning each case by the Police Chief will be final.

¹ 103-42.2 ILCS

Solicitation by Non-College Personnel

Solicitation by non-College personnel or political candidates is prohibited unless the activity is sponsored by a College department or recognized club. If violators of this policy are observed, the Lake Land College Police Department shall be contacted.

Solicitation shall include any undertaking of an individual or group to promote the sale or use of a particular product or service, or a contribution to or request for support of an individual or organization.

Acceptable Technology Use

1. Intent of Policy

The intent of the Lake Land College Acceptable Technology Use Policy is to establish that technology provided by Lake Land College is intended to support the mission of the College. The term “technology” refers to but is not limited to computers, digital visual presenters, telephones, information networks, email, Internet, and assistive technologies, like artificial intelligence (AI), and others invented in the future. This policy applies to local and remote users of Lake Land College technology resources. Users shall regard the use of Lake Land College’s technology as a privilege, not a right.

2. Acceptance of Terms and Conditions

All terms and conditions as stated in this document are applicable to the use of technology resources at Lake Land College. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Illinois and the United States of America. The user understands and will abide by the terms and conditions of the Acceptable Technology Use Policy at Lake Land College. If a user commits any violation of the Acceptable Technology Use Policy, access privileges may be revoked, and disciplinary and/or appropriate legal action may be taken.

3. Privacy

Lake Land College reserves the right to review the contents and usage of any provided technology and has the right to share any content in violation of this policy with appropriate authorities in compliance with local, state and federal laws.

4. Acceptable Rules of Network Etiquette

All users of Lake Land College technology resources are expected to comply with generally accepted rules of network etiquette. Users are expected to:

- A. Respect the privacy of other users.
 - (1) Users shall not intentionally seek information on, obtain copies of, or modify files, sensitive data, other data, or passwords belonging to other users or represent themselves as another user.
 - (2) Sensitive data shall not be disclosed indiscriminately or inappropriately. Precautions should be taken to prevent unlawful access to such data.
- B. Respect the legal protection provided by copyright and license to electronic information.¹
- C. Respect the integrity of information networks.
 - (1) Users shall not intentionally use programs that harass other users or infiltrate the technology resources and/or damage or alter the software components of technology resources.
 - (2) Users shall accept responsibility for all uses of the technology resources and systems account usernames and passwords.
 - (3) Users will refrain from using the technology resources for personal financial gain. This shall include electronic chain letters, political lobbying, and promotion of products or services of a local business or one's own product or service.

- (4) Lake Land College has the right to filter incoming or outgoing electronic resources and email that it considers spam or that may be harmful to Lake Land College computers or infrastructure.
- D. Refrain from transmitting any material in violation of federal, state or local regulations. This shall include but is not limited to threatening, harassing or obscene material or material protected by trade secret.
- E. Adhere to federal, state and local guidelines about revealing others' personal information, including laws such as Family Education Rights & Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPPA), the USA Patriot Act, and other related acts.

5. User Accountability

Lake Land College reserves the right to limit or restrict access to Internet-based resources that in the College's judgment are not related to the mission of the College and/or its educational purposes. Individuals who are using Lake Land College technology resources inappropriately may be denied access to these resources. Users who breach this policy may be disciplined according to the appropriate disciplinary and personnel channels of the College.²

6. Public Representation

Users of Lake Land College technology resources will adhere to and uphold the guidelines put forth in this policy. The use of technology resources reflects directly and indirectly upon Lake Land College; therefore, all use should appropriately reflect the image of the College.

7. Disclaimer

Lake Land College makes no warranties of any kind, whether expressed or implied, for the service it is providing. Lake Land College will not be responsible for any damages suffered. Use of any information obtained via technology resources through Lake Land College is at the user's risk. Lake Land College specifically denies any responsibility for the accuracy, quality, or content of information obtained through technology resources.

¹ Board Policy 05.14, Intellectual Property Rights.

² Board Policies 05.04.18, Discipline and Suspension, Demotion or Dismissal for Cause, and 07.28.01, Student Code of Conduct and Disciplinary Procedures.

Adopted November 9, 1998

Revised June 14, 2004

Revised October 14, 2024

Artificial Intelligence (AI) Policy

Lake Land College commits to the ethical use of AI in accordance with 11.04 Discrimination and Harassment and 11.23 Ethics policies. AI must not be used to create content that is inappropriate, discriminatory, deceptive or otherwise harmful to others or to the college. Users must carefully review AI content for accuracy, appropriateness and bias to ensure the content aligns with Lake Land's Mission, Vision and Values.

AI users are prohibited from inputting data specific to Lake Land College, including confidential information belonging to the College, when using publicly available AI tools. This includes, but is not limited to, copying, pasting, typing or submitting personally identifiable information (e.g., names, contact information, dates of birth, social security numbers, etc.) about employees, students, and participants in college and community events. Inputs into public AI prompts, whether by text, speech, images, video or other formats, must be anonymized to avoid disclosing confidential information. AI users must comply with the Information Systems and Services policies and procedures (e.g., 11.15 Acceptable Technology Use, 11.28 Security of Critical and Sensitive Information, Confidential and Sensitive Information (CSI) Guide, and Data Governance) when using AI tools for conducting college business. All AI tools used for college business must be approved through Information Systems and Services.

College Sponsored Speakers, Performers and Presenters

Presentations by speakers, performers, or lecturers with varying points of view on pertinent and current issues may be sponsored by Lake Land College or recognized student groups as authorized by the administration in fulfilling the College's obligations as an educative entity in the community, subject to the following provisions:

1. Campus speakers, performers, presenters, or political candidates must be sponsored by a recognized College student club, organization, division or department. A College staff member representing the sponsoring group must attend and supervise the event.
2. The College shall maintain the right to reasonably regulate the time, place and size of audience attending a College-sponsored event in order to maintain orderly operation and safety of the campus community and eliminate conflicts with normal college operations and activities.
3. Individuals attending a college-sponsored presentation or event are expected to comply with the College's policies, which may include any ground rules for participation announced by the organizers at the start of the event.
4. Sponsorship or the accommodation of campus speakers, performers, presenters or political candidates does not imply approval or endorsement of the views expressed, either by the sponsoring group or the College.
5. Application of this policy does not preclude application of other College policies or regulations including Board Policy 11.09 - Freedom of Expression and First Amendment Guarantees, as may be warranted by a given situation.

