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1	College of DuPage Credit Card Information
2	Minutes of Special Board Meeting of Tuesday, November 18, 2008
3	Employment Agreement between Board of Trustees and Robert L. Breuder dated November 18, 2008
4	Minutes of Regular Meeting of Thursday, April 16, 2009
5	First Addendum to President's Employment Contract dated April 16, 2009
6	Minutes of Regular Meeting of Tuesday, June 22, 2010
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8	Minutes of Regular Meeting of January 24, 2011
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10	Minutes of Special Meeting of Thursday, July 12, 2011
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12	Fourth Addendum to President's Employment Contract dated January 28, 2015
13	Policy Manual of the Board of Trustees adopted March 19, 2009 and updated May 23, 2014
14	Administrative Procedures Manual adopted October 1, 2009 and updated December 22, 2014
15	Certificate

College of DuPage Credit card in Robert L. Breuder's name

Issued date	Financial Institution	Card number
11/05/2014	Elan Financial Services **Payments to:** Cardmember Service P.O. Box 790408 St. Louis, MO 63179-0408	
4/2009	MB Financial Bank **Payments to:** Cardmember Service P.O. Box 790408 St. Louis, MO 63179-0408	
01/2009	MB Financial Bank **Payments to:** Cardmember Service P.O. Box 790408 St. Louis, MO 63179-0408	

Approved 12/08/08

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 502
COUNTIES OF DuPAGE, COOK AND WILL,
STATE OF ILLINOIS

MINUTES OF THE SPECIAL BOARD MEETING OF TUESDAY, NOVEMBER 18, 2008
Held on Campus in SRC-2052, Glen Ellyn, IL

BOARD DINNER & CLOSED SESSION – At 3:30 p.m., the Board had dinner with Dr. Robert L. Breuder. No Closed Session was held.

1. CALL TO ORDER – The Special Meeting of the Board of Trustees was called to order by Chairman McKinnon at 4:04 p.m.

   ROLL CALL – Present: Trustees David Carlin, Micheal E. McKinnon, Mark Nowak, Joseph T. Snyder, Joseph Wozniak, and Student Trustee Malek Zoubi. Absent: Trustee Kory Atkinson who was unavoidably called out of town, and Trustee Kathy Wessel who was ill at home.

   Also present were Dr. Robert L. Breuder, Interim President Dr. H. D. McAninch, Legal Counsel Kenneth Florey, staff members, representatives of the press, and visitors. Board Secretary Karen V. Neely was recorder.

2. APPOINTMENT OF COLLEGE PRESIDENT – Carlin moved, Snyder seconded, THAT THE BOARD OF TRUSTEES OF COLLEGE OF DUPAGE APPROVE THE EMPLOYMENT AGREEMENT BETWEEN *DR. ROBERT L. BREUDER* AND THE COLLEGE OF DUPAGE BOARD OF TRUSTEES. In an advisory comment, Zoubi indicated preference for the motion. On roll call, voting aye: Nowak, Snyder, Wozniak, Carlin, and McKinnon. Motion carried unanimously.

   Following the Board's approval of Dr. Breuder's employment agreement, the newly appointed President held a press conference in SRC-2071. His employment agreement was immediately made available to the press and will be posted on the Board Presidential Search web site. Dr. Breuder will begin serving College of DuPage as its fifth President on January 1, 2009.

At 4:15 p.m., Trustee Snyder left the Board Meeting.

3. BOARD INTERVIEW OF ARCHITECT/ENGINEER FIRMS FOR THE FOLLOWING PROJECTS:
   - WEST CAMPUS COMMUNITY CENTER (WCCC)

- PHYSICAL EDUCATION (PE) BUILDING
- ATHLETIC FIELDS

The following firms presented information to the Board for one-half hour each, followed by questions from the Trustees and *James Koolish*, Program Manager for the Facilities Master Plan (FMP). In order of appearance:

(1) Thompson Dyke & Associates
(2) Legat Architects
(3) Gilfillan Callahan Nelson Architects
(4) OWP/P
(5) Wight & Company

At 7:00 p.m., Legal Counsel Florey left the Board Meeting.

4. OWNERSHIP LINKAGE

04.01 COMMENTS FROM COLLEGE CONSTITUENCY GROUPS – Glenn Hansen, Faculty Senate President, welcomed Dr. Breuder to College of DuPage. (Complete comments attached to permanent 11/18/08 Special Board Meeting materials.)

04.02 COMMENTS FROM THE PUBLIC – None.

5. CLOSED SESSION – None.

6. ADJOURN – At 8:02 p.m., Zoubi moved, Wozniak seconded, THAT THE SPECIAL BOARD MEETING BE ADJOURNED. On voice vote, motion carried unanimously.

By: Karen V. Neely
Karen V. Neely, Board Secretary

Approved: 12/08/08

By: Micheal E. McKinnon
Micheal E. McKinnon, Board Chairman

EMPLOYMENT AGREEMENT

THIS AGREEMENT made this 18th day of November, 2008, by and between the Board of Trustees of College of DuPage, Counties of DuPage, Cook, and Will, State of Illinois (the "Board"), and Robert L. Breuder (the "President").

A. EMPLOYMENT

1. The Board hereby employs the President for a period of three (3) years and six (6) months, commencing January 1, 2009 and ending June 30, 2012.

2. The President hereby accepts such employment and will devote his entire professional time, attention, and energy to the performance of the duties of the Office of the President of the College, and will not during the term of this Agreement engage in any other activity whether or not such activity is for gain, profit, or other advantage. However, subject to prior approval of the Board Chairperson, and provided there is no conflict of interest, the President may serve on external boards of directors or as a consultant to other organizations, with or without pay. The Board agrees that the President may serve in a consultant capacity for another educational institution with or without pay provided that such service does not interfere with or create a conflict with his duties as President of the College.

3. The President waives any right to tenure in the College by virtue of entering into this multi-year Agreement and any conditions thereto.

4. The President will undergo an annual comprehensive physical examination conducted by the President's personal licensed physician, and paid for by the Board. The President will receive a comprehensive written report of such examination, and agrees to provide the Board with a copy of said report upon its request.

B. SALARY AND SURS

1. The President will receive an annual salary in the amount of Two Hundred Forty-Nine Thousand Dollars ($249,000), payable in bi-weekly installments. Said salary will be prorated for the period from January 1, 2009 to June 30, 2009.

2. The President's salary will be increased, on an annual basis beginning July 1, 2009, to the extent fiscally prudent, based upon satisfactory performance. Such annual increase will, at a minimum, be no less than other cabinet-level administrative salary increases awarded by the Board, however, the Board may, in its discretion, award the President a larger annual increase based upon his performance. Such salary adjustment will be construed to be an amendment to the salary provision of this Agreement but will not otherwise affect the provisions of this Agreement.

3. In addition to the annual salary stated in B.1 of this Agreement, the Board will make a contribution on behalf of the President to the State Universities Retirement System (SURS) in an amount equal to eight percent (8.0%) in satisfaction of the President's statutory contribution to said Retirement System applicable to the President's total annual creditable earnings (the President's total compensation including the President's annual salary, automobile allowance, professional development stipend, housing allowance, annual investment or expense allotment, and term life insurance). The President does not have any right or claim to said amount contributed by the Board on the President's behalf except as it may become available at the time of retirement or resignation from SURS. Both parties acknowledge that the President does not have the option of choosing to receive the contributed amount directly, instead of having such contribution paid by the Board to SURS, and that such contribution is made as a condition of employment to secure the President's future services, knowledge, and experience.

4. The termination date of this Agreement may be extended by mutual agreement with or without a modification of this salary provision.

C. **BENEFITS**

1. The Board will provide the President with an automobile allowance of Seven Hundred Dollars ($700) per month for the use of his personally owned or leased automobile for in-district business travel associated with his duties as President, inclusive of all necessary expenses (i.e., insurance, maintenance, gas, and mileage). Said allowance will be payable in bi-weekly installments.

2. In accordance with the policy of the Board, as now exists or may hereafter be modified, the President may participate in professional organizations, attend educational conferences, conventions, courses, seminars and other similar professional growth activities, as well as participate in community organizations, provided same does not unduly interfere with his College responsibilities. The Board will reimburse the President for the reasonable out-of-pocket expenses and costs incurred by the President in connection with the performance of his duties hereunder and attendance at such educational conferences, conventions, courses and seminars and/or his participation in such similar professional growth activities, upon receipt of invoices or other appropriate documentation.

3. Additionally, the Board will provide the President with a professional development stipend in the amount of Seven Hundred Dollars ($700) per month, payable in bi-weekly installments.

4. For the period from January 1, 2009 through June 30, 2009, the President will receive a paid vacation of fifteen (15) working days and three (3) personal days. Commencing on July 1, 2009, the President will receive a paid vacation of twenty-five (25) working days and five (5) personal days during each year

of the term of this Agreement.

5. The Board will provide the President with a housing allowance of One Thousand Five Hundred Dollars ($1,500) per month, payable in bi-weekly installments.

6. The Board will pay to the President a monthly sum of Two Thousand and Seventy-Five Dollars ($2,075) for the President's optional purchase of life insurance, a tax-sheltered annuity subject to maximum IRS limitations, tax deferred annuity, the purchase of other qualifying public employment for SURS service credit, or any other investment or expense that the President selects. Said amount will be payable in bi-weekly installments.

7. The Board will provide the President with a term life insurance policy in the amount of Five Hundred Thousand Dollars ($500,000), provided the President qualifies for such coverage and passes any required medical examination.

8. The Board will reimburse the President for reasonable moving expenses incurred in securing a residence within the geographical boundaries of Community College District 502, upon the submission of invoices.

9. The President will also be allowed any privileges, leaves, sick leave, and fringe benefits not specifically enumerated herein which are commonly extended to all other cabinet-level administrative personnel.

D. POWERS AND DUTIES

1. The President is the Chief Executive Officer of the College. He will have charge of the administration of the College under policies established by the Board, direct and assign, place and transfer all employees in accordance with Board policy, and organize and administer the affairs of the College as best serves the College consistent with Board policy while exercising his reasonable discretion. He will perform the duties and responsibilities set forth in the job description of the President provided to the President prior to the execution of this Agreement, as may be reasonably amended from time to time, and such other duties as may be incident to the Office of the President of the College and as may be reasonably prescribed by the Board from time-to-time. The President will also suggest regulations, rules, and procedures deemed necessary or appropriate for the well-ordering of the College.

2. In the exercise of his duties and responsibilities, the President will exercise all necessary powers and authority incidental thereto.

E. EVALUATION

1. Prior to July 1 of each year of this Agreement, commencing July 1, 2009, the President will present written objectives for the following twelve (12) month

period for review and approval by the Board.

2. By May 1 of each subsequent year of this Agreement, commencing May 1, 2010, the President will provide the Board with a written, detailed status report of the current year's objectives.

3. Consistent with Board policy, the Board will assess the President's performance on or before June 30 of each year of this Agreement, commencing June 30, 2010. In making an assessment of the President's performance, the Board will consider the following: the President's Job Description; the President's written objectives for the then-current Agreement year; the outcomes resulting from the President's written objectives for the then-current Agreement term; and any other reasonable procedure or criteria as determined by the Board. The Board's assessment will be through a general discussion between the President and a Committee designated by the Chairperson of Board. Additionally, a copy of the Board's written evaluation will be provided to the President.

F. **REAPPOINTMENT**

On or before April 1, 2010, and April 1 of each year thereafter, the term of this Agreement will be automatically extended for an additional one (1) year period unless either party provides to the other, prior to the 15th day of March of such Agreement year, written notice of his or its intention to terminate this Agreement at the end of the then-current Agreement term which expires no earlier than June 30, 2012 but may be extended as provided in this Agreement. The President will notify in writing the Chairperson of the Board by February 1 of each such year that failure of the Board to give the President notice of intent not to extend the Agreement will extend this Agreement one (1) additional year. The failure of the President to give the written reminder notice to the Chairperson of the Board waives the obligation of the Board hereunder to give its written notice of intent by March 15. The Board's notice need not be acted upon publicly, but authorization to give such notice will be recorded in the closed session minutes of the Board.

G. **TERMINATION**

1. This Agreement may be terminated by any of the following:

   (a) mutual agreement of the parties;

   (b) retirement of the President;

   (c) resignation by the President; provided, however, the President gives the Board at least six (6) months prior written notice (or such lesser notice as may be acceptable to the Board);

   (d) mental or physical incapacity which prevents the President from

performing his essential job functions hereunder for a continuous period in excess of eight (8) consecutive months; provided, however, that notwithstanding the termination of this Agreement pursuant to this Section G.l(d), the President will nevertheless remain an employee of the College and will be eligible for the rights and benefits provided to other cabinet-level administrators;

(e) death of the President;

(f) the termination of the President's employment hereunder by the Board for Cause (as defined hereafter). For purposes of this Agreement, "Cause" means the following:

(i) the President's material failure or refusal to perform his duties hereunder, for any reason other than mental or physical incapacity, after the President has been given at least forty-five (45) days prior written notice of such breach and a reasonable, opportunity to cure such breach;

(ii) the President's material failure to perform the reasonable and legitimate directives of the Board;

(iii) misconduct by the President, outside the scope of his employment by the College hereunder, which is materially detrimental to the reputation of the Board or the College in the community; or

(iv) misconduct by the President, outside the scope of his employment by the College hereunder, which is materially detrimental to the reputation of the President in the community.

2. The Board may terminate this Agreement by written notice at any time after the President has been absent from his employment for whatever cause (other than mental or physical incapacity) for a continuous period of sixty (60) calendar days. All obligations of the Board hereunder will cease upon such termination.

3. The Board's right to terminate this Agreement for Cause pursuant to Section G.1(f) of this Agreement may be exercised by the affirmative vote of at least five (5) of the seven (7) members of the Board in favor of the President's dismissal for Cause and the giving of written notice to the President specifying, in detail, the grounds for such termination. Upon the President's receipt of written notice from Board pursuant to Section G.1(f), the President has the right to appear before all seven (7) members of the Board, at a meeting conducted in executive session, to discuss the breach asserted by the Board and its cure. Where the Board is terminating for cause under G.1(f)(i), and if the breach is not cured prior to the expiration of the cure period provided herein,

such termination will be effective upon the expiration of such 45 day cure period and the Board's reaffirmation of the President's dismissal for Cause by an affirmative vote of at least five (5) of its seven (7) members.

4. In the event of the termination of the President's employment hereunder by the Board without Cause prior to the expiration of the then-current term of this Agreement, the President will be entitled to receive the full amount of the compensation (including the cash equivalent of the SURS contribution described above if SURS does not allow the College to make a SURS contribution) and all benefits that he would have received had this Agreement not been terminated prior to the expiration of the term of this Agreement which expires no earlier than June 30, 2012 but may be extended as provided in this Agreement.

H. INDEMNIFICATION

The Board will indemnify, defend, and hold the President harmless from and against any and all claims, demands, suits, debts, actions, causes of action, costs, expenses, damages and liabilities suffered, sustained or incurred by the President as the result of, or arising out of, or asserted against the President because of the performance of his duties and responsibilities as the President of the College.

I. NOTICE

Any notice required to be given under this Agreement will be deemed sufficient if it is in writing and sent by mail to the President at his residence or to the Chairperson of the Board.

J. SIGNATORIES

The signatories to this Agreement on behalf of the Board warrant and represent that this Agreement has been duly authorized by the Board, that the Board has the power and authority to execute this Agreement on behalf of the College and that this Agreement constitutes the legal, valid obligation of the Board and the College and is enforceable against the Board and the College in accordance with its terms.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the 18th day of November, 2008.

PRESIDENT

Robert L. Breuder

BOARD OF TRUSTEES
COMMUNITY COLLEGE
DISTRICT NO. 502
COUNTIES OF DUPAGE, COOK
AND WILL, STATE OF ILLINOIS

Chairperson

ATTEST:

Secretary

Approved 05/04/09

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 502
COUNTIES OF DuPAGE, COOK AND WILL,
STATE OF ILLINOIS

MINUTES OF THE REGULAR MEETING

THURSDAY, APRIL 16, 2009
HELD ON CAMPUS IN SRC-2052, GLEN ELLYN, IL

1. CALL TO ORDER & ROLL CALL – The Regular Meeting of the Board of Trustees was called to order by Chairman McKinnon at 4:40 p.m. in room SRC-2052.
Present: Trustees Kory Atkinson, David Carlin, Micheal E. McKinnon, Mark Nowak, Joseph T. Snyder (by conference call), Joseph Wozniak, and Student Trustee Malek Zoubi.
Absent: Trustee Kathy A. Wessel.
Also present: President Dr. Robert L. Breuder and staff members. Board Secretary David Carlin was recorder. (Minutes prepared by Karen V. Neely, Administrative Assistant in the Office of the President.)

STATEMENT FROM TRUSTEE WESSEL – Trustee Carlin read the following letter from Trustee Wessel:

"As you know, I have a long-standing family commitment tonight that was impossible to change. I regret that I can't be at the Board Meeting. Please consider my request before approving the meeting agenda. I would ask that you remove from the agenda and consideration the following items:

# 07	President's Contract
# 10. B. 5)	Revised Board Policies
# 10. B. 7)	Indemnification Agreement

In light of the unofficial results of the April 7, 2009 Election, I think it would be inappropriate for the current sitting Board to act on these three items. Thank you very much for your consideration. Kathy Wessel"

2. CLOSED SESSION – At 4:41 p.m., Snyder moved, Zoubi seconded, THAT THE BOARD OF TRUSTEES HOLD A CLOSED SESSION FOR THE PURPOSES OF DISCUSSING: *(1)* THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY OR LEGAL COUNSEL FOR THE PUBLIC BODY, INCLUDING HEARING TESTIMONY ON A COMPLAINT LODGED AGAINST AN EMPLOYEE OF THE PUBLIC BODY OR AGAINST LEGAL COUNSEL FOR THE PUBLIC BODY TO DETERMINE ITS VALIDITY; *(2)* LITIGATION, WHEN AN ACTION AGAINST, AFFECTING, OR ON BEHALF OF THE PARTICULAR PUBLIC BODY HAS BEEN FILED AND IS PENDING BEFORE A COURT OR ADMINISTRATIVE TRIBUNAL, OR WHEN THE PUBLIC BODY FINDS THAT AN ACTION IS PROBABLE OR IMMINENT, IN WHICH CASE THE BASIS FOR THE FINDING SHALL BE RECORDED AND ENTERED INTO THE MINUTES OF THE CLOSED MEETING; AND *(3)* DISCUSSION OF MINUTES OF MEETINGS LAWFULLY CLOSED UNDER THIS ACT, WHETHER FOR PURPOSES OF APPROVAL BY THE BODY OF THE MINUTES OR SEMI-ANNUAL REVIEW OF THE MINUTES AS MANDATED BY SECTION 2.06. In an advisory comment, Zoubi indicated preference for the motion. On roll call, voting aye: Atkinson, Carlin, Nowak, Snyder, Wozniak, and McKinnon. Motion carried unanimously.

RESUME OPEN SESSION – At 6:16 p.m., Nowak moved, Atkinson seconded, THAT THE OPEN MEETING BE RESUMED. On voice vote, motion carried unanimously.

3. RECOGNITION OF OUTGOING STUDENT TRUSTEE & WELCOME TO INCOMING STUDENT TRUSTEE

A. 1) RECOGNITION OF OUTGOING STUDENT TRUSTEE *MALEK ZOUBI* – The Board thanked outgoing Student Trustee Malek Zoubi for his outstanding service to the College during his year as Student Trustee. He received a Resolution of Appreciation and an engraved pen set; in addition, several books were donated to the College Library in his honor.

A. 2) APPROVAL OF RESOLUTION OF APPRECIATION – Nowak moved, Snyder seconded, THAT THE BOARD OF TRUSTEES APPROVE THE RESOLUTION OF APPRECIATION FOR MALEK ZOUBI'S SERVICE AS STUDENT TRUSTEE. On roll call, voting aye: Atkinson, Nowak, McKinnon, Snyder, Wozniak, and Carlin. Motion carried unanimously.

Malek thanked the Board for this amazing opportunity to learn from the Board Members and to serve the College. He wished newly elected Student Trustee Ashley Wilson the best as she begins her service to the College.

B. 1) STUDENT TRUSTEE ELECTION RESULTS – The Student Election was held on April 8 and 9, 2009. The Election Commission certified the following results:

- *Ashley Wilson* was elected as Student Trustee for a one-year term receiving 322 votes.
- *Elisa Stough* was elected as Student Leadership Council President receiving 434 votes.
- *Billal Virani* was elected as Student Leadership Council Vice President receiving 303 votes.
- Yes on the Referendum concerning Electronic voting with 329 votes.
- Keep the College Mascot but change the image with 195 votes.

Nowak moved, Atkinson seconded, THAT THE BOARD OF TRUSTEES ACCEPT THE FINAL RESULTS OF THIS ELECTION. On roll call, voting aye: Snyder, Nowak, McKinnon, Wozniak, Atkinson, and Carlin. Motion carried unanimously.

B. 2) OATH OF OFFICE – INCOMING STUDENT TRUSTEE *ASHLEY WILSON* – Board Secretary David Carlin administered the Oath of Office to newly elected Student Trustee Ashley Wilson.

B. 3) ROLL CALL

Present: Trustees Kory Atkinson, David Carlin, Micheal E. McKinnon, Mark Nowak, Joseph T. Snyder (by conference call), Joseph Wozniak, and Student Trustee Ashley Wilson.
Absent: Trustee Kathy A. Wessel.
Also present: President Dr. Robert L. Breuder, staff members, representatives of the press, and visitors. Board Secretary David Carlin was recorder.

4. APPROVAL OF AGENDA – Nowak moved, Snyder seconded, THAT THE BOARD OF TRUSTEES APPROVE THE AGENDA FOR THE REGULAR BOARD MEETING OF APRIL 16, 2009. On roll call voting aye: Snyder, Wilson, Nowak, McKinnon, Wozniak, Atkinson, and Carlin. Motion carried unanimously.

5. PRESENTATIONS – Dr. Jocelyn Harney, Associate Vice President for Diversity and Organizational Development, introduced the following students:
   - *Yiqing Liz Dong* and *Colette Jordan* were chosen from among 1,700 community college nominees for the First Team Honors in the prestigious nationwide 2009 All-USA Academic Team Competition. Each received a $2,500 stipend at the AACC Convention in Phoenix, AZ.
   - The three winners selected in the annual ICCTA Student Essay Contest addressing the topic, "How My Community College Changed My Life" are:
     - *Helen Gruber* (1st prize) – "How College of DuPage Opened My Eyes" (She will be entered into the statewide competition which offers a $500 prize to the winner.)
     - *Darlene Salerno* (2nd prize) – "How the Last Open Seat at College of DuPage Changed My Life"
     - *James Mixon* (3rd prize) – "Picture This"
   - *Ashley Porter*, Communications, was selected by the national Cooperative Education and Internship Association (CEIA) as the top Two-Year College Program Intern. She received a $500 cash award. This is the fourth consecutive time that a C.O.D. student-intern has been selected for this award.

   Dr. Joseph Collins, Interim Vice President of Academic Affairs, introduced the following Outstanding Faculty members for 2008-2009:
   - *Dr. James Allen* – College-wide Outstanding Full-Time Faculty Member. (He received a $1,000 check from the College Foundation and will be honored at the ICCTA Annual Convention in Chicago to be held in June.)
   - *Dr. Peter Porter* – College-wide Outstanding Part-Time Faculty Member. (He received a $500 check from the College Foundation.)
   - *Ellen Vician* – Outstanding Advisor of the Year: General Advisor representing the Student Affairs Division.
   - *Maureen McBeth* – Outstanding Advisor of the Year: Professor of Accounting representing the Academic Affairs Division.
   - *Dr. Alexander Bolyanatz*, Professor of Anthropology, Health & Sciences Division.
   - *Mr. Michael Duggan*, Counselor, from the combined award areas of the Learning Resources and Counseling & Advising Services.
   - *Dr. Christian Goergen*, Professor of Political Science, Health & Sciences Division.
   - *Dr. Eva Maria Raepple*, Professor of Anatomy & Physiology, Health & Sciences Division.
   - *Dr. Barbara Rundell*, Professor of Anatomy & Physiology, Health & Sciences Division.
   - *Ms. Nancy Stanko*, Professor of Office Technology Information, Business & Technology Division.
   - *Mr. Daniel Thorpe*, Professor of English, Liberal Arts Division.

6. STUDENT TRUSTEE REPORT – This report was given under Item #11 below.

7. PRESIDENT'S CONTRACT – Atkinson moved, Snyder seconded, THAT THE BOARD OF TRUSTEES AUTHORIZE THE EXECUTION OF THE FIRST ADDENDUM TO THE PRESIDENT'S EMPLOYMENT AGREEMENT AND ALL OTHER DOCUMENTATION NECESSARY TO EFFECTUATE THE TERMS OF THE ADDENDUM. On roll call voting aye: Snyder, Nowak, McKinnon, Wozniak, Atkinson, and Carlin. Student Trustee Wilson abstained. Motion carried.

8. COLLEGE OF DUPAGE EMPLOYEE COMMENTS AND CITIZEN COMMENTS – The following individuals presented their concerns to the Board:
   - *Nancy Stanko*
   - *Lisa Higgins*

- *Allison Schraub*
- *Kim Savage*
- *Debra Fulks*
- *Norman Brockmeier*
- *Maria Ibarra*
- *Deb Rissing*
- *Lisa Warren*
- *Taha Al-Shawat*
- *Amy Tauchmen*
- *Richard Dunn*
- *Victoria Franzese*
- *Nancy Svoboda*
- *Jane Heckman*
- *Tom Wendorf*
- *Cheryl Morris*
- *Sandy Kim*
- *Nate Alavi*

(If provided, complete written comments attached to permanent 04/16/09 Board packet materials.)

9. CONSENT AGENDA – Atkinson moved, Snyder seconded, THAT THE BOARD OF TRUSTEES APPROVE THE CONSENT AGENDA CONSISTING OF THE FOLLOWING ITEMS:

A. FOR INFORMATION: STANDARD ITEMS (The Board reviewed the following items of information.)

1) Gifts and Grants Report

2) Governmental Consortium/Cooperative Purchases Report – None this month.

3) Financial Statements:
   a) FY-2009 Operating Funds – Budget and Expenditures
   b) Schedule of Investments
   c) Tax Levy Collections

4) 2008-2009 Outstanding Faculty Recognition – Refer to Item #5 above.