Food Service and Catering

The College contracts with outside vendors to provide food service and vending services on campus as well as off campus sites. These contracts are managed by the Manager of Bookstore and Textbook Rentals.

All on-campus catering, including both College and non-College functions, whether on-campus or at the Kluthe Center, will be arranged through the Manager of Bookstore and Textbook Rentals. Outside vendors used to facilitate the College's catering needs shall have a current food service permit and proof of public liability insurance, must have a certified catering kitchen facility, must have a certified food handler in charge of the facility, and will be required to comply with all state and local food handling rules and regulations.

Adopted November 9, 1998
Revised June 14, 2004
Revised December 10, 2007
Revised January 8, 2018
Revised December 9, 2019
Revised April 8, 2022

Lake Land College Foundation, Inc.

The Lake Land College Foundation, Inc., is a non-profit corporation organized under the laws of the State of Illinois for charitable, educational, and scientific purposes. Its primary goals are to provide scholarships for academically talented and financially needy students, to support academic excellence, and to assist the College in developing and increasing its facilities for broader educational opportunities for its students and alumni by encouraging gifts of money, property, works of art, historical papers and documents, museum specimens, and other materials having educational or artistic value.

1. The bylaws and articles of the Foundation are attached in an appendix of this policy manual and are considered a permanent part of the manual. Any amendments to these articles must be approved by the Board of Directors of the Lake Land College Foundation, Inc.
2. The operations of the Foundation shall be vested in a Board of Directors and shall be in compliance with the laws and regulations affecting private charitable corporations by the State of Illinois and by the government of the United States.
3. No action by the Lake Land College Foundation shall violate the rules, regulations and procedures of the College or interfere with the effective operation of the College.
4. Copies of the Annual Report of the Foundation and the annual audit shall be made available to the Board of Trustees, and a copy of the minutes of the meetings shall be kept in the office of the Director of the Foundation for review by the College Board of Trustees members.

5. The Lake Land College Board of Trustees shall not be held liable for any financial loss or damage, costs or expenses incurred by the Foundation.
6. The College will provide space, utilities, insurance, and telephone service as well as general maintenance for Foundation operations.
7. The Alumni Association of Lake Land College shall be under the auspices of the Lake Land College Foundation.
8. In the event of the liquidation or dissolution of the corporation, the property and assets of the Lake Land College Foundation, Inc., shall be distributed to the Lake Land College Board of Trustees.
9. One member of the Lake Land College Board of Trustees shall serve as an advisory board member to the Lake Land College Foundation, Inc.

Protective Eye Devices

All individuals shall wear industrial quality eye protection devices at all times while in a room or enclosed area where they and others are participating in any phase of activity of such course which may subject the student or teacher to the risk of hazard of eye injury from the materials or processes used in said course.¹ These activities may be defined as experiences involving hot molten metals, milling, sawing, turning, shaping, cutting treatment, tempering or kiln firing of any metal or other materials; gas or electric welding; repair or servicing of any vehicle; and caustic or explosive materials. Employees engaged in outside lawn work which would subject them to the risk of hazard of eye injury from trimming or mowing also shall wear industrial quality eye protection devices.

Visitors to shops or laboratories will be furnished and required to wear industrial quality eye protection.

¹ Illinois School Code, Paragraph 698.11, "Eye Protective Devices"

Flowers and Memorials

A College memorial fund for the purchase of appropriate flower arrangements for funerals or donations to an individual's designated memorial fund will be maintained by the Office of the President. The Office of the President shall make all arrangements for the purchase and delivery of flower arrangements or the contribution to an individual's designated memorial fund, and other offices of the College should keep the President's Office fully aware of the passing of an active employee or Board of Trustee member or their immediate family member, retired staff or Board of Trustee member or their spouse, or a current student. Memorial donations will be made or flowers will be sent to memorialize the passing of the following: Current employees or Board members and their immediate family members; retired employees or Board members and their spouse; and current students. Under special circumstances, memorial donations may be made or flowers may be sent to individuals not covered in the above statement with the approval of the President. Memorial donations or flower arrangements sent by the Office of the President will officially acknowledge the sorrow of the College as a whole, the President, and the Board of Trustees.

Adopted November 9, 1998
Revised June 14, 2004
Revised June 13, 2011
Revised December 10, 2018

Marketing and Branding

Sustaining a consistent Lake Land College brand is essential to the College's success. Recognizing that all impressions of the college have the potential to affirm the College's brand, employees will adhere to the following guidelines.

College marketing, branding and social media platforms will be centralized and managed through Marketing & Public Relations (MPR). MPR will manage and enforce the college's branding standards across all of Lake Land College, as well as work with commercial vendors.

1. All marketing, recruitment and promotional pieces representing the College, faculty, staff, services and programs will be created or approved by Marketing & Public Relations in adherence to the Branding, Graphics, & Editorial Standards.
2. All college units will use the Print Shop for all College printing needs. Any need to print College materials at an off-campus printer will be determined by the Director of Marketing & Public Relations and the Print and Mail Services Supervisor.
3. All employees will follow the guidelines as published in the College's Branding, Graphics, & Editorial Standards, including the proper use of the College seal, wordmark, social/athletic logo, letterhead, email signature, business cards and nametags.
4. All employees will follow the guidelines in the Social Media Expectations and Guidelines.

Adopted November 9, 1998
Revised June 14, 2004
Revised June 14, 2010
Revised June 9, 2014
Revised October 9, 2017

Retirement Recognition

Retiring full-time employees with a minimum of ten (10) years of service will be honored during the annual ceremony recognizing retirees. Any observations of the retirement of employees with less than ten (10) years of service will be at the discretion of the particular division or office.