B. FOR APPROVAL: STANDARD ITEMS

1) MINUTES – THAT THE BOARD OF TRUSTEES APPROVE THE MINUTES OF THE FOLLOWING BOARD MEETINGS:
   a) 03/19/09 REGULAR BOARD MEETING
   e) 03/19/09 CLOSED SESSION – *BOARD ONLY*

2) FINANCIAL REPORTS – THAT THE BOARD OF TRUSTEES APPROVE THE FOLLOWING FINANCIAL REPORTS:
   a) MARCH TREASURER'S REPOR
   b) PAYROLL AND ACCOUNTS PAYABLE REPORT
   c) BUDGET TRANSFER REPORT

3) BIDS – THAT THE BOARD APPROVE THE FOLLOWING BID RECOMMENDATIONS:

a) NAPERVILLE CENTER ROOF REPLACEMENT – THAT THE BOARD OF TRUSTEES AWARD THE BID FOR THE NAPERVILLE CENTER ROOF REPLACEMENT TO THE LOWEST RESPONSIBLE BIDDER, SOLARIS ROOFING, 31 W 023 NORTH AVENUE, WEST CHICAGO, IL 60185, FOR THE BASE BID TOTAL OF $82,000 AND ALTERNATE #1 FOR $16, 500, FOR A TOTAL EXPENDITURE OF $98,500.

b) BIC/SRC RENOVATIONS & COLLEGE CENTER ADDITION – BID PACKAGE #1 THAT THE BOARD OF TRUSTEES AWARD THE BID FOR BIC/SRC RENOVATIONS & COLLEGE CENTER ADDITION – BID PACKAGE #1 TO THE LOWEST RESPONSIBLE BIDDERS AS FOLLOWS:

DESCRIPTION	VENDOR	$ AMOUNT
TEMPORARY ROOF PERIMETER	RIDDIFORD ROOFING 2333 HAMILTON ROAD ARLINGTON HEIGHTS, IL 60005	$ 164,500.00
CIVIL UTILITIES	BERGER EXCAVATING 1205 GARLAND ROAD WAUCONDA, IL 60084	$ 385,000.00
ROOF REPLACEMENT	RIDDIFORD ROOFING 2333 HAMILTON ROAD ARLINGTON HEIGHTS, IL 60005	$1,981,780.00
LOADING DOCK CONSTRUCTION	INTERNATIONAL CONTRACTORS 977 S. ROUTE 83 ELMHURST, IL 60126	$ 816,500.00
FOR A TOTAL EXPENDITURE OF:		$3,347,780.00.

c) MAC TV STUDIO LIGHTING AND DIMMING UPGRADE – THAT THE BOARD OF TRUSTEES AWARD THE BID FOR MAC TV STUDIO LIGHTING AND DIMMING UPGRADE TO THE LOWEST RESPONSIBLE BIDDER, EXCEL ELECTRIC INC., 24 W. SANGMEISTER ROAD, FRANKFORT, IL 60423, FOR THE BASE BID TOTAL OF $100,750 AND ALTERNATE #1 FOR $5,980, FOR A TOTAL EXPENDITURE OF $106,730.

d) PAINTING SERVICES – TASK ORDER PROJECTS – THAT THE BOARD OF TRUSTEES AWARD THE BID FOR PAINTING SERVICES—TASK ORDER PROJECTS, ON A UNIT COST BASIS, FOR A TWO-YEAR CONTRACT, TO THE LOWEST RESPONSIBLE BIDDERS AS FOLLOWS:

ITEM	VENDOR
1, 2, 3, 4, 5, 6	P & L CONSTRUCTION SERVICES 1918 E. BURR OAK ROAD MT. PROSPECT, IL 60056
7, 8, 9, 10, 11, 12, 13, 14, 15, 16	INVERWAY GROUP 247 WOODWORK LANE PALATINE, IL 60067

FOR A TOTAL COST NOT TO EXCEED $30,000 FOR FISCAL YEAR 2009, AND $200,000 FOR FISCAL YEAR 2010.

e) ARCHITECTURAL LAB LARGE FORMAT PRINTER (REJECTION) – THAT ALL BIDS RECEIVED ON FEBRUARY 18, 2009 FOR THE ARCHITECTURAL LAB LARGE FORMAT PRINTER BE REJECTED DUE TO A CHANGE IN BID SPECIFICATIONS.

f) ELECTRO-MECHANICAL PROGRAM EQUIPMENT – THAT THE BOARD OF TRUSTEES AWARD THE BID FOR ELECTRO-MECHANICAL EQUIPMENT TO THE LOWEST RESPONSIBLE BIDDERS, ON AN ITEM BY ITEM BASIS AS FOLLOWS:

ITEM	VENDOR	$ AMOUNT
6,7,8,9,10,11,12,13, 14,15,16,17,18,19,24	ADVANCED TECHNOLOGIES 110 W. MAIN STREET NORTHVILLE, MI 48167	$216,065.45
3	DIST-TRON, INC. N48 W14610 HAMPTON AVENUE MENOMONEE FALLS, WI 53051	$ 10,493.00
1a, 1b	FANUC ROBOTICS 3900 W. HAMLIN ROAD ROCHESTER HILLS, MI 49309	$ 58,774.00
4, 5	GRAINGER INDUSTRIAL SUPPLY 2701 OGDEN AVENUE DOWNERS GROVE, IL 60515	$ 1,983.15
20, 21, 22, 23	NEWARK ELECTRONICS 1919 S. HIGHLAND AVENUE LOMBARD, IL 60148	$ 65,565.00
2	UE SYSTEMS, INC. 14 HAYES STREET ELMSFORD, NY 10523	$ 16,485.00
	FOR A TOTAL EXPENDITURE OF:	$369,365.60;

REJECTING ITEM #25 DUE TO NON-COMPLIANCE WITH BID SPECIFICATIONS.

g) HSC WINDOW TREATMENTS – THAT THE BOARD OF TRUSTEES AWARD THE BID FOR HSC WINDOW TREATMENTS TO THE LOWEST RESPONSIBLE BIDDER, ILLINOIS WINDOW SHADE COMPANY, 6250 N. BROADWAY, CHICAGO, IL 60660, FOR A TOTAL EXPENDITURE OF $17,975.

h) ATHLETIC FIELD NEW SYNTHETIC TURF – THAT THE BOARD OF TRUSTEES AWARD THE BID FOR ATHLETIC FIELD NEW SYNTHETIC TURF TO THE LOWEST RESPONSIBLE BIDDER, FIELD TURF USA, 8088 MONTVIEW ROAD, MONTREAL, QUEBEC, FOR A TOTAL EXPENDITURE OF $438,209.14.

i) INTERIOR LITTER COLLECTION CONTAINERS – THAT THE BOARD OF TRUSTEES AWARD THE BID FOR THE INTERIOR LITTER COLLECTION CONTAINERS TO THE LOWEST RESPONSIBLE BIDDER, FORMS & SURFACES, 30 PINE STREET,

PITTSBURGH, PA 15223, FOR A TOTAL EXPENDITURE OF $114,580, ALONG WITH THE ASSOCIATED FUTURE DISCOUNT PRICING FOR THE REMODELING OF THE BERG INSTRUCTIONAL CENTER (BIC) AND THE STUDENT RESOURCE CENTER (SRC).

j) TEC & HSC POST-CONSTRUCTION CLEANING SERVICES – THAT THE BOARD OF TRUSTEES AWARD THE BID FOR POST-CONSTRUCTION CLEANING SERVICES FOR THE HSC AND TEC TO THE LOWEST RESPONSIBLE BIDDERS:

HSC BUILDING	PERFECT CLEANING SERVICES 5852 N. NORTHWEST HIGHWAY CHICAGO, IL 60631	$26,880.00
TEC BUILDING	IMPRESSION CLEANING SERVICES 828 N. ADDISON AVENUE ELMHURST, IL 60126	$33,995.00
	FOR A TOTAL EXPENDITURE OF:	$60,875.00.

k) ATHLETIC FIELD PRESS BOX & BLEACHERS – THAT THE BOARD OF TRUSTEES AWARD THE BID FOR ATHELTIC FIELD PRESS BOX & BLEACHERS TO THE LOWEST RESPONSIBLE BIDDER, R. K. SPORTS SEATING, INC., 536 EIGHT STREET, COLUMBUS, IN 47201, FOR THE BASE BID TOTAL OF $563,200, ALTERNATE #1 FOR A DEDUCT OF ($7,282), ALTERNATE #3 FOR $6,284, AND ALTERNATE #4 FOR $6,204; FOR A TOTAL EXPENDITURE OF $568,406.

l) TEC DRAFTING TABLES, WELDING TABLES & HEAVY DUTY STORAGE FIXTURES THAT THE BOARD OF TRUSTEES AWARD THE BID FOR TEC DRAFTING TABLES, WELDING TABLES & HEAVY DUTY STORAGE FIXTURES TO THE LOWEST RESPONSIBLE BIDDERS, ON AN ITEM BY ITEM BASIS AS FOLLOWS:

ITEM	VENDOR	$ AMOUNT
5, 6, 7, 10	ADVANCED TECHNOLOGIES CONSULTANTS 110 W. MAIN STREET NORTHVILLE, MI 48167	$ 68,557.02
2, 3, 11	EVOLUTION INTERIORS 905 S. MENARD AVENUE CHICAGO, IL 60644	$225,996.81
12, 14	FRANK COONEY COMPANY 1226 N. MICHAEL DRIVE WOOD DALE, IL 60191	$ 7,092.40
4, 13	INTERIORS FOR BUSINESS 409 N. RIVER STREET BATAVIA, IL 60510	$ 38,762.38
	FOR A TOTAL EXPENDITURE OF:	$340,408.61;

REJECTING ITEM 1 DUE TO BUDGETARY CONSTRAINTS AND ALTERNATE ITEMS 8 AND 9 DUE TO PREVIOUS AWARDS.

m) MOVING AND CALLIBRATION OF X-RAY EQUIPMENT – THAT THE BOARD OF TRUSTEES AWARD THE BID FOR MOVING AND CALLIBRATION OF X-RAY EQUIPMENT TO THE LOWEST RESPONSIBLE BIDDER, WAYNE INCORPORATED, 245 W. ROOSEVELT ROAD, WEST CHICAGO, IL 60185, FOR A TOTAL EXPENDITURE OF $15,000.

4) REQUEST FOR PROPOSALS (RFP) – None this month.

5) PURCHASE ORDERS – None this month.

6) PERSONNEL ACTIONS – THAT THE BOARD OF TRUSTEES RATIFY THE FOLLOWING PERSONNEL ACTIONS (Items attached to permanent 04/16/09 Regular Board Meeting packet of materials):

a) RATIFICATION OF ADMINISTRATIVE APPOINTMENT(S)
b) RATIFICATION OF FACULTY APPOINTMENT(S)
c) RATIFICATION OF ADMINISTRATIVE TRANSFER(S)/REASSIGNMENT(S)
d) RATIFICATION OF FACULTY TRANSFER(S)/REASSIGNMENT(S)
e) RATIFICATION OF CLASSIFIED TRANSFER(S)/REASSIGNMENT(S)
f) RATIFICATION OF CLASSIFIED RESIGNATION(S)/TERMINATION(S)
g) RATIFICATION OF FACULTY RESIGNATION(S)/TERMINATION(S)
h) RATIFICATION OF CLASSIFIED RETIREMENT(S)
i) RATIFICATION OF FACULTY RETIREMENT(S)

7) GIFTS AND DONATIONS QUARTERLY REPORT – THAT THE BOARD OF TRUSTEES ACCEPT THE ASSETS DONATED THROUGH THE EFFORTS OF THE COLLEGE OF DUPAGE FOUNDATION, TOTALING $106,337.43, RECEIVED BETWEEN JANUARY 1, 2009 AND MARCH 31, 2009. (THERE WERE NO GIFTS GIVEN DIRECTLY TO THE COLLEGE THIS QUARTER.)

C. FOR INFORMATION: CONSTRUCTION-RELATED ITEMS

1) Monthly Construction Project Summary – The Board reviewed this summary which is prepared each month by the College's Facilities Department to update the Trustees on various construction projects on campus. It was reported that all projects are proceeding on schedule.

2) FMP Budget and Schedule Update – The Board reviewed the quarterly update of overall FMP budgets and schedules.

D. FOR APPROVAL: CONSTRUCTION-RELATED ITEMS

1) RATIFICATION OF CONSTRUCTION CHANGE ORDERS – THAT THE BOARD OF TRUSTEES RATIFY THE CHANGE ORDERS FROM THE FOLLOWING SUMMARY FOR APRIL 2009:

FMP PROJECTS

- RATIFY RPL 3 CHANGE ORDER – ABBEY #36: $600.
- RATIFY RPL 3 CHANGE ORDER – ABBEY #37: $3,227.68.
- RATIFY RPL 3 CHANGE ORDER – ABBEY #38: $151.20.

- RATIFY RPL 3 CHANGE ORDER – ABBEY #39: $1,324.73.
- RATIFY RPL 3 CHANGE ORDER – ABBEY #40: $981.50.
- RATIFY RPL 3 CHANGE ORDER – ABBEY #41: $11,490.14.
- RATIFY RPL 3 CHANGE ORDER – ABBEY #42: $288.82.
- RATIFY RPL 3 CHANGE ORDER – ABBEY #43: $603.75.
- RATIFY RPL 3 CHANGE ORDER – ABBEY #44: $1,134.74.
- RATIFY RPL 3 CHANGE ORDER – ABBEY #45: $928.45.
- RATIFY RPL 3 CHANGE ORDER – ABBEY #46: $24,841.45.
- RATIFY HSC CHANGE ORDER – GILBANE #73: $78,526.
- RATIFY HSC CHANGE ORDER – GILBANE #76R1: $62,002.
- RATIFY HSC CHANGE ORDER – GILBANE #79R1: $168,566.
- RATIFY HSC CHANGE ORDER – GILBANE #89: $3,916.
- RATIFY HSC CHANGE ORDER – GILBANE #90: $699.
- RATIFY HSC CHANGE ORDER – GILBANE #91: ($3,030).
- RATIFY HSC CHANGE ORDER – GILBANE #92: ($3,023).
- RATIFY HSC CHANGE ORDER – GILBANE #93: $2,876.
- RATIFY HSC CHANGE ORDER – GILBANE #94: ($4,173).
- RATIFY HSC CHANGE ORDER – GILBANE #95: $222.
- RATIFY HSC CHANGE ORDER – GILBANE #96: $4,417.

NON-FMP PROJECTS

- RATIFY EAST CAMPUS CHILLER REPLACEMENT CHANGE ORDER – MONACO MECHANICAL #04: $0.
- RATIFY EAST CAMPUS CHILLER REPLACEMENT CHANGE ORDER – MONACO MECHANICAL #05: $1,902.74.

2) APPROVAL OF CONSTRUCTION CHANGE ORDERS – None this month.

On roll call, voting aye: Nowak, McKinnon, Wozniak, Atkinson, and Carlin. Student Trustee Wilson abstained. Trustee Snyder's telephone conference call connection was disconnected for a short time during the Consent Agenda; he did not vote. Motion carried.

10. NEW BUSINESS

A) FOR INFORMATION

1) SABBATICAL LEAVES – The Board is provided with an annual notification of upcoming Faculty sabbatical leaves. They are as follows:

- *Dr. Thomas Carter*, Professor of Physics
- *Jennifer Hereth*, Professor of Art
- *Christy Peterson*, Associate Professor of Mathematics
- *Elizabeth Whiteacre*, Associate Professor of English

2) ONE-SEMESTER LEAVES – The Board is provided with an annual notification of upcoming Faculty one-semester non-teaching assignment leaves. They are as follows:

- *Marco Benassi*, Speech

- *Michael Duggan*, Counseling
- *David Goldberg*, Political Science
- *Harry Hou*, Computer Information Systems
- *Mohammad Morovati*, Computer Information Systems
- *Christine Monnier*, Sociology
- *Karen Persky*, Mathematics
- *Casey Slott*, Speech
- *John Stasinopoulos*, ESL

Trustee Snyder was reconnected to the meeting by telephone conference call at this time.

B) FOR APPROVAL

1) LANDSCAPE ARCHITECT – Nowak moved, Atkinson seconded, THAT THE BOARD OF TRUSTEES APPROVE A CONTRACT WITH JJR, LLC, 35 E. WACKER DRIVE, CHICAGO, IL 60601, FOR AN INITIAL FEE OF $70,000 FOR THE SERVICES OUTLINED, AND PER THE ATTACHED SCHEDULE OF RATES FOR FUTURE TASK ORDER PROJECTS. On roll call, voting aye: Snyder, Wilson, Nowak, McKinnon, Wozniak, Atkinson, and Carlin. Motion carried unanimously.

2) BOND PARAMETERS RESOLUTION – The firm of Ice Miller, which was approved at the December 2008 Board Meeting as Bond Council for the issuance of the most recent Bond issue, presented information to the Board on this item. Although the Board has approved the sale of $75 Million Series 2009 Alternate Revenue Source Bonds, in order for BMO to take advantage of the earliest possible sale date, the Board of Trustees must also approve a Parameters Resolution for the sales of those bonds. This resolution does not obligate the College to sell bonds nor does it obligate the authorized individuals to sign off on the bond sale. The bonds will only be sold if they meet the criteria set forth in the Parameters Resolution and if the sale is approved by the designated officials of the College.

Atkinson moved, Snyder seconded, THAT THE BOARD OF TRUSTEES APPROVE THE ATTACHED BOND PARAMETERS RESOLUTION. On roll call, voting aye: Snyder, Wilson, Nowak, McKinnon, Wozniak, Atkinson, and Carlin. Motion carried unanimously.

3) EMPLOYEE HEALTH INSURANCE PREMIUMS – LETTERS OF AGREEMENT WITH UNIONS AND CLASSIFIED PERSONNEL ASSOCIATION – Atkinson moved, Nowak seconded, THAT BOARD OF TRUSTEES APPROVE THE REDUCTION OF PREMIUMS FOR THE CLASSIFIED PERSONNEL ASSOCIATION, FOP EMPLOYEES, LOCAL 399 OPERATING ENGINEERS, AND IEA/NEA REPRESENTED EMPLOYEES THAT HAVE AGREED TO THE LETTER OF AGREEMENT (AS ATTACHED) TO THE THIRD YEAR OF COVERAGE RATES EFFECTIVE MAY 1, 2009. On roll call, voting aye: Snyder, Wilson, Nowak, McKinnon, Wozniak, Atkinson, and Carlin. Motion carried unanimously.

4) ISSUANCE OF NOTICE TO REMEDY A FACULTY MEMBER – Atkinson moved, Nowak seconded, THAT THE BOARD OF TRUSTEE APPROVE THE ISSUANCE OF NOTICE TO REMEDY A FACULTY MEMBER. On roll call, voting aye: Snyder, Nowak, McKinnon, Wozniak, Atkinson, and Carlin. Student Trustee Wilson abstained. Motion carried.

5) REVISED BOARD POLICIES – Atkinson moved, Nowak seconded, THAT THE BOARD OF TRUSTEES APPROVE THE FOLLOWING REVISED BOARD POLICIES:

a)	5-30	CODE OF ETHICS
b)	10-110	ASSEMBLAGE ON COLLEGE FACILITIES
c)	10-115	OUTSIDE SPEAKERS AND PROGRAMS
d)	10-125	DISTRIBUTION OF PRINTED MATERIAL
e)	15-10	PROHIBITION OF DISCRIMINATION AND HARASSMENT
f)	15-25	EMPLOYEE CODE OF ETHICS
g)	15-170	CAUSES FOR TERMINATION OF COLLEGE PERSONNEL
h)	15-335	ACADEMIC FREEDOM/INSTRUCTIONAL MATERIAL, FULL-TIME FACULTY
i)	20-5	NON-DISCRIMINATION POLICY
j)	25-135	EDUCATIONAL PHILOSOPHY

Trustees Atkinson, Carlin and Snyder commented that all of the revised Board Policies have been available to the College staff, students and public for almost five months. In addition, all suggestions and concerns were carefully reviewed by the College attorney, the President and Board Policy Review Committee to ensure that all policies are in line with state and federal laws and all of the collective bargaining agreements of the College.

On roll call, voting aye: Snyder, Nowak, McKinnon, Wozniak, Atkinson, and Carlin. Voting no: Student Trustee Wilson. Motion carried.

6) SALARY INCREASES FOR ADMINISTRATORS AND THE PRESIDENT'S CABINET Atkinson moved, Nowak seconded, THAT, EFFECTIVE MAY 1, 2009, THE BOARD OF TRUSTEES APPROVE A SALARY INCREASE POOL FOR ADMINISTRATORS OF 3% OF SALARIES; APPROVE A SALARY INCREASE POOL FOR THE PRESIDENT'S CABINET OF 3% OF SALARIES; AND APPROVE $75,000 FOR THE PRESIDENT TO MAKE SALARY ADJUSTMENTS AS NECESSARY. On roll call, voting aye: Snyder, Nowak, McKinnon, Wozniak, Atkinson, and Carlin. Student Trustee Wilson abstained. Motion carried.

7) APPROVAL OF INDEMNIFICATION AGREEMENT – This item will be voted on later in the meeting following the second Closed Session.

11. ANNOUNCEMENTS

A. COMMUNICATIONS

STUDENT TRUSTEE'S REPORT – Ashley Wilson reported she is excited about representing the students on the Board of Trustees. Student have brought to her attention concerns regarding the suspension of the honors tuition reimbursement program, the seven-day rule to pay tuition and fees following registration, and the transfer of independent learning classes to on-line courses.

ICCTA – Trustee Carlin reported on the April 25th West Suburban Regional Trustees Association Meeting at Elgin Community College, and the April 29th Lobby Day in Springfield.

FOUNDATION – Trustee Carlin reported that the Foundation Board will meet in May, many Foundation Board Members attended the dedication of the Health Science Center (HSC), and they

are currently working with Dr. Breuder and the College attorney on a Memorandum of Understanding (MOU) between the College and the Foundation.

CONGRATULATIONS TO NEWLY ELECTED TRUSTEES – On behalf of the Board, Trustee Carlin congratulated all of the newly elected Trustees and thanked the outgoing Trustees who have faithfully served the College.

FUTURE ON-CAMPUS EVENTS:

- April 21 Traditions in Excellence Dinner.
- April 24 Technology Education Center (TEC) Dedication.
- May 4, 2009 Reorganizational Board Meeting.

FUTURE OFF-CAMPUS EVENTS:

- April 18 to 21 AGB Conference in San Diego, CA.
- April 22 Phi Theta Kappa Banquet in Springfield, IL.
- April 23 Student Lobby Day in Springfield, IL.
- April 26 to 28 ACCT Governance Leadership Institute in Biloxi, MS.

CLOSED SESSION – At 8:05 p.m., Atkinson moved, Nowak seconded, THAT THE BOARD OF TRUSTEES HOLD A CLOSED SESSION FOR THE PURPOSES OF DISCUSSING: *(1)* LITIGATION, WHEN AN ACTION AGAINST, AFFECTING, OR ON BEHALF OF THE PARTICULAR PUBLIC BODY HAS BEEN FILED AND IS PENDING BEFORE A COURT OR ADMINISTRATIVE TRIBUNAL, OR WHEN THE PUBLIC BODY FINDS THAT AN ACTION IS PROBABLE OR IMMINENT, IN WHICH CASE THE BASIS FOR THE FINDING SHALL BE RECORDED AND ENTERED INTO THE MINUTES OF THE CLOSED MEETING. On roll call, voting aye: Snyder, Nowak, McKinnon, Wozniak, Atkinson, and Carlin. Voting no: Student Trustee Wilson. Motion carried.

RESUME OPEN SESSION – At 8:45 p.m., Nowak moved, Atkinson seconded, THAT THE OPEN MEETING BE RESUMED. On voice vote, motion carried unanimously.

7) APPROVAL OF INDEMNIFICATION AGREEMENT – Atkinson moved, Nowak seconded, THAT THE BOARD OF TRUSTEES APPROVE THE INDEMNIFICATION AGREEMENT, SUBJECT TO REVIEW BY THE COLLEGE ATTORNEY, WITH AN EXPIRATION DATE OF THE AGREEMENT OFFER OF MAY 1, 2009.

College Attorney Kenneth Florey explained that this Indemnification Agreement will authorize the payment of legal fees of former Trustees Mary Mack, Jane Herron, and Mary Sue Brown *only*. Chairman McKinnon's legal fees will be borne by him personally. All three former Trustees must agree to this Indemnification Agreement or it becomes null and void. Following the expiration date of May 1, 2009, the settlement offer will be rescinded and litigation will continue. The purpose for taking action on this issue now is that it is in the best financial interest of the College to stop the daily cost of litigation fees.

Trustee Carlin reported that in a telephone conversation he had with Trustee Wessel earlier in the day, she told him that she felt it is in the best interest of the College and the community to end this litigation.

On roll call, voting aye: Snyder, Wilson, Nowak, Wozniak, Atkinson, and Carlin. Chairman McKinnon abstained. Motion carried.

12. ADJOURN – At 9:00 p.m., Snyder moved, Atkinson seconded, THAT THE BOARD MEETING BE ADJOURNED. On voice vote, motion carried unanimously.

By: _____
David Carlin, Board Secretary

Approved: 05/04/09

By: _____
Micheal E. McKinnon, Board Chairman

FIRST ADDENDUM TO PRESIDENT'S EMPLOYMENT CONTRACT

This FIRST ADDENDUM TO THE PRESIDENT'S EMPLOYMENT CONTRACT, by and between the BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 502, Counties of DuPage, Cook and Will, State of Illinois (the "Board"), and ROBERT L. BREUDER (the "President"), is agreed to and entered into by the Board and the President on this 16th day of April, 2009.

WITNESSETH:

WHEREAS, the Board and the President entered into an Employment Agreement on the 18th day of November 2008, regarding the employment of the President by the Board for the period from January 1, 2009 through June 30, 2012;

WHEREAS, the current Employment Contract provides that the Agreement shall terminate on June 30, 2012;

WHEREAS, the President has fully and faithfully discharged all of his duties and responsibilities to the Board's satisfaction and is satisfactorily working toward the mission and long-term goals established by the Board when he was hired;

WHEREAS, the Board has requested that the President continue to serve as the President for a period of three (3) additional years, through June 30, 2015, to address the Board's long-term goals and the future of the College as a leader in the area of community college education; and

WHEREAS, the President has agreed to serve an additional three (3) year period as President, through June 30, 2015.

NOW THEREFORE, it is hereby understood and agreed by the Board and the President that the President's Employment Agreement is amended as follows:

1. Effective immediately, the President's Employment Agreement shall be extended through June 30, 2015, and the President shall be entitled to all previously agreed and/or accrued rights, benefits and compensation as set forth in the President's Employment Contract and this First Addendum.

2. Effective immediately and retroactive to January 1, 2009, the President shall participate in a non-qualified deferred compensation plan to which the Board shall make monthly contributions on his behalf in an amount equal to Six Thousand Dollars ($6,000). Beginning July 1, 2009, and continuing on an annual basis, the monthly contribution amount of Six Thousand Dollars ($6,000) shall be increased by the percent increase that the Board awards the President on his annual compensation for that contract year. Upon the end of the full time employment of the President, the President shall be entitled to receive all amounts contributed under this paragraph.

Dated and signed this 16th day of April, 2009.

PRESIDENT

Dr. Robert L. Breuder

BOARD OF TRUSTEES
COMMUNITY COLLEGE
DISTRICT NO. 502
COUNTIES OF DuPAGE, COOK
AND WILL, STATE OF ILLINOIS

By: _____
Chairman

ATTEST:

_____
Secretary

Approved 07/22/10

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 502
COUNTIES OF DuPAGE, COOK AND WILL,
STATE OF ILLINOIS

MINUTES OF THE REGULAR MEETING

TUESDAY, JUNE 22, 2010
HELD ON CAMPUS IN SRC-2052, GLEN ELLYN, IL

CLOSED SESSION – SRC-2052 – At 6:00 p.m., Carlin moved, O'Donnell seconded, THAT THE BOARD OF TRUSTEES HOLD A CLOSED SESSION FOR THE PURPOSES OF DISCUSSING THE FOLLOWING:

(1) THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY OR LEGAL COUNSEL FOR THE PUBLIC BODY, INCLUDING HEARING TESTIMONY ON A COMPLAINT LODGED AGAINST AN EMPLOYEE OF THE PUBLIC BODY OR AGAINST LEGAL COUNSEL FOR THE PUBLIC BODY, TO DETERMINE ITS VALIDITY;

(2) COLLECTIVE NEGOTIATING MATTERS BETWEEN THE PUBLIC BODY AND ITS EMPLOYEES OR THEIR REPRESENTATIVES, OR DELIBERATIONS CONCERNING SALARY SCHEDULES FOR ONE OR MORE CLASSES OF EMPLOYEES; AND

(3) LITIGATION, WHEN AN ACTION AGAINST, AFFECTING, OR ON BEHALF OF THE PARTICULAR PUBLIC BODY HAS BEEN FILED AND IS PENDING BEFORE A COURT OR ADMINISTRATIVE TRIBUNAL, OR WHEN THE PUBLIC BODY FINDS THAT AN ACTION IS PROBABLE OR IMMINENT, IN WHICH CASE THE BASIS FOR THE FINDING SHALL BE RECORDED AND ENTERED INTO THE MINUTES OF THE CLOSED MEETING.