Ethics Policy

Adoption and Compliance with the State Officials and Employees Ethics Act

The Illinois General Assembly has enacted the State Officials and Employees Ethics Act (Public Act 93-615, effective November 19, 2003, as amended by Public Act 93-617, effective December 9, 2003, codified at 5 ILCS 430/1-1 and following) (the "Ethics Act"), which is a comprehensive revision of State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees. Under the Act, all units of local government and school districts are required to adopt ordinances or resolutions regulating (1) the political activities of and (2) the solicitation and acceptance of gifts by officers and employees "in a manner no less restrictive" than the provisions of the Act. This Board Ethics Policy (the "Policy") has been adopted in accordance with this requirement.

This Policy shall be construed in a manner consistent with the provisions of the State Officials and Employees Ethics Act (codified at 5 ILCS 430/1-1 and following). This Policy is intended to impose the same but not greater restrictions than the Act.

Definitions and General Provisions

For purposes of this Policy, the following terms shall be given these definitions or, if in conflict with the Ethics Act, then as defined therein:

1. "Board" or "Board of Trustees" means the Board of Trustees of Lake Land College District No. 517; Counties of Christian, Clark, Clay, Coles, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie, and Shelby; and State of Illinois.
2. "Campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election, or

appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (a) relating to the support or opposition of any executive, legislative, or administrative action, (b) relating to collective bargaining, or (c) that are otherwise in furtherance of the person's official duties.

3. "Candidate" means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in section 1-3 of the Election Code (10 ILCS 5/1-3).
4. "Collective bargaining" has the same meaning as contemplated by the Illinois Educational Labor Relations Act (115 ILCS 5/1 and following).
5. "College" means Lake Land College.
6. "Compensated time" means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of their employment, but for purposes of this Policy, does not include any designated holidays, vacation periods, personal time, compensatory time off, or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, "compensated time" includes any period of time when the officer or employee is on premises under the control of the employer and any other time when the officer or employee is executing their official duties, regardless of location.
7. "Compensatory time off" means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of their employment.
8. "Contribution" has the same meaning as that term is defined in section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).

9. "Employee" means any person employed by the Board of Trustees, whether on a full-time or part-time basis or pursuant to a contract, whose employment duties are subject to the direction and control of the Board with regard to the material details of how the work is to be performed, but does not include a volunteer or an independent contractor.
10. "Employer" means the Board of Trustees.
11. "Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.
12. "Leave of absence" means any period during which an employee does not receive (a) compensation for employment, (b) service credit towards pension benefits, and (c) health insurance benefits paid for by the Employer.
13. "Officer" means a person who holds, by election or appointment, an office created by statute or law, regardless of whether the officer is compensated for service in their official capacity. The term "officer" includes all members of the Board of Trustees, whether voting or non-voting, and the Chair, Vice Chair, Secretary of the Board, President, and Treasurer of the Board.
14. "Political activity" means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (a) relating to the support or opposition of any executive, legislative, or administrative action, (b) relating to collective bargaining, or (c) that are otherwise in furtherance of the employee's official duties.
15. "Political organization" means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of

Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

16. "President" means the President of Lake Land College. Under Section 3-26 of the Public Community College Act (110 ILCS 805/3-26), the President is the chief administrative officer of the College and the executive officer of the Board.
17. "Prohibited political activity" means:
 - a. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
 - b. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
 - c. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
 - d. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
 - e. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
 - f. Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.

- g. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
 - h. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
 - i. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
 - j. Preparing or reviewing responses to candidate questionnaires in connection with a campaign for elective office or on behalf of a political organization for political purposes.
 - k. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
 - l. Campaigning for any elective office or for or against any referendum question.
 - m. Managing or working on a campaign for elective office or for or against any referendum question.
 - n. Serving as a delegate, alternate, or proxy to a political party convention.
 - o. Participating in any recount or challenge to the outcome of any election.
18. "Prohibited source" means any person or entity who:
- a. Is seeking official action (1) by an officer or (2) by an employee, or by the officer or another employee directing that employee;

- b. Does business or seeks to do business (1) with the officer or (2) with an employee, or with the officer or another employee directing that employee;
- c. Conducts activities regulated (1) by the officer or (2) by an employee, or by the officer or another employee directing that employee; or
- d. Has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

Prohibited Political Activities

1. No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the Board of Trustees in connection with any prohibited political activity.
2. At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (a) as part of that officer or employee's duties, (b) as a condition of employment, or (c) during any compensated time off (such as holidays, vacation, or personal time off).
3. No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or employee benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for their participation in any prohibited political activity.
4. Nothing in this Section prohibits activities that are otherwise permissible for an officer or employee to engage in as part of their official duties, or activities that are undertaken by an officer

or employee on a voluntary basis which are not prohibited by this Policy.

5. No person either (a) in a position that is subject to recognized merit principles of public employment or (b) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because they are a member or an officer of a political committee, of a political party, or of a political organization or club.

Gift Ban

1. Except as permitted by this Policy, no officer or employee, no spouse of any officer or employee, and no immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source as defined herein, or any source which is otherwise prohibited by law. No prohibited source shall intentionally offer or make a gift that violates this Section.
2. Exceptions to gift bans are applicable to the following:
 - a. Opportunities, benefits, and services that are available on the same conditions as for the general public.
 - b. Anything for which the officer or employee, or their spouse or immediate family member, pays the fair market value.
 - c. Any (1) contribution that is lawfully made under the Election Code (10 ILCS 5/1-1 and following) or (2) activities associated with a fundraising event in support of a political organization or candidate.
 - d. Educational materials and missions.

- e. Travel expenses for a meeting to discuss College business.
- f. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancée.
- g. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or their spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (1) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (2) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (3) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.
- h. Food or refreshments provided as a “contribution” as defined herein, not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (1) consumed on the premises from which they were purchased or prepared or (2) catered. For the purposes of this Section, “catered” means food or refreshments that are purchased ready to consume and delivered by any means.

- i. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.
- j. Intra-governmental and inter-governmental gifts. For the purpose of this Policy, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.
- k. Bequests, inheritances, and other transfers at death.
- l. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.
- m. Any item or items provided by the College in support of the employee's or officer's discharge of official duties or to which there is a right by law for payment or reimbursement.

Each of the exceptions listed in this Section is mutually exclusive and independent of one another.