In an advisory comment, Student Trustee Lodygowski indicated preference for the motion. On roll call, voting aye: Trustees Carlin, Kim, O'Donnell, Savage, Svoboda and Wessel.

At 6:09 p.m., Trustee Wozniak arrived at the meeting.

CONCLUDE CLOSED SESSION – At 6:44 p.m., Kim moved, O'Donnell seconded, THAT THE CLOSED SESSION BE CONCLUDED. On voice vote, motion carried unanimously.

PUBLIC HEARING ON THE BUDGET – SRC-2052 – At 6:45 p.m., the Board of Trustees held a Public Hearing on the Budget. This Budget Public Hearing is held annually. Vice President of Administrative Affairs *Thomas Glaser* and Finance Office Budget Manager *Maureen Potempa* reported on the financial highlights of the FY2011 Budget:

- Total revenues in All Funds are $274.4 million; down 4.1% from FY2010 revenues of $286.2 million.
- Budget assumes receipt of only one quarterly base operating grant payment from the State. Revenues from the State constitute only 2.84% of total revenues in the Operating Fund.
- This Budget stopped the budgeting of contingent revenues – not a recognized best practice – and estimated interest income more in line with rates actually being earned on the College's balances.
- Operating Fund Budget is balanced as revenues equal expenditures and net transfers.

- Budget provides $105 million for the construction of the new Culinary Hospitality Center (CHC), Homeland Security Education Center (HEC) and the Student Services Center (SSC), as well as the renovation of the Berg Instructional Center (BIC) and various capital improvement projects on campus.
- Total expenditures in All Funds increased 5.9% in FY2011 – driven primarily by expenditures in the Operations and Maintenance (Restricted) Fund for various construction, renovation and capital improvements.
- Given the financial challenges in crafting this Budget, we put four Full-Time Faculty positions on hold that are currently open. In addition, we are also not filling three open Classified positions. Unfortunately, we are reducing one Part-Time and thirteen Fill-Time Classified employees in this Budget. We are offering a severance package that will help in their transition from College employment.

(Complete FY2011 Budget and Highlights attached to permanent 06/22/10 Regular Board Meeting materials.)

As of May 20th, the Budget was posted on the College web site for public inspection. The number of individuals viewing the Budget on-line totaled 623, with a total of 745 different viewing sessions. Mr. Glaser and Ms. Potempa responded to all questions and, at the request of Dr. Breuder, met with several members of the Board as well as citizens of District 502. In addition, paper copies of the Budget were available for public inspection in the Office of the College Vice President of Administrative Affairs, the College Library and in Public Libraries located in Glen Ellyn, LaGrange, Naperville and Wheaton.

Neither the Board of Trustees nor the public had any questions on the Budget. On behalf of the Board, Chairman Wessel thanked Dr. Breuder, Mr. Glaser, Ms. Potempa and the entire Finance Office staff for their dedicated work on this Budget.

REGULAR BOARD MEETING – SRC-2052

1. CALL TO ORDER – At 7:06 p.m., the Regular Meeting of the Board of Trustees was called to order by Chairman Wessel.

2. ROLL CALL – *Present*: Student Trustee Kristin Lodygowski and Trustees David Carlin, Sandy Kim, Allison O'Donnell, Kim Savage, Nancy Svoboda, Kathy A. Wessel and Joseph Wozniak. *Absent*: None. *Also present*: President Dr. Robert L. Breuder, Legal Counsel Frank Garrett, staff members, representatives of the press, and visitors. (Minutes prepared by Karen V. Neely, Administrative Assistant in the Office of the President.)

3. APPROVAL OF AGENDA – Kim moved, Savage seconded, THAT THE BOARD OF TRUSTEES APPROVE THE AGENDA FOR THE REGULAR BOARD MEETING OF JUNE 22, 2010. On voice vote, motion carried unanimously.

4. PRESENTATIONS – *None this month*

5. STUDENT TRUSTEE'S REPORT – Student Trustee Lodygowski reported:
   - *Chuck Steele*, Coordinator of Student Life, reported that the name of the Student Activities Department has been changed to the Office of Student Life.
   - Student Life is collaborating with the Office of Planning & Institutional Effectiveness on new student orientation plans.
   - A special edition of *That Beepin' Show* will be featured as part of student orientation.
   - The new Student Leadership Council (SLC) officers have begun their training.

- Attended the Illinois Community College Board Student Leadership Institute where she met with other Student Trustees from across the state.

6. PRESIDENT'S REPORT

6. A. RECOGNITION OF THE NJCAA NATIONAL CHAMPIONSHIP WOMEN'S TENNIS TEAM AND MEN'S TRACK AND FIELD TEAM – Athletic Director *Paul Zakowski* introduced the championship teams and coaches:

Women's Tennis Team

- The team finished in first place.
- This is their third championship title in the last four years.
- Coach *Jim Bowers* was named "Coach of the Tournament".
- Named "NJCAA First Team All-Americans": *Katie Schneberg, Katie Sawyer* and *Elizabeth Nelson* as individual flight winners, and *Shannon Wright* and *Sabid Sadiq* as doubles team flight winners.
- Named "NJCAA Second Team All-Americans": *Sara Wissmiller* and *Katie Schneberg* by finishing second in their doubles flight.

Men's Track and Field Team

- The team finished in first place.
- Coach *Jane Vatchev* was named "Coach of the Year".
- This was Ms. Vatchev's fourth national championship.
- Individual event winners: *Kallen Petty* – 110 meter hurdles; *Dan Koeller* – Pole Vault; *Justin Lawrence* – Long Jump; *Troy Doris* – Triple Jump; *Tom Kiser* – Discus; and *Emilio Salinas* – Hammer Throw.

7. COMMENTS FROM COLLEGE OF DUPAGE EMPLOYEES

- *Nancy Stanko*, Faculty Association – Requests a resolution to the Unfair Labor Practice (ULP), a face-to-face component with faculty when revising Board Policies and Administrative Procedures, and Budget concerns/questions regarding staffing and unreserved fund balance.
- *Tom Tipton*, Faculty – Budget concerns/questions.
- *Barbara Huszagh*, ESL – ESL scheduling and classroom space.
- *Maureen Potempa*, Outgoing President of the Classified Personnel Association (CPA) – Introduced new CPA President *Andrea Liedtke.*

8. COMMENTS FROM DISTRICT 502 CITIZENS

- *Kevin Bishop*, Student – Ongoing registration problems.
- *Mary Hason*, DuPage United – Thanked Trustees and Dr. Breuder and his staff for meeting with members of DuPage United to address their Budget questions/concerns.

(If provided, complete written comments attached to permanent 06/22/10 Regular Board Meeting materials.)

9. CONSENT AGENDA – Savage moved, Kim seconded, THAT THE BOARD OF TRUSTEES APPROVE THE CONSENT AGENDA CONSISTING OF THE FOLLOWING ITEMS:

A. FOR INFORMATION: STANDARD ITEMS – The Board reviewed the following items of information:

1) Gifts and Grants Status Report

2) Governmental Consortium/Cooperative Purchases Report – *None this month*

3) Financial Statements:
   a) FY-2010 Operating Funds – Budget and Expenditures
   b) Schedule of Investments

B. FOR APPROVAL: STANDARD ITEMS

1) MINUTES – THAT THE BOARD OF TRUSTEES APPROVE THE MINUTES OF THE FOLLOWING BOARD MEETINGS:
   a) 05/20/10 REORGANIZATIONAL BOARD MEETING
   b) 05/20/10 REGULAR BOARD MEETING
   c) 05/20/10 CLOSED SESSION – *Confidential for Board Only*

2) FINANCIAL REPORTS – THAT THE BOARD OF TRUSTEES APPROVE THE FOLLOWING FINANCIAL REPORTS:
   a) MAY TREASURER'S REPOR
   b) PAYROLL AND ACCOUNTS PAYABLE REPORT

3) BIDS – THAT THE BOARD OF TRUSTEES APPROVE THE FOLLOWING BID RECOMMENDATIONS:

   a) AUTODESK DESIGN INSTITUTE – MASTER SUITE SOLUTION ANNUAL RENEWAL
   THAT THE BOARD OF TRUSTEES AWARD THE BID FOR AUTODESK DESIGN INSTITUTE – MASTER SUITE SOLUTION ANNUAL RENEWAL TO THE LOWEST RESPONSIBLE BIDDER, IMAGINIT TECHNOLOGIES, 2030 E. ALGONQUIN ROAD, SCHAUMBURG, IL 60173, FOR A TOTAL EXPENDITURE OF $33,040.00.

   b) HEALTH & SCIENCE CENTER (HSC) – CLASSROOM #1326 RENOVATIONS
   THAT THE BOARD OF TRUSTEES AWARD THE BID FOR HEALTH & SCIENCE CENTER (HSC) – CLASSROOM #1326 RENOVATIONS TO THE LOWEST RESPONSIBLE BIDDER, SIGALOS & ASSOCIATES, 915 HAWTHORN DRIVE, ITASCA, IL 60143, FOR THE BASE BID TOTAL OF $171,900.00; AND ACCEPTANCE OF ALTERNATE #1 FOR A DEDUCTION OF (-$5,200.00); FOR A TOTAL EXPENDITURE OF $166,700.00.

   c) CAFETERIA RENOVATIONS – THAT THE BOARD OF TRUSTEES AWARD THE BID FOR CAFETERIA RENOVATIONS TO THE LOWEST RESPONSIBLE BIDDER, BOLLER CONSTRUCTION COMPANY, 3045 W. WASHINGTON STREET, WAUKEGAN, IL 60085, FOR THE BASE BID TOTAL OF $420,000.00; ALTERNATE #1 FOR $39,000.00; ALTERNATE #2 IN THE AMOUNT OF $24,000.00; ALTERNATE #3 IN THE AMOUNT OF $65,000.00;ALTERNATE #4 IN THE AMOUNT OF $66,000.00; ALTERNATE #5 IN THE AMOUNT OF $5,000.00; ALTERNATE #6 IN THE AMOUNT OF $18,800.00; ALTERNATE #7 IN THE AMOUNT OF $22,000.00; AND ALTERNATE #8 IN THE AMOUNT OF $12,000.00; FOR A TOTAL EXPENDITURE OF $671,800.00.

   d) CULINARY & HOSPITALITY CENTER (CHC) – BID PACKAGE #2
      a) THAT THE BOARD OF TRUSTEES AWARD THE BIDS FOR THE CULINARY & HOSPITALITY CENTER (CHC) – BID PACKAGE #2 TO THE LOWEST RESPONSIBLE BIDDERS AND ASSIGN THE CONTRACTS TO W. B. OLSON, INC. AS FOLLOWS:

- UNIT PAVERS TO CR SCHMIDT, INC., 29W002 MAIN STREET, WARRENVILLE, IL 60555, FOR ALTERNATE L2 FOR $34,075.00; AND ALTERNATE L4 FOR $10,975.00; FOR A TOTAL VALUE OF $45,050.00.

- SITE CONCRETE TO BUILDER'S CONCRETE SERVICES, LLC, 31W330 SCHOGER DR, NAPERVILLE, IL 60564, FOR THE BASE BID TOTAL OF $226,550.00; ALTERNATE L2 FOR $4,000.00; ALTERNATE L4 FOR $2,300.00; AND ALTERNATE L6 FOR $4,400.00; FOR A TOTAL OF $237,250.00.

- ASPHALT PAVING TO ORANGE CRUSH, 321 CENTER STREET, HILLSIDE, IL 60162, FOR THE BASE BID TOTAL OF $244,774.00.

- MASONRY TO MASTERSHIP CONSTRUCTION CO, 1815 INDUSTRIAL DRIVE, LIBERTYVILLE, IL 60048, FOR THE BASE BID TOTAL OF $774,000.00.

- MISCELLANEOUS METALS TO T.A. BOWMAN CONSTRUCTORS LLC, 134 W. LAKE STREET, BLOOMINGDALE, IL 60108, FOR THE BASE BID TOTAL OF $572,000.00.

- GENERAL TRADES TO DOHERTY CONSTRUCTION AT 163 N VALLEY HILL ROAD, WOODSTOCK, IL 60098, FOR THE BASE BID TOTAL OF $887,500.00.

- ARCHITECTURAL CASEWORK & MILLWORK TO LANGE BROTHERS WOODWORK, 3920 W DOUGLAS AVE, MILWAUKEE, WI 53209, FOR THE BASE BID TOTAL OF $685,585.00.

- CAULKING & WATERPROOFING TO KREMER & DAVIS INC., 132 OSBORNE ROAD, FRIDLEY, MN 55432, FOR THE BASE BID TOTAL OF $164,600.00.

- LIGHT GAGE FRAMING & TRESPA PANELS TO STUCKEY CONSTRUCTION CO., 2020 N. LEWIS AVE, WAUKEGAN, IL 60087, FOR THE BASE BID TOTAL OF $1,349,349.00.

- ROOFING AND SHEET METAL TO ALL AMERICAN EXTERIOR SOLUTIONS 150 OAKWOOD DRIVE, LAKE ZURICH, IL 60047, FOR THE BASE BID TOTAL OF $362,000.00.

- SPRAY FIREPROOFING TO SPRAY INSULATIONS AT 7831 N. NAGEL AVE., MORTON GROVE, IL 60053, FOR THE BASE BID TOTAL OF $120,250.00.

- GLASS & ALUMINUM TO KLEIN-DICKERT GLASS AT 9535 - 58TH PLACE, KENOSHA, WI 53144, FOR THE BASE BID TOTAL OF $799,000.00.

- DRYWALL, ACOUSTIC & INSULATION TO INTERNATIONAL DECORATORS INC., 1225 KARL COURT, WAUCONDA, IL 60084, FOR THE BASE BID TOTAL OF $1,278,252.00.

- STONE FLOOR, MARBLE TILE, GLASS TILE AND CERAMIC TILE TO ROCKFORD CENTRAL TILE & TERRAZZO, 5139 AMERICAN ROAD, ROCKFORD, IL 61109, FOR THE BASE BID TOTAL OF $615,960.00; AND ALTERNATE #7 FOR A DEDUCT OF (-$36,000); FOR A TOTAL OF $615,960.00.

- WOOD FLOORING TO MR. DAVID'S CARPET SERVICE, LTD., 865 W IRVING PARK ROAD, ITASCA, IL 60143, FOR THE BASE BID TOTAL OF $43,120.00.

- CARPET, RESILIENT AND ACCESS FLOORING TO MR. DAVID'S CARPET SERVICE, LTD., 865 W IRVING PARK ROAD, ITASCA, IL 60143, FOR THE BASE BID TOTAL OF $251,373.00.

- PAINTING & WALLCOVERING TO J&M DECORATING, INC., 205 FAIRBANK ST., ADDISON, IL 60101, FOR THE BASE BID TOTAL OF $148,173.00.
- ELEVATORS TO OTIS ELEVATORS AT 949 OAK CREEK DRIVE, LOMBARD, IL 60148, FOR THE BASE BID TOTAL OF $205,000.00.
- KITCHEN EQUIPMENT INSTALLATION TO GREAT LAKES HOTEL SUPPLY AT 1961 GRAND RIVER, DETROIT, MI 48226, FOR THE BASE BID TOTAL OF $306,600.00.
- FIRE PROTECTION TO ALLIANCE FIRE PROTECTION CO., 998 FOREST EDGE DRIVE VERNON HILLS, IL 60061, FOR THE BASE BID TOTAL OF $227,380.00.
- BUILDING PLUMBING TO WARREN THOMAS PLUMBING AT CO, 33 W 63RD STREET, WESTMONT, IL 60559, FOR THE BASE BID TOTAL OF $1,279,000.00; AND ALTERNATE #12 FOR A DEDUCT OF (-$26,200.00); FOR A TOTAL OF $1,252,800.00.
- HVAC TO MG MECHANICAL CONTRACTING, INC, 1513 LAMB ROAD, WOODSTOCK, IL 60098, FOR THE BASE BID TOTAL OF $3,918,000.00; AND ALTERNATE L6 FOR $4,500.00; FOR A TOTAL OF $3,922,500.00.
- ELECTRICAL TO EXCEL ELECTRIC, LLC, 24 SANGMEISTER ROAD, FRANKFORT, IL 60423, FOR THE BASE BID TOTAL OF $2,449,900.00; ALTERNATE #5 FOR $5,000.00; AND ALTERNATE #10 FOR $6,300.00; FOR A TOTAL OF $2,461,200.00.
- COMMUNICATIONS TO CONTINENTAL ELECTRICAL CONSTRUCTION CO., LLC, 362 S SCHMALE ROAD, CAROL STREAM, IL 60188, FOR THE BASE BID TOTAL OF $116,342.00.

FOR A SUBTOTAL OF $17,070,058.00.

b) THAT THE BOARD OF TRUSTEES APPROVE THE INCREASE IN THE CONTRACT AMOUNT WITH W.B. OLSON, INC., 3235 ARNOLD LANE, NORTHBROOK, IL 60062, FOR THE CONTRACTS RELATED TO CHC BID PACKAGE #2, IN ACCORDANCE WITH THE CONTRACT TERMS, FOR A 2.25% FEE FOR TRADE CONTRACT COSTS IN THE AMOUNT OF $384,076.00; AND A 0.7% FEE FOR INSURANCE IN THE AMOUNT OF $122,179.00; FOR A TOTAL FEE AMOUNT OF $506,255.00.

c) THAT THE BOARD OF TRUSTEES APPROVE THE CONTRACT WITH GREAT LAKES HOTEL SUPPLY, 1961 GRAND RIVER, DETROIT, MI 48226, FOR THE DIRECT PURCHASE OF KITCHEN EQUIPMENT RELATED TO CHC BID PACKAGE #2, FOR THE BASE BID AMOUNT OF $2,672,181.00.

FOR A TOTAL EXPENDITURE OF $20,248,494.00.

e) <u>HOMELAND SECURITY EDUCATION CENTER (HEC) – BID PACKAGE #3</u>

a) THAT THE BOARD OF TRUSTEES AWARD THE BIDS FOR HEC BID PACKAGE #3 TO THE LOWEST RESPONSIBLE BIDDERS AND ASSIGN THE CONTRACTS TO POWER CONSTRUCTION COMPANY, LLC AS FOLLOWS:

- MASONRY TO MIDWEST MASONRY, 1335 WILHELM ROAD, MUNDELEIN, IL 60060, FOR THE BASE BID TOTAL OF $272,900.00.
- EXTERIOR METAL PANELS TO ALL AMERICAN EXTERIOR SOLUTIONS, 150 OAKWOOD ROAD, LAKE ZURICH, IL 60047, FOR THE BASE BID TOTAL OF $547,000.00.

- ROOFING TO ELENS AND MAICHIN, 1621 MANHATAN ROAD, JOLIET, IL 60434, FOR THE BASE BID TOTAL OF $358,680.00.
- ALUMINUM STOREFRONT, CURTAIN WALL, STEEL WINDOWS AND GLAZING TO GATEWAY INCORPORATED, 3455 STERN AVENUE, ST. CHARLES, IL 60174, FOR THE BASE BID TOTAL OF $996,000.00.
- OVERHEAD COILING DOORS AND ROLLING SHUTTERS TO HOUSE OF DOORS, INC., 9038 W. OGDEN AVE. BROOKFIELD, IL 60513, FOR THE BASE BID TOTAL OF $149,974.00; ALTERNATE #17 FOR A DEDUCT OF (-$62,500.00); FOR A TOTAL OF $87,474.00.
- CARPENTRY & GENERAL TRADES TO DOHERTY CONSTRUCTION, INC., 163 N. VALLEY HILL ROAD, WOODSTOCK, IL 60098, FOR THE BASE BID TOTAL OF $2,173,900.00, ALTERNATE #14 AT NO COST; AND ALTERNATE #17 AT NO COST; FOR A TOTAL OF $2,173,900.00.
- OPERABLE PARTITIONS TO MODERNFOLD CHICAGO, INC., 240 S. WESTGATE DR., CAROL STREAM, IL 60188, FOR THE BASE BID TOTAL OF $77,650.00.
- LABORATORY EQUIPMENT AND CUSTOM METAL CASEWORK TO HARRY J. KLOEPPEL AND ASSOCIATES, INC., 2399 S. FOSTER AVENUE, WHEELING, IL 60090, FOR THE BASE BID TOTAL OF $266,207.00.
- ELEVATORS TO SCHINDLER ELEVATOR CORPORATION, 853 N. CHURCH COURT, ELMHURST, IL 60126, FOR THE BASE BID TOTAL OF $80,620.00.
- FIRE SUPPRESSION SYSTEMS TO NELSON FIRE PROTECTION, 11028 RALEIGH COURT, ROCKFORD, IL 61115, FOR THE BASE BID TOTAL OF $162,251.00.
- PLUMBING SYSTEMS TO CALDWELL PLUMBING CO., INC., 821 CHILDS ST., WHEATON, IL 60187, FOR THE BASE BID TOTAL OF $740,000.00; ALTERNATE #22 FOR A DEDUCT OF (-$10,000.00); FOR A TOTAL OF $730,000.00.
- HVAC AND BUILDING AUTOMATION SYSTEMS TO FLO-TECH MECHANICAL SYSTEMS, INC., 1304 NATIONAL AVENUE, ADDISON, IL 60101, FOR THE BASE BID TOTAL OF $2,664,000.00.
- BUILDING ELECTRICAL (FIRE ALARM, SECURITY, SITE ELECTRICAL-PHASE 2, LOW VOLTAGE COMMUNICATIONS AND AUDIO VISUAL) TO CONNELLY ELECTRIC COMPANY, 40 S. ADDISON ROAD, ADDISON, IL 60101, FOR THE BASE BID TOTAL OF $4,377,000.00; ALTERNATE #19 FOR A DEDUCT OF (-$17,400.00); FOR A TOTAL OF $4,359,600.00.

FOR A SUBTOTAL OF $12,776,282.00.

b) THAT THE BOARD OF TRUSTEES APPROVE THE INCREASE IN THE CONTRACT AMOUNT WITH POWER CONSTRUCTION COMPANY, LLC., 2360 PALMER DRIVE, SCHAUMBURG, IL 60137-3819, FOR THE CONTRACT RELATED TO HEC BID PACKAGE #3, IN ACCORDANCE WITH CONTRACT TERMS, 3.5% FEE FOR GENERAL CONDITIONS IN THE AMOUNT OF $447,170.00; A 2.25% FEE FOR TRADE CONTRACT COSTS IN THE AMOUNT OF $297,528.00; AND A 0.85% FEE FOR INSURANCE IN THE AMOUNT OF $114,928.00; FOR A TOTAL FEE AMOUNT OF $859,626.00.

FOR A TOTAL EXPENDITURE OF $13,635,908.00.

f) BIC/SRC RENOVATIONS & STUDENT SERVICES CENTER (SSC) ADDITION – BID PACKAGE #4

a) THAT THE BOARD OF TRUSTEES AWARD THE BID FOR BIC/SRC/SSC BID PACKAGE #4 FOR STORM SYSTEM INFRASTRUCTURE TO THE LOWEST RESPONSIBLE BIDDER, HOPPY'S LANDSCAPING, 15041 NEW AVENUE, LOCKPORT, IL 60441, FOR A BASE BID TOTAL OF $114,450.00.

b) THAT THE BOARD OF TRUSTEES APPROVE THE INCREASE IN THE CONTRACT AMOUNT WITH MORTENSON CONSTRUCTION COMPANY, 25 NORTHWEST POINT BLVD., ELK GROVE VILLAGE, IL 60007, FOR THE CONTRACT RELATED TO BIC/SRC/SSC RENOVATIONS, STORM SYSTEM INFRASTRUCTURE, IN ACCORDANCE WITH THE CONTRACT TERMS, FOR A 0.95% FEE FOR INSURANCE IN THE AMOUNT OF $1,087.00; AND A 2.2% FEE FOR TRADE CONTRACT COSTS IN THE AMOUNT OF $2,542.00; FOR A TOTAL FEE AMOUNT OF $3,629.00.

FOR A TOTAL EXPENDITURE OF $118,079.00.

g) HEALTH & SCIENCE CENTER (HSC) – HALLWAY CARPET INSTALLATION
THAT THE BOARD OF TRUSTEES AWARD THE BID FOR THE HEALTH & SCIENCE CENTER (HSC) – HALLWAY CARPET INSTALLATION TO THE LOWEST RESPONSIBLE BIDDER, ABM COMMERCIAL FLOORING COMPANY, 52 CONGRESS CIRCLE WEST, ROSELLE, IL 60172, FOR A TOTAL EXPENDITURE OF $229,720.00.

4) REQUEST FOR PROPOSALS (RFP) – *None this month*

5) PURCHASE ORDERS – THAT THE BOARD OF TRUSTEES APPROVE THE FOLLOWING PURCHASE ORDERS:

a) AT&T VOICE / IP THREE-YEAR MAINTENANCE AGREEMENT – THAT THE BOARD OF TRUSTEES APPROVE A THREE-YEAR CONTRACT FOR VOICE / IP MAINTENANCE SERVICES WITH AT&T, GLOBAL SERVICES, INC., PO BOX 8102, AURORA, IL 60507, FOR THE PERIOD 07/01/10 THROUGH 06/30/13, FOR A TOTAL EXPENDITURE OF $483,257.41.

b) MAINTENANCE CONTRACT RENEWALS – THAT THE BOARD OF TRUSTEES APPROVE THE FOLLOWING MAINTENANCE CONTRACTS FOR SERVICE ON THE FOLLOWING ITEMS:

a) AUTOMATED LOGIC CHICAGO — $ 45,848.00
(BUILDING AUTOMATION – BIC, TEC, CAROL STREAM)
2400 OGDEN AVENUE, SUITE 100
LISLE, IL 60532

b) AVAYA — $ 95,480.00
(DATA NETWORK)
P.O. BOX 15926
CHICAGO, IL 60693

c) BLACKBOARD — $ 84,964.00
(COURSE MANAGEMENT SYSTEM)
1899 L STREET, NW, 11TH FLOOR
WASHINGTON, DC 20036

d) CARLI — $ 49,704.00
(LIBRARY DATABASE LICENSES)
501 E. DANIEL STREET, SUITE 228
CHAMPAIGN, IL 61820

e) DATATEL — $ 434,305.00
(COLLEAGUE)
4375 FAIR LAKES COURT
FAIRFAX, VA 22033

f) EBSCO INFORMATION SERVICES — $ 140,000.00
(ANNUAL PERIODICALS)
1140 SILVER LAKE ROAD
CARY, IL 60013-1685

g) HONEYWELL BUILDING SOLUTIONS — $ 70,285.00
(BUILDING AUTOMATION – PE, MAC, SRC-N)
1500 W. DUNDEE ROAD
ARLINGTON HEIGHTS, IL 60004

h) INNOVATIVE INTERFACES, INC. — $ 66,408.00
(AUTOMATED LIBRARY SYSTEM)
P.O. BOX 7849
SAN FRANCISCO, CA 94120-7849

i) OCLC/ILLINET-ILLINOIS STATE LIBRARY — $ 44,777.00
(ON-LINE COMPUTER LIBRARY)
300 S. SECOND STREET
SPRINGFIELD, IL 62701

j) PROJECT LEADERSHIP ASSOCIATES — $ 91,000.00
(ENTERPRISE DATA NETWORK & NETWORK SECURITY)
200 WEST ADAMS, SUITE 250
CHICAGO, IL 60606

k) PROQUEST LLC — $ 31,225.00
(LIBRARY DATABASE LICENSES)
6216 PAYSPHERE CIRCLE
CHICAGO, IL 60674

l) RAVE WIRELESS, INC. — $ 54,167.00
(EMERGENCY NOTIFICATION SYSTEM)
50 SPEEN STREET, SUITE 301
FRAMINGHAM, MA 01701

m) SIEMENS BUILDING TECHNOLOGIES — $ 50,122.00
(BUILDING AUTOMATION – SRC, SCC, MAC ADDITION,
BIC SCIENCE LABS, WESTMONT & NAPERVILLE)
580 SLAWIN COURT
MT. PROSPECT, IL 60056

n) SYMANTEC SOFTWARE CORPORATION — $ 28,661.50
(NETBACKUP – SERVER BACKUPS)
20300 STEVENS CREEK BLVD
CUPERTINO, CA 95014

o) THOMSON GALE (LIBRARY DATABASE LICENSES) 27500 DRAKE ROAD FARMINGTON HILLS, IL 48331-3535 — $ 32,641.59

FOR A TOTAL EXPENDITURE OF: $1,319,588.09

6) PERSONNEL ACTIONS – THAT THE BOARD OF TRUSTEES RATIFY THE FOLLOWING PERSONNEL ACTIONS: *(Each item attached to permanent 06/22/10 Regular Board Meeting materials.)*

a) RATIFICATION OF ADMINISTRATOR APPOINTMENTS
b) RATIFICATION OF FACULTY APPOINTMENTS
c) RATIFICATION OF CLASSIFIED APPOINTMENTS
d) RATIFICATION OF ADMINISTRATOR TRANSFERS & REASSIGNMENTS
e) RATIFICATION OF ADDENDUM TO ADMINISTRATOR'S AGREEMENT
f) RATIFICATION OF CLASSIFIED TRANSFERS & REASSIGNMENTS
g) RATIFICATION OF CLASSIFIED RESIGNATIONS / TERMINATIONS
h) RATIFICATION OF FACULTY RETIREMENTS
i) RATIFICATION OF CLASSIFIED RETIREMENTS

C. FOR INFORMATION: CONSTRUCTION-RELATED ITEMS – The Board reviewed the following information item:

1) Monthly Construction Project Summary – The Board reviewed this summary which is prepared each month by the College's Facilities Department to update the Trustees on various construction projects on campus. All projects are proceeding on schedule.