- 3. An officer or employee, their spouse or an immediate family member living with the officer or employee, does not violate this Policy if the recipient promptly takes reasonable action to return a prohibited gift to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

Ethics Advisor

1. The President, with the advice and consent of the Board of Trustees, may designate an Ethics Advisor for the College on an annual basis. If no other designation is made, the regularly retained attorney of the Board of Trustees will serve as the Ethics Advisor.
2. The Ethics Advisor shall provide guidance to the officers and employees of the Board of Trustees concerning the interpretation of and compliance with the provisions of this Policy, the Whistleblower Policy, the Ethics Act, and other State ethics laws. The Ethics Advisor shall perform such other duties as may be delegated by the Board of Trustees.

Penalties

1. Trustees. The Board of Trustees may issue a reprimand or other appropriate discipline under Board Procedures and the Ethics Act to a board member or officer who intentionally violates any provision of this Policy.
2. Employees. The Board of Trustees may initiate a disciplinary or discharge action, or other appropriate discipline under Board Procedures and the Ethics Act, against an employee who intentionally violates any provision of this Policy in accordance with the applicable procedures.

Existing Restrictions

This Policy does not repeal or otherwise waive, modify or amend any other restrictions applicable to officials or employees.

Future Amendments to Officials and Employees Ethics Act

Any amendment to the Ethics Act that becomes effective after adoption of this Policy shall be incorporated into this Policy by reference and shall be applicable as if set forth in this Policy. However, any amendment that makes its provisions optional for adoption by community colleges will not be incorporated into this Policy by reference without formal action by the

Board of Trustees.

Invalidity

If and to the extent the Ethics Act is declared unconstitutional as it applies to public community colleges, then this Policy or the relevant portions thereof shall be deemed repealed as of the date such decision becomes final and not subject to any further appeals or rehearings.

Adopted July 12, 1999
Revised May 10, 2004
Revised December 11, 2023

Fund-Raising Activities

Fund-raising activities for Lake Land College are overseen by the Lake Land College Foundation. All fund-raising activities outside the Foundation are coordinated in consultation with the President and/or their designee. Only by permission of the President and/or the President's designee may a College employee or student be authorized to solicit funds, goods or services on behalf of the College. Exceptions to this policy may be made for fund-raising activities under \$500 by student clubs and organizations, which must be approved by the Director of Student Life.

Health Insurance Portability and Accountability Act (HIPAA)

Adoption and Compliance with HIPAA Act

The purpose of this policy is to protect and safeguard “protected health information” created, acquired or maintained, in accordance with the HIPAA Privacy Regulations circulated pursuant to the Health Insurance Portability and Accountability Act of 1996 and applicable state laws.

The articles contained in this policy are intended to provide guidance to personnel and students in regard to the protection and enhancement of the privacy rights of eligible participants by (a) establishing rules related to the internal and external use and disclosure of protected health information; (b) stating the procedures by which eligible participants can gain access and information regarding the use and disclosure of their protected health information; and (c) ensuring the implementation of administrative procedures intended to assist eligible participants and personnel to effectuate these policies.

This policy then applies to all protected health information collected by the College, regardless of the form in which it is created or maintained, whether by oral, written or electronic means, for both living and deceased eligible participants. It includes articles which apply to all eligible workers, including employees, students, trainees, and volunteers.

Statement of Purpose

All staff members who have access to protected health information shall safeguard information created, acquired or maintained, in accordance with the HIPAA Privacy Regulations circulated pursuant to the Health Insurance Portability and Accountability Act of 1996 and applicable state laws.

This policy applies to all staff members who have access to protected health information as a result of any health plan covered component of medical plans, vision, prescription drug and health care flexible spending accounts. The designated covered components of a plan may change from time to time; therefore, all staff members are required to become familiar with those portions of the “covered components” and to apply these procedures to any protected health information obtained from a covered component.

Protected Health Information

The term “protected health information” is broadly defined in the HIPAA Privacy Regulations and includes identifying information such as names and addresses and other demographic information and individually identifiable health information in any form received or created as a consequence of providing healthcare services or health plan benefits.

In order to protect the privacy and security of any protected health information that is accessed, used, or disclosed, all employees are required to keep protected health information private and confidential. Employees shall limit use and disclosure of protected health information to those purposes necessary to perform their job functions. Prior to access to protected health information, employees must receive training on the HIPAA Privacy Regulations and this policy. In addition, these affected employees shall be required to sign an approved confidentiality agreement, and appropriate disciplinary sanctions will be imposed upon any employee who violates the confidentiality agreement.

Minimum Necessary Requirement

Except as otherwise permitted in this policy, uses and disclosures of protected health information must be limited to the “minimum necessary to accomplish the intended purpose.” The minimum necessary standard, however, is not applicable to uses, disclosures or requests by a healthcare provider for “treatment” purposes.

Only those employees who need access to protected health information to carry out their duties shall be permitted access to the information. All protected health information shall be maintained in a secure environment to ensure limited access and to avoid incidental disclosures. The minimum necessary requirement does not apply to information disclosed pursuant to a written authorization from the individual or to compliance audits of the United States Department of Health and Human Services.

Training of Employees

All staff members who have access to protected health information will be required to participate in training provided and to promptly provide any documentation requested concerning the participation in the training. As soon as possible after being hired, new employees who have access to protected health information will receive required training.

Physical Safeguards

In order to ensure the security of protected health information, employees are prohibited from the following actions:

1. Removing any records, reports or copies of documents containing confidential or personal information from their storage location, except as needed for the performance of job duties;
2. Releasing user identification codes or passwords to unauthorized users or allowing anyone to access or alter information under the employee's identity;
3. Using personal or confidential information to engage in illegal activities or to harass anyone;
4. Allowing unauthorized use of information maintained, stored or processed in any electronic file, medical file, student file, or computer system;

5. Accessing, using, or disclosing confidential information for any personal purpose or out of curiosity, or allowing others to do so by giving them the employee's access codes, passwords, or use of the employee's equipment for any purposes not essential to the employee's work.

Business Associate Agreement

The College only will provide protected health information to a business associate if a Business Associate Agreement is signed, ensuring that any protected health information is secured. The term "business associate" is defined in the Policy on Compliance with HIPAA Privacy Regulations as "persons or entities that provide services or assist the covered entity in the performance of an activity or function involving the use of protected health information or other regulated activities." Examples of Business Associates include vendors, lawyers, accountants, and business service companies that need protected health information to perform a function for the College.

Accounting Disclosures

Individuals have the right to obtain an accounting of all disclosures of their protected health information with the following exceptions: treatment, payment and healthcare operations; disclosures to the individual or authorized by the individual; disclosures in a limited data set; and disclosures to persons involved in the individual's care. The College must track any disclosures of protected health information not exempted from the accounting requirement. The accounting must specifically include the following:

1. Disclosures required by law.
2. Disclosures required for public health activities.
3. Disclosures for health oversight activities.
4. Disclosures which are reports of abuse.
5. Disclosures for judicial and administrative proceedings, such as subpoenas and court orders.

6. Disclosures intended for law enforcement purposes.
7. Disclosures released to the coroner.
8. Disclosures for research, except when authorized or pursuant to a Limited Data Set Agreement.
9. Disclosures which may be necessary to avert a threat of serious injury.
10. Unlawful or unauthorized disclosures.

All such disclosures must be tracked and a record of them retained by the Human Resources Office for a period of six years. The written account will include: the date of the release; name and address of person or entity who received the information; a brief description of the information released; a statement of the purpose for the information or, instead of a statement, a copy of the written request for the information.

Photo ID System, College Photo ID Cards and Portraits for Employee Directory

Photo ID System

The College will maintain an electronic photo identification system in the administrative software for students, full-time staff and part-time staff for security purposes. Full-time and part-time staff include faculty, adjunct faculty, administrators, supervisors, support, paraprofessionals, custodians, and student workers.

Photos for the electronic identification system will be taken by the Marketing and Public Relations department at designated, pre-scheduled times or appointment.

For employees, photos in the electronic identification system must be updated every five years. For Lake Land College employees at correctional or youth centers, when there is a conflict, the Department of Corrections or Department of Juvenile Justice contact(s) shall prevail.

Student Photo ID Cards

It is the responsibility of students to obtain a Student Photo ID for access to various campus services, programs and facilities. Student Photo IDs are obtained in the Lake Land College Bookstore. This same ID photo will be used in the electronic identification system.

1. Students must be registered at Lake Land College.
2. A valid, government-issued picture ID is required to obtain a Student Photo ID Card.

3. The original Student Photo ID Card will be issued without cost to the student. Photo ID Cards which need to be replaced because of a malfunction or because of a change in the name or identification number will be reissued at no charge. A replacement fee will be charged for all other reissued Photo ID Cards.
4. Photo ID Cards are to be carried while on campus or at branch facilities.
5. Students shall present their Photo ID Cards when requested by a Lake Land College official in the performance of their duties. College officials shall identify themselves and state the reason for requesting identification.
6. The Student Photo ID Card will remain valid as long as the holder continues their specific affiliation with the College.
7. All Photo ID Cards remain the property of Lake Land College.
8. The Photo ID Card is not transferable. Any misuse, alteration or fabrication of the Photo ID Card will subject the holder to disciplinary action by the College.
9. The College shall not be liable for any loss, cost, damage or expense, whether physical, financial or otherwise, suffered or incurred by individuals in connection with, or in any way relating to, the use or attempted use of a Photo ID Card by the holder or any third party.

Employee Photo ID Proximity Card

1. Full-time and part-time staff members must be currently employed at Lake Land College.
2. A valid, government-issued picture ID is required to obtain an employee Photo ID Proximity Card.

3. The original employee photo ID proximity card will be issued without cost to staff. Photo ID proximity cards which need to be replaced because of a malfunction or because of a change in the name or identification number will be reissued at no charge. A replacement fee will be charged for all other reissued employee photo ID proximity cards.
4. Employee photo ID proximity cards are to be carried while on campus or at branch facilities.
5. The employee photo ID proximity card will remain valid as long as the holder continues their specific affiliation with the college.
6. All employee photo ID proximity cards remain the property of Lake Land College and should be surrendered when employment terminates.
7. The employee photo ID proximity card is not transferable. Any misuse, alteration or fabrication of the card will subject the holder to disciplinary action by the college, up to and including termination.
8. The college shall not be liable for any loss, cost, damage or expense, whether physical, financial or otherwise, suffered or incurred by individuals in connection with, or in any way relating to, the use of attempted use of an employee photo ID proximity card by the holder or any third party.

Portraits for the Employee Directory

Employees may choose to have their portrait included with their employee directory information on the College's website. This will be the same photo taken by the Marketing and Public Relations department for the Employee Photo ID Proximity Card.

Adopted April 11, 2005
Revised December 9, 2019
Revised March 9, 2020

Security of Critical and Sensitive Information

Lake Land College enforces guidelines to regulate the appropriate and acceptable use of critical and sensitive information. The Confidential and Sensitive Information (CSI) Guide states the desired measures essential of all employees to safeguard critical and sensitive data maintained by the College. All employees are required to familiarize themselves with the guidelines. Employees who knowingly violate any provision of the guidelines may be subject to disciplinary action.

Human Subject Research by Internal or External Constituents

Any internal or external researchers requesting the collection of data involving human subjects currently or previously enrolled, employed, or otherwise associated with Lake Land College need to follow the Authorization to Conduct Research protocols and submit the appropriate documentation to the Research Review Board. This will ensure that all research requests align with the Department of Health and Human Services Protection of Human Subjects Act¹. Research conducted by College staff, for purposes of conducting College business, is exempt from this Policy. The College's President or appropriate Vice President will have final approval of all research requests.

¹ Protection of Human Subjects (45CFR46)

Recruitment of Military Service Member Enrollment

Lake Land College is proud to serve military service members. In accordance with requirements of the United States Department of Education and in compliance with the Federal Student Aid Handbook, Lake Land College prohibits the paying of a commission, bonus, or other incentives based directly or indirectly on securing applicants of federal financial aid (including Tuition Assistance Funds) to any persons or entities engaged in student recruiting, admission activities, or decision making regarding the awarding of student financial assistance to military service members.