D. FOR APPROVAL: CONSTRUCTION-RELATED ITEMS

1) RATIFICATION OF CONSTRUCTION CHANGE ORDERS – THAT THE BOARD OF TRUSTEES RATIFY THE CHANGE ORDERS FROM THE FOLLOWING SUMMARY FOR JUNE 2010:

FMP PROJECTS

- RATIFY BIC-SRC RENOVATION – COLFAX #06: $11,295.02. THIS CHANGE ORDER IS FOR THE ENVIRONMENTAL CONTRACTOR TO REMOVE PANELS AT THE BARRIER (1) BETWEEN THE BIC AND THE SRC AND (2) AT THE CENTER ATRIUM OF THE BIC AS THESE WALLS NEED TO BE DEMOLISHED AS PART OF THE RENOVATION. THE CHANGE ORDER WAS REDUCED BY $2,344.00 IN THE PROCESS OF NEGOTIATION. *This was an Un-Bought Scope Change.*
- RATIFY BIC-SRC RENOVATION – MORTENSON #27.1: (-$18,707.00). THIS CHANGE ORDER IS A REDUCTION TO THE CONTRACT AMOUNT FOR ELIMINATING THE TRAFFIC COATING ON THE CONCRETE PLAZA ON THE SOUTH AND WEST SIDES OF THE BIC. *This is an Owner-Requested Scope Change.*
- RATIFY BIC-SRC RENOVATION – MORTENSON #32: $3,511.00. IT WAS DETERMINED THAT AN EXISTING SUMP PUMP WAS NO LONGER NEEDED. IT WAS AN OLD PUMP FOR A TRENCH DRAIN THAT WAS USED FOR THE CLEANING OF THE FLOOR OF A MAINTENANCE SHOP. THE USE OF THE SPACE HAD CHANGED OVER 10 YEARS AGO. THIS COST IS FOR REMOVING THE PUMP, ASSOCIATED PIPING AND ELECTRICAL AND CONVERTING THE AREA INTO USABLE SPACE FOR THE COPY CENTER. *This is an Owner-Requested Scope Change.* (NOTE: This change order was previously submitted for ratification on May 20; it is being submitted again because the dollar amount was shown in parentheses as a negative amount.)

- RATIFY BIC-SRC RENOVATION – MORTENSON #37: $3,456.00. THE EXISTING PHOTOCELL FOR THE NORTH PARKING LOT LIGHTS IS LOCATED IN A SHADED AREA. FOR THIS PHOTOCELL TO OPERATE EFFECTIVELY, IT NEEDS TO HAVE A NORTHERN EXPOSURE; IT WILL BE RELOCATED TO THE ROOF OF THE SRC. *This is an Owner-Requested Scope Change.* (NOTE: This change order was previously submitted for ratification on May 20; it is being submitted again because the dollar amount was shown in parentheses as a negative amount.)
- RATIFY CHC – W.B. OLSON #02: $25,742.00. THIS CHANGE ORDER IS TO INCREASE W.B. OLSON'S CONTRACT FOR BUDGETED LAYOUT, STAKING AND SURVEY WORK AND ASSOCIATED FEES FOR THE PROJECT. THE CHANGE ORDER IS NECESSARY TO DOCUMENT A CHANGE IN CONTRACT AMOUNT, BUT IT HAS NO FINANCIAL IMPACT TO THE COLLEGE. *This was an Un-Bought Scope Change.* (NOTE: This was previously submitted for ratification on May 20; it is being submitted again because the dollar amount was shown in parentheses as a negative amount.)
- RATIFY HEC – POWER CONSTRUCTION #02: $26,575.00. THIS CHANGE ORDER IS TO INCREASE POWER'S CONTRACT FOR BUDGETED LAYOUT, STAKING AND SURVEY WORK AND ASSOCIATED FEES FOR THE PROJECT. THE CHANGE ORDER IS NECESSARY TO DOCUMENT A CHANGE IN CONTRACT AMOUNT, BUT IT HAS NO FINANCIAL IMPACT TO THE COLLEGE. *This was an Un-Bought Scope Change.* (NOTE: This was previously submitted for ratification on May 20; it is being submitted again because the dollar amount was shown in parentheses as a negative amount.)
- RATIFY HEC – POWER CONSTRUCTION #03: $37,778.00. THIS CHANGE ORDER IS TO INCREASE POWER'S CONTRACT FOR CONSTRUCTION DUMPSTERS, TEMPORARY TOILETS AND ASSOCIATED FEES. THE CHANGE ORDER IS NECESSARY TO DOCUMENT A CHANGE IN CONTRACT AMOUNT, BUT IT HAS NO FINANCIAL IMPACT TO THE COLLEGE. *This was an Un-Bought Scope Change.* (NOTE: This was previously submitted for ratification on May 20; it is being submitted again because the dollar amount was shown in parentheses as a negative amount.)

NON-FMP PROJECTS – *None this month*

2) APPROVAL OF CONSTRUCTION CHANGE ORDERS – THAT THE BOARD OF TRUSTEES APPROVE THE CHANGE ORDER FROM THE FOLLOWING SUMMARY FOR JUNE, 2009:

FMP PROJECTS – *None this month*

NON-FMP PROJECTS – *None this month*

In an advisory comment, Lodygowski indicated preference for the motion. On roll call, voting aye: Carlin, Kim, O'Donnell, Savage, Svoboda, Wozniak and Wessel. Motion to approve all Consent Agenda items listed above carried unanimously.

10. NEW BUSINESS

A) FOR INFORMATION

1) STRATEGIC LONG RANGE PLAN (SLRP) FOR COLLEGE OF DUPAGE – In accordance with the following Board Policies, the Strategic Long Range Plan (SLRP) Overview for FY2011-2013 was presented as an information item by Vice President of Planning and Institutional Effectiveness *James Bente*:

- Board Policy 5-5, *The College Governing Board*: "The Board will encourage the President to seek the input of employees and the community in the development and updating of the College's Strategic Long Range Plan. Such Plan will be approved annually by the Board."

- Board Policy 5-15, *Responsibilities of the Board*: "The Board of Trustees will annually adopt a comprehensive Strategic Long Range Plan."

This planning process assures that the College is future-oriented in serving our students, community and other stakeholders. Input was sought externally from the community and internally from staff and students. The SLRP will be presented to the Board for adoption at its July 22nd Regular Board Meeting. *(SLRP Overview attached to permanent 06/22/10 Regular Board Meeting materials.)*

On behalf of the Board, Chairman Wessel thanked Dr. Breuder, Mr. Bente and members of the staff for their outstanding work on the SLRP.

At 7:47 p.m., Dr. Breuder left the Board Meeting; he returned at 7:51 p.m.

2) BOARD POLICY 10-85, SALE OR DISPOSAL OF COLLEGE PROPERTY – Board Policy 10-85, Sale or Disposal of College Property, has been revised to reflect current conditions. This will be brought to the Board for approval at its July 22nd Regular Board Meeting.

B) FOR APPROVAL

1) ADOPTION OF FY2011 BUDGET – Carlin moved, O'Donnell seconded, THAT THE BOARD OF TRUSTEES APPROVE THE ATTACHED RESOLUTON FOR THE ADOPTION OF THE FY2011 BUDGET. *(Resolution attached to permanent 06/22/10 Regular Board Meeting materials.)* In an advisory comment, Lodygowski indicated preference against the motion. On roll call, voting aye: O'Donnell, Svoboda, Wozniak, Carlin and Wessel; voting no: Kim and Savage. Motion carried.

Dr. Breuder stated that this is the 29th time in his career where he has been responsible for presenting a budget to a governing Board, and none have been more challenging than this one. He commended his Administration and the Finance Office staff, noting that he has never been more impressed with a group of people who have dedicated themselves to realistically dealing with a constantly changing financial climate in a very challenging economic period of time.

Dr. Breuder reported the Board Policy revisions for 15-60, 15-95 and 20-10 were prompted by input received from the *Faculty Senate Association*:

2) BOARD POLICY 15-60 REIMBURSEMENT OF MOVING EXPENSES FOR NEW EMPLOYEES Svoboda moved, Kim seconded, THAT THE BOARD OF TRUSTEES APPROVE BOARD POLICY 15-60, REIMBURSEMENT OF MOVING EXPENSES FOR NEW EMPLOYEES. In an advisory comment, Lodygowski indicated preference for the motion. On roll call, voting aye: O'Donnell, Savage, Svoboda, Wozniak, Carlin, Kim and Wessel. Motion carried unanimously.

3) & 4) BOARD POLICY 15-95, EMPLOYMENT OUTSIDE OF THE COLLEGE; AND BOARD POLICY 20-10, COMMUNICABLE DISEASES, STUDENTS
Savage moved, O'Donnell seconded, THAT THE BOARD OF TRUSTEES APPROVE THE FOLLOWING BOARD POLICIES:

- BOARD POLICY 15-95, EMPLOYMENT OUTSIDE OF THE COLLEGE

- BOARD POLICY 20-10, COMMUNICABLE DISEASES, STUDENTS

In an advisory comment, Lodygowski indicated preference for the motion. On roll call, voting aye: Savage, Svoboda, Wozniak, Carlin, Kim, O'Donnell and Wessel. Motion carried unanimously.

5) FOOTBALL COACH CONTRACT EXTENSION – Carlin moved, O'Donnell seconded, THAT THE BOARD OF TRUSTEES APPROVE THE EXTENSION OF THE EMPLOYMENT CONTRACT BETWEEN *FRED FIMBRES* AND COLLEGE OF DUPAGE FOR SIX (6) MONTHS BEGINNING JULY 1, 2010 THROUGH DECEMBER 31, 2010. In an advisory comment, Lodygowski indicated preference for the motion. On roll call, voting aye: Wozniak, Carlin, Kim, O'Donnell, Savage, Svoboda and Wessel. Motion carried unanimously.

6) VARIABLE TUITION FOR: DIAGNOSTIC MEDICAL IMAGING SONOGRAPHY (DMIS), DIATNOSTIC MEDICAL IMAGING VASCULAR SONOGRAPHY (DMIV), AND RADIATION THERAPY PROGRAMS – Carlin moved, O'Donnell seconded, THAT THE BOARD OF TRUSTEES APPROVES INCREASING THE IN-DISTRICT TUITION RATES FOR DMIS, DMIV, AND RADIATION THERAPY COURSES FOR NEW STUDENTS FROM $99.15 PER CREDIT HOUR TO $198.30, PLUS FEES OF $29.85 PER CREDIT HOUR. RETURNING STUDENTS WILL BE GRANDFATHERED AT THE PREVIOUS RATE FOR ONE YEAR. In an advisory comment, Lodygowski indicated preference for the motion. On roll call, voting aye: Carlin, Kim, O'Donnell, Savage, Svoboda, Wozniak and Wessel. Motion carried unanimously.

7) RAMP DOCUMENT – Savage moved, Kim seconded, THAT THE BOARD OF TRUSTEES APPROVE THE COLLEGE OF DUPAGE FY2012 RAMP (RESOURCE ALLOCATION AND MANAGEMENT PLAN) DOCUMENT DATED JUNE 2010 FOR SUBMISSION TO THE ILLINOIS COMMUNITY COLLEGE BOARD (ICCB). *(Complete document attached to permanent 06/22/10 Regular Board Meeting materials.)* In an advisory comment, Lodygowski indicated preference for the motion. On roll call, voting aye: Kim, O'Donnell, Savage, Svoboda, Wozniak, Carlin and Wessel. Motion carried unanimously.

8) LOCAL NO. 399, INTERNATIONAL UNION OF OPERATING ENGINEERS, CONTRACT EXTENSION JULY 1, 2010 THROUGH JUNE 30, 2011 – Kim moved, O'Donnell seconded, THAT THE BOARD OF TRUSTEES APPROVES THE LOCAL NO. 399, INTERNATIONAL UNION OF OPERATING ENGINEERS, CONTRACT EXTENSION AND ASSOCIATED TERMS AS HEREIN PRESENTED. *(Contract extension and associated terms attached to permanent 06/22/10 Regular Board Meeting materials.)* In an advisory comment, Lodygowski indicated preference for the motion. On roll call, voting aye: O'Donnell, Savage, Svoboda, Wozniak, Carlin, Kim and Wessel. Motion carried unanimously.