Lake Land College further prohibits the use of high-pressure recruitment tactics such as making multiple unsolicited contacts (three or more) including contacts by phone, email, or in person, or engage in same-day recruitment and registration for the purpose of securing military service member enrollments.

BY-LAWS
OF
THE LAKE LAND COLLEGE FOUNDATION, INC.

(ADOPTED SEPTEMBER 23, 1970)

ARTICLE I

NAME AND INCORPORATION

Section 1. Name. The name of this organization shall be "THE LAKE LAND COLLEGE FOUNDATION, INC." It is hereinafter referred to as the "FOUNDATION."

Section 2. Nature. The FOUNDATION shall be a non-profit corporation organized under the laws of the State of Illinois, and its purposes shall be charitable and educational.

Section 3. Location. The principal offices of the FOUNDATION shall be located in the Illinois Community College #517 District of LAKE LAND COLLEGE hereinafter referred to as the "COLLEGE."

Section 4. Objects. The objects of the FOUNDATION as stated in its Certificate of Incorporation are:

- A. Said corporation is organized exclusively for educational, scientific and charitable purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law). No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting, to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles this corporation shall not, except to insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of the corporation.
- B. The FOUNDATION is organized and shall be operated exclusively for educational, scientific and charitable purposes designed to promote the welfare of Community College District No. 517, also known as LAKE LAND COLLEGE or COLLEGE. To effectuate these purposes, the FOUNDATION, although not limited to the following activities, shall have the power:
 - 1. To acquire by gift, bequest, devise, endowment or purchase property, real, personal or mixed; to own, hold, manage, mortgage, sell, convey, lease, invest,

exchange, and dispose of such property; to use the proceeds thereof for the uses and purposes of the FOUNDATION.

2. To secure private resources to support the needs of the students, faculty, programs and facilities and to endow the same to ensure sustainability of each.
 3. To exercise any and all powers which may be conferred by law or which may be necessary, incidental, or convenient to the objects and purposes above mentioned.
- C. To assist in developing and increasing the facilities of the COLLEGE for broader educational opportunities for and service to its students and alumni and to the citizens of the State of Illinois, by encouraging gifts of money, property, works of arts, historical papers and documents, museum specimens, and other material having educational, artistic, or historical value, and by such other proper means as may deem advisable.
- D. To receive, hold, and administer such gifts with the primary object of serving purposes as specified by the donor but generally these will be for purposes other than those for which the State of Illinois and COLLEGE ordinarily makes sufficient appropriations; to act as trustees for not-for-profit educational charitable trust, or charitable trusts; to administer gifts, grants, or loans of money or property, real or personal, whether made by or for the benefit of public governmental bodies, state or national, or by or for the benefit of corporations or natural persons, and whether in the form of conventional express trusts or otherwise; to become a party to contracts, trust instruments and agreements or any type; and to execute negotiable obligations, as trustees or otherwise, in order to effectuate either the creation or organization of trusts, or the execution for the purposes thereof. Where the terms and conditions imposed by the donors of any forms of gifts or bequests make immediate transfer to the COLLEGE, the FOUNDATION shall transfer absolutely and in full right title to and interest in such property, real and personal transferred, assigned or conveyed by any and all persons whatsoever, whether such property be in the form of money, manuscripts, works of art or otherwise, for the use and benefit of the COLLEGE, subject to said terms and conditions of said donors and subject also to the right of the COLLEGE and its governing board to refuse such preferred gifts, if conditions attached thereto be deemed unsatisfactory or unacceptable. Whenever such gifts or bequests, when made as memorials, involve maintenance, provision for such maintenance shall be included in the gift unless this requirement is waived by the COLLEGE governing board.
- E. To deposit forthwith in the archives or library of the COLLEGE articles or manuscripts, having scientific or educational value, which may be loaned to the FOUNDATION by the owners or by persons in legal custody thereof, subject to the approval of the COLLEGE.
- F. To act as a business agent of the COLLEGE in performing any other services for the COLLEGE pertaining to the COLLEGE, not herein specifically mentioned, if said COLLEGE governing board desires and so specifies.
- G. To do such other acts and undertake such other enterprises as in the judgement of the Board of Directors shall tend to promote the interests and welfare of the COLLEGE.

- H. Upon the dissolution of the corporation, The Board of Trustees shall, after paying or making provision for the payment of all liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for educational or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Trustees shall determine. Any of such assets not so disposed of shall be disposed of by the Circuit Court of the county in which the principal office of the corporation is then located exclusively for such purposes or to such organization or organizations, as Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE II

DIRECTORS

Section 1. Directors. The FOUNDATION shall consist of a Board of Directors, Advisors, Ex Officio Directors, Honorary Directors, and Executive Officers of the FOUNDATION.

- A. The Board of Directors shall consist of nineteen (19) persons elected from at large.
- B. Advisors of the Board shall be selected from at large and shall consist of a number to be determined annually by the Board of Directors.
- C. The Ex Officio Directors shall be the President of the COLLEGE and the Chairman of the COLLEGE Board of Trustees or his designated representative, all without the power to vote.
- D. FOUNDATION legal counsel shall serve as an Ex Officio Director without the power to vote, and shall serve for a term of three (3) years. Legal counsel may be reappointed to the position for an unlimited number of consecutive terms. Notwithstanding the foregoing, legal counsel serves at the pleasure of the Board and may be replaced at any time as counsel.
- E. Directors who no longer desire to actively participate in Board activities but want to remain affiliated with the Foundation shall be appointed as Honorary Directors and shall consist of a number to be determined annually by the Board of Directors. Such directors may receive all information and attend meetings but are not entitled to vote.
- F. The Executive Officers of the Board of Directors shall consist of the FOUNDATION Chief Executive Officer, a Treasurer, a Corresponding Secretary, and other such employees as determined by the said Board.

Section 2. Terms of Office. The terms of office for all directors shall be as follows:

- A. The Board of Directors shall serve for a period of three (3) years and can serve an additional period of 3 years. A director may return to service on the board after one year following two consecutive terms.

- B. Ex Officio Directors shall become and remain when, and so long as, they are incumbents in their respective offices.
- C. Honorary Directors of the Board shall be appointed by the Board of Directors for a period of one (1) year and may be re-appointed annually by said Board at the annual meeting.

Section 3. Election of Directors. The Board of Directors shall consist of no less than thirteen (13) and no more than nineteen (19) persons with one-third of the Directors elected annually by said Board. The original Directors shall serve for staggered terms of one, two and three years as determined and appointed by the retiring Board of Directors.

Section 4. Power and Duties. The Board of Directors shall manage the affairs of the FOUNDATION and shall exclusively exercise all of its power.

Section 5. Responsibilities. The Board of Directors shall agree to fulfill the requirements and meet the responsibilities associated with board membership.

- A. Attend a minimum of 50% of all regular meetings each fiscal year. Failure to do so may be cause for removal of such Director from the Board.
- B. Serve actively on at least one standing committee. Committees meet at least once per year and other times as deemed necessary. Members who serve as committee chairs shall keep meeting notes and report to the membership at quarterly meetings.
- C. Participate in fund-raising activities, i.e., soliciting funds for annual scholarships, endowments, capital development, equipment, deferred gifts, etc.
- D. Contribute financially to the Lake Land College Foundation Inc. on an annual basis.
- E. Participate in events sponsored by the FOUNDATION.

Section 6. Voting Rights. Each Director shall be entitled to one vote on each matter submitted to a vote of said Board. A Director may serve on the COLLEGE governing board and still retain their vote on the FOUNDATION board of directors, but may not serve as a non-voting representative of the COLLEGE governing board.

Section 7. Resignations. Any Director, Advisor, or Honorary Board Member may resign by filing a written resignation with the Secretary.

Section 8. Removal of Directors. Any elected Director, or appointed Honorary Director or Advisor of the Board may be removed for cause by majority vote of the Directors of the Board upon a statement of the nature of charges against them given in writing by the President or Secretary at least twenty (20) days before action on their removal is taken.

Section 9. Vacancies. Any vacancy occurring in the Board of Directors shall be filled by said Board. A Director elected to fill a vacancy shall be elected for the unexpired term of his predecessor in office.

Section 10. Quorum. Except as otherwise provided by the by-laws, all actions of the Board of Directors shall be determined by a majority of the quorum. The physical presence or presence by electronic means of ten (10) Directors, and/or Advisors of the Board shall constitute a quorum. In the absence of a quorum no legal action can be taken unless such action has been approved by electronic means, letter or other vote of record by sufficient additional Directors of the Board to constitute a quorum. The President shall preside at all meetings of the Board of Directors, the Vice President shall serve in the absence of the President, and the Secretary shall serve in the absence of both the President and Vice President. When the President, Vice President, and Secretary are absent the Board may elect a temporary chairman.

ARTICLE III

OFFICERS

Section 1. Officers. The Officers of the Board of Directors shall consist of a President, Vice President, and Secretary each elected annually by and from said board; a Treasurer, a Chief Executive Officer and Corresponding Secretary, all of whom shall be elected annually by the Board at the annual meeting and the Past President who will serve for the year immediately following his or her term as President. The office of the President shall be a two-year commitment.

The Board of Directors may appoint such additional officers for the FOUNDATION as it may deem advisable and such officers shall be given such titles and shall perform such duties as may be determined by the Board. The elected officers shall assume office at the time of their election. Each officer shall hold office until his successor shall have been elected and seated in a meeting of the Board.

Section 2. Responsibilities of Officers.

A. President

1. Preside at quarterly meetings of the Board.
2. Attend committee meetings at will.
3. Serve as Liaison to the Alumni Board, or appoint a representative.
4. Perform other duties necessary in serving as President.

B. Vice President

1. Serve at the direction of the President.
2. Perform duties of the President in their absence.
3. Perform any other duties deemed necessary by the President.

C. Secretary

1. Serve at the direction of the President, and in the absence of the President and the Vice President.
2. Keep an official record of all board activities and proceedings.
3. Keep a file of annual and quarterly financial reports.

D. Past-President

1. Serve as a resource to the President for the year following his/her term as President.

Section 3. Board of Directors Action. Action taken by the Board shall be made a matter of record. A written report of the action taken by the Board shall be maintained and sent to all Directors.

Section 4. Chief Executive Officer.

- A. The COLLEGE Executive Director for College Advancement shall serve as the Chief Executive Officer of the Foundation. The Chief Executive Officer shall be under the guidance of the FOUNDATION Board of Directors and shall carry out all their actions and all the actions of the COLLEGE affecting the FOUNDATION. The person has authority to act on behalf of the Foundation Board and shall manage all the affairs and operations of the FOUNDATION not specifically assigned to other officers. The person shall be in charge of the work of all persons employed by the FOUNDATION, and shall submit recommendations to the Board of Directors for programs and activities of the FOUNDATION.
- B. It shall be the duty of the Chief Executive Officer to confer from time to time with, and to seek the guidance and advice of the President of the COLLEGE with reference to the affairs of the Foundation.

Section 5. Vacancies. In the event of the death, disability, resignation, removal, or disqualification of any officer of the FOUNDATION, the Board of Directors shall by majority vote elect a successor to serve out the unexpired term.

Section 6. Powers and Duties. Except as otherwise provided by these by-laws, the officers shall have such powers and duties as usually devolve upon such officers. The President shall appoint such committees as may be deemed necessary or desirable, and those appointed to such committees shall serve at the President's pleasure during the term of office. All committees shall report to the Board of Directors.

Section 7. Removal. Any officer may be removed for cause by a majority vote of the Board of Directors, provided that such officer shall have been notified in writing by the President or Secretary not less than twenty (20) days before such meeting of such charges as may be preferred against them by the majority of the Executive

Section 8. Expenses of Chief Executive Officer. A working fund may be advanced to the Chief Executive Officer out of which payment may be made for routine and emergency expenses. This fund shall be reimbursed from time to time by a regular check of the FOUNDATION on the presentation itemized, receipted bills for expenses paid from it by the Chief Executive Officer.

ARTICLE IV

MEETING OF THE DIRECTORS

Section 1. Annual Meetings. The annual meeting of all Directors of the FOUNDATION shall be held between July 1 and November 1, the exact time and place to be designated by the President of the FOUNDATION, such meeting to be held for the purpose of electing directors, reporting the activities of the FOUNDATION and for the transaction of other proper business as may come before the meeting

Section 2. Board of Director Meeting. The Board of Directors shall meet quarterly to conduct the regular business of the FOUNDATION. The President of the Board shall notify the Directors at least two (2) weeks prior to the meeting date.