Dr. Breuder complimented the *Operating Engineers* who worked closely with Mr. Glaser, Human Resources Vice President *Linda Sands-Vankerk*, and Director of Facilities *John Wandolowski*, whose leadership was critical to the success of this contract extension. The Engineers as a group worked through this process in a highly professional manner and expressed support for the College by agreeing to the tuition concept of employees paying one-third of the tuition and all course-related fees as well as the 80/20 cost-sharing on health insurance.

9) FY2011 PROPERTY, LIABILITY, WORKERS' COMPENSATION, AND ATHLETIC INSURANCE RENEWAL – Savage moved, O'Donnell seconded, THAT THE BOARD OF TRUSTEES APPROVE PREMIUMS FOR THE FY2011 PROPERTY, LIABILITY, WORKERS' COMPENSATION, STUDENT MEDICAL MALPRACTICE AND OTHER INSURANCE COVERAGES THROUGH ARTHUR J. GALLAGHER & COMPANY, FOR THE PERIOD OF JULY 1, 2010 THROUGH JUNE 30, 2011, AT A TOTAL PREMIUM OF $1,130,034.00, LESS ESTIMATED DIVIDENDS OF $67,796.00, PLUS PREMIUMS FOR ATHLETIC COVERAGE OF $69,610.00, FOR A NET PREMIUM OF $1,131,848.00. In an advisory comment, Lodygowski indicated preference for the motion. On roll call voting aye: Savage, Svoboda, Wozniak, Carlin, Kim, O'Donnell and Wessel. Motion carried unanimously.

10) ILLINOIS PREVAILING WAGE ACT RESOLUTION – Svoboda moved, Kim seconded, THAT THE BOARD OF TRUSTEES ADOPT THE RESOLUTION REGARDING THE PREVAILING WAGE RATE FOR DUPAGE COUNTY IN ACCORDANCE WITH THE ILLINOIS PREVAILING WAGE ACT (ILL. REV. STAT. 820 ILCS 130/1). In an advisory comment, Lodygowski indicated preference for the motion. On roll call, voting aye: Svoboda, Wozniak, Carlin, Kim, O'Donnell, Savage and Wessel. Motion carried unanimously.

11) HELLMUTH, OBATA & KASSABAUM, INC. (HOK) SETTLEMENT AGREEMENT – O'Donnell moved, Carlin seconded, THAT THE BOARD OF TRUSTEES APPROVE THE SETTLEMENT AGREEMENT, DATED JUNE 30, 2010, WITH HELLMUTH, OBATA & KASSABAUM (HOK), 60 EAST VAN BUREN STREET, 14TH FLOOR, CHICAGO, IL 60606, TO RESOLVE PAYMENT DISPUTES RESULTING FROM THE PROFESSIONAL SERVICES AGREEMENT ENTERED INTO ON AUGUST 1, 2006 FOR HOK TO PROVIDE CERTAIN PROFESSIONAL ARCHITECTURAL SERVICES FOR THE DEVELOPMENT OF THE HEALTH AND SCIENCE CENTER AND EXTERNAL SITE WORK. In an advisory comment, Lodygowski indicated preference for the motion. On roll call, voting aye: Wozniak, Carlin, Kim, O'Donnell, Savage, Svoboda and Wessel. Motion carried unanimously.

On behalf of the Board, Chairman Wessel thanked Dr. Breuder for the work that was done to bring about this settlement agreement.

11. ANNOUNCEMENTS

A. COMMUNICATIONS

- FOUNDATION – Trustee Savage reported the Foundation Board will meet soon.
- ICCTA – Trustee Kim reported on the ICCTA Annual Convention held on June 3 to 5 in Springfield. The following Trustees will serve on the ICCTA Executive Committee:
  - Chairman Wessel will continue as the Public Relations Chairman.
  - Trustee Svoboda will serve as the new Trustee Leadership and Education Committee Chairman.
  - Trustee Kim will continue to serve on the Diversity Committee.

  The following were nominated for 2010 ICCTA Awards:
  - 2010 Ray Hartstein Trustee Achievement Award – *Kathy A. Wessel (Board Chairman)*
  - 2010 Outstanding Full-Time Faculty Award – *Julia DiLiberti (Humanities Professor)*
  - 2010 Outstanding Part-Time Faculty Award – *Kenneth B. White (Chemistry Instructor)*
  - 2010 Outstanding Student Essay Contest Award – *Huda Rehman (Student)*

B. CALENDAR DATES

FUTURE ON-CAMPUS EVENTS

- The Suburban Law Enforcement Academy (SLEA) graduation will be held on Friday, June 25.
- The next Regular Board of Trustees Meeting will be held on Thursday, July 22, 2010.

FUTURE OFF-CAMPUS EVENTS

- The WDCB Jazz Fest will be held in downtown Glen Ellyn (on Main Street between Crescent Blvd. and Pennsylvania Ave.) on Saturday, July 10, from 3 to 10 p.m.

Board Vice-Chairman Carlin thanked Dr. Breuder for keeping the Board apprised of the ongoing correspondence between the Village of Glen Ellyn and COD regarding the signage issue. On behalf of the Board, Carlin thanked the President for his leadership and actions on this issue and, while it is an unfortunate situation, he noted that the Administration has done everything in their power to work respectfully and collaboratively with the Village to bring about a resolution.

CLOSED SESSION – SRC-2052 – At 8:38 p.m., Kim moved, O'Donnell seconded, THAT THE BOARD OF TRUSTEES HOLD A CLOSED SESSION FOR THE PURPOSES OF DISCUSSING THE FOLLOWING:

(1) THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY OR LEGAL COUNSEL FOR THE PUBLIC BODY, INCLUDING HEARING TESTIMONY ON A COMPLAINT LODGED AGAINST AN EMPLOYEE OF THE PUBLIC BODY OR AGAINST LEGAL COUNSEL FOR THE PUBLIC BODY, TO DETERMINE ITS VALIDITY; AND

(2) LITIGATION, WHEN AN ACTION AGAINST, AFFECTING, OR ON BEHALF OF THE PARTICULAR PUBLIC BODY HAS BEEN FILED AND IS PENDING BEFORE A COURT OR ADMINISTRATIVE TRIBUNAL, OR WHEN THE PUBLIC BODY FINDS THAT AN ACTION IS PROBABLE OR IMMINENT, IN WHICH CASE THE BASIS FOR THE FINDING SHALL BE RECORDED AND ENTERED INTO THE MINUTES OF THE CLOSED MEETING.

In an advisory comment, Student Trustee Lodygowski indicated preference for the motion. On roll call, voting aye: Trustees Carlin, Kim, O'Donnell, Savage, Svoboda, Wozniak and Wessel.

Chairman Wessel announced no Board action will occur following the Closed Session.

CONCLUDE CLOSED SESSION – At 9:30 p.m., Kim moved, O'Donnell seconded, THAT THE CLOSED SESSION BE CONCLUDED. On voice vote, motion carried unanimously.

12. ADJOURN – At 9:31 p.m., Kim moved, O'Donnell seconded, THAT THE BOARD MEETING BE ADJOURNED. On voice vote, motion carried unanimously.

By: Nancy E. Svoboda
Nancy E. Svoboda, Board Secretary

Approved: 07/22/10

By: Kathy A. Wessel
Kathy A. Wessel, Board Chairman

2010 AMENDMENT
TO EMPLOYMENT AGREEMENT

This Amendment to the November 18, 2008 President's Employment Agreement ("Agreement") between the Board of Trustees of the College of DuPage (the "Board") and Robert L. Breuder ("President") is made by the parties this 22nd day of June 2010.

The Agreement is amended to include the following:

1. The President will be eligible to receive an annual Respite and Renewal Leave of up to twelve (12) days to be taken during the time period of the end of the Spring Semester and the beginning of the Fall Semester. Unused leave provided under this provision will not accumulate and will not carry over from year to year.

2. The purpose of the Leave is to provide the President with dedicated time to evaluate the events of the previous academic year and focus his thinking and energies on the established institutional priorities and annual objectives for the upcoming academic year in the best interests of the College.

3. The President will advise and seek the approval of the Board Chairman on or before the April 30th preceding the Leave of his request to exercise the Leave. During such Leave, the President will be available to the Board Chairman and Vice Chairman, and the College to ensure continuity of operations.

4. Except as provided herein, the provisions of the Agreement shall remain in force.

IN WITNESS WHEREOF, the parties have executed this Amendment to Employment Agreement in duplicate this 22nd day of June 2010.

PRESIDENT

BOARD OF TRUSTEES OF
COLLEGE OF DUPAGE
DUPAGE COUNTY, ILLINOIS

Chairman

Secretary

Approved 02/24/11

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 502
COUNTIES OF DuPAGE, COOK AND WILL,
STATE OF ILLINOIS

MINUTES OF THE REGULAR BOARD MEETING

MONDAY, JANUARY 24, 2011
HELD ON CAMPUS IN SRC-2052, GLEN ELLYN, IL

REGULAR BOARD MEETING – SRC-2052

1. CALL TO ORDER – At 7:00 p.m., the Regular Meeting of the Board of Trustees was called to order by Chairman Wessel.

   ROLL CALL – With the Board's permission, Chairman Wessel appointed Trustee Kim Savage to act as Board Secretary Pro Tem for this Board Meeting.

   Present: Trustees David Carlin, Sandy Kim (*present by telephone conference call*), Allison O'Donnell, Kim Savage, Kathy Wessel and Student Trustee Kristin Lodygowski.
   Absent: Trustees Nancy Svoboda and Joseph Wozniak.
   Also present: President Dr. Robert L. Breuder, Legal Counsel Frank Garrett, staff members, representatives of the press, and visitors.

   (Minutes taken by Board Secretary Pro Tem Kim Savage; prepared by Karen V. Neely, Administrative Assistant in the Office of the President.)

At 7:03 p.m., Trustee Wozniak arrived at the Board Meeting.

Prior to the Board's approval of the Agenda, Chairman Wessel requested that the Agenda be revised by moving Item #4, Presentations, ahead of Item #3, Closed Session.

2. APPROVAL OF REVISED AGENDA – O'Donnell moved, Carlin seconded, THAT THE BOARD OF TRUSTEES APPROVES THE REVISED AGENDA FOR THE REGULAR BOARD MEETING OF JANUARY 24, 2011. On voice vote, motion carried unanimously.

4. PRESENTATIONS

   4. A. Faculty / Student Showcase – Chairman Wessel announced that each Regular Board Meeting in 2011 will allow time for Faculty and students to present special programs of interest to the Board. Full-Time Faculty Association President *Kenneth Gray* thanked the Board and President Breuder for this opportunity.

   Terrie Ciez, Professor and Program Coordinator of the Diagnostic Medical Imaging, Sonography and Vascular Programs, and some of her students explained aspects of the DIAGNOSTIC MEDICAL IMAGING PROGRAMS at COD. This program includes Radiology, Mammography, Radiation Therapy, Nuclear Medicine, three Sonography Programs and, coming soon, a CT Program. College of DuPage is the first community college in the nation to have an energized CT which will provide students with the

ability to do research. Students and community members, under careful medical supervision, are able to volunteer for many of the Sonography procedures and, in some cases, life-threatening diseases have been identified. With this information, the volunteers then take this medical information to their personal physicians.

Each year in December, Radiologic Technology Professor *Dr. Rosanne Paschal* hosts a PATHOPHYSIOLOGY PANORAMA which showcases certain diseases and, with help of our Medical Librarian *Debra Smith*, shows students how to access credible data on diseases.

3. CLOSED SESSION – At 7:12 p.m., O'Donnell moved, Carlin seconded, THAT THE BOARD OF TRUSTEES HOLDS A CLOSED SESSION FOR THE PURPOSE OF DISCUSSING: (1) THE APPOINTMENT, EMPLOYMENT, COMPENSATION, PERFORMANCE OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC, INCLUDING HEARING TESTIMONY ON A COMPLAINT LODGED AGAINST AN EMPLOYEE OR OFFICER, TO DETERMINE ITS VALIDITY. In an advisory comment, Lodygowski indicated preference for the motion. On roll call, voting aye: Carlin, Kim, O'Donnell, Savage, Svoboda, Wozniak and Wessel. Motion carried unanimously.

RESUME OPEN MEETING – At 7:23 p.m., Carlin moved, O'Donnell seconded, THAT THE OPEN BOARD MEETING BE RESUMED. On voice vote, motion carried unanimously.

5. STUDENT TRUSTEE'S REPORT – *Student Trustee Lodygowski* reported:
   - Donations received from staff and students were given to patients at the Hines Veterans Hospital.
   - The Student Leadership Council (SLC) recommends that Student Orientation sessions be mandatory for all new students.
   - Ms. Lodygowski attended the Illinois Community College Board – Student Advisory Committee (ICCB-SAC) Meeting.

6. PRESIDENT'S REPORT – President Breuder introduced Vice President of Administrative Affairs *Thomas Glaser* who gave an overview of the College's Five-Year Financial Plan. Budget Manager *Maureen Potempa* assisted with the presentation. The Five-Year Financial Plan is available on the College web site at: http://home.cod.edu/generalInfo/financial_documents.aspx

7. COMMENTS FROM COLLEGE OF DUPAGE EMPLOYEES
   - *Kenneth Gray*, Full-Time Faculty Association President – Commented on the challenges facing COD, and emphasized the need for building trust.
   - *Robert Hazard*, Full-Time Faculty Association Vice President – Introduced himself, commented on his roots in the community college system, and addressed some of the needs of COD as he sees them.

8. COMMENTS FROM CITIZENS

   8. A. District No. 502 Citizens
   - *Abdulaziz Syed*, COD Student – Commented on concerns about the long-term state of the Honors Program and requested a student representative be placed on the Honors Program Committee.

   8. B. Citizens-at-Large – *None this month.*

9. CONSENT AGENDA