Section 3. Special Meetings. Special meeting of the Board of Directors may be called by the President of the FOUNDATION or by any five (5) members of the Board by giving notice thereof in writing stating the time, place, and purpose of the meeting. Such notices may be served personally, by electronic means, or by USPS mail and must be reviewed by members no later than 24 hours before the meeting.

Section 4. Notice of Annual & Regular Meetings. Written or printed notice stating the place, day and hour of any meeting of the Board shall be delivered, either personally, by electronic means, or by USPS mail to each Director entitled to vote at such meeting, not less than two (2) weeks nor more than four (4) weeks before the meeting, by or at the direction of the President, or the Secretary, or the Directors calling the meeting. In case of a special meeting or when required by statute or by these by-laws, the purpose for which the meeting is called shall be stated in the notice. If mailed, the notice of a meeting shall be deemed delivered when deposited in the United States mail addressed to the Director at his address as it appears on the records of the FOUNDATION, with postage thereon prepaid.

ARTICLE V

FINANCES

Section 1. Funds. The working funds of the FOUNDATION shall be deposited in a financial institution which has a presence within the COLLEGE district whose deposits are insured by the F.D.I.C. and/or the F.S.L.I.C. The Board of Directors may, by appropriate resolution, authorize the principal officers of the FOUNDATION, namely the Chief Executive Officer and the Treasurer to make such transactions.

Section 2. Management of Investment Funds. The FOUNDATION shall maintain an Investment Policy. In accordance with said policy, the FOUNDATION Board of Directors, is responsible for directing and monitoring the investment management of the investment portfolio of the Foundation Fund assets. As such, they are authorized to delegate certain responsibilities to professional experts in various fields. The FOUNDATION Board will not reserve any control over investment decision, with the exception of specific limitations described in the Investment Policy. These persons who have been authorized to manage the Foundation's investments will be held responsible and accountable to achieve the objectives as stated in said policy.

Section 3. Responsibilities of the Investment Committee. In accordance with the Foundation's Investment Policy, the Investment Committee is charged with the responsibility for the management of the Foundation's assets. The Investment Committee shall discharge its duties solely in the interest of the investment funds, with the care, skill, prudence and diligence under the circumstances then prevailing, that a prudent person, acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character with like aims.

Section 4. Auditing of Accounts. An independent Certified Public Accounting firm shall be employed by the Foundation to annually audit the accounts of the FOUNDATION. The audit will be performed and monitored by the Audit Committee and Executive Officers.

Section 5. Annual Report. The Treasurer shall keep, or supervise the keeping of, the accounts of the FOUNDATION in such form as shall be deemed advisable by him or her and shall submit an annual report to the members at the annual meeting, as well as such other reports as may be required of him or her by the Board of Directors from time to time.

Section 6. Operating Finances. An annual budget shall be prepared by the Chief Executive Officer and approved by the Board of Directors at the Annual Meeting. The Chief Executive Officer shall make all purchases and contractual expenditures for the FOUNDATION, except as otherwise specifically directed by the Board of Directors. When practicable and reasonable under the circumstances, the Chief Executive Officer shall make such purchases and expenditures after considering competitive prices, by bid or otherwise, in the light of quality, suitability and other relevant factors. Proposed expenditures not budgeted for in excess of \$2,500.00 shall be submitted to the Board of Directors for approval prior to being made.

ARTICLE VI

AMENDMENTS AND BY-LAWS

Section 1. Amendments. The by-laws of the FOUNDATION may be amended by a majority vote of the Board of Directors of the FOUNDATION at any regular or special meeting of the Board, provided notice of the character of the proposed amendment shall have been given to the Directors and voting members at least ten (10) days before such amendment is voted on.

Section 2. Copy of By-Laws. The FOUNDATION Office shall at all times keep a true and correct copy of the by-laws.

ARTICLE VII

Section 1A. Indemnification. The Foundation will provide errors and omissions insurance for all Foundation Directors, Honorary Directors, Advisors, Executive Officers, and employees.

Section 1B. Indemnification of Directors and Officers. Each Director and Officer, whether or not then in office, and his heirs, executors, administrators and assigns, shall be indemnified by the FOUNDATION against all costs and expenses reasonably incurred by or imposed upon him or his estate in connection with or resulting from any action, suit or proceedings, civil or criminal, in which he or his estate shall or may be made a party, or with which he or it shall or may be threatened by reason, directly or indirectly, of his being or having been a Director or Officer of the FOUNDATION, except in relation to matters as to which he shall be finally adjudged in such action, suit or proceeding to be liable for dereliction or negligence in the performance of his duty as such Director or Officer, and shall also be indemnified against any costs or expenses reasonably incurred by or imposed upon him or his estate in connection with or resulting from the settlement of any such action, suit or proceeding in which such Director or Officer was not derelict or negligent in the performance of his duty as a Director or Officer. The costs and expenses against which any such Director or Officer shall be so indemnified shall be those actually paid or for which liability is actually incurred, irrespective of whether such costs or expenses are taxable costs as defined or allowed by statute or rule of court. A Director or Officer shall not be deemed to have been derelict or negligent in the performance of his duty as a Director or Officer as to any matter wherein he relied upon the opinion or advice of legal counsel selected by the Board of Director or acting in any such matter for the FOUNDATION. Said rights of indemnification shall be in addition to any other rights with respect to any such costs and expenses to which such Director or Officer may otherwise be entitled against the FOUNDATION or any other person.

Section 2. Surety Bonds. All officers and employees of the FOUNDATION who handle FOUNDATION funds shall furnish adequate surety bonds to be approved by the Board of Directors of the FOUNDATION. The Treasurer shall furnish a surety bond in favor of the FOUNDATION for an amount approved by the Board of Directors. It shall be renewable from year to year on July 1. The cost of all surety bonds shall be paid by the FOUNDATION. Such bonds shall be filed with the Corresponding Secretary.

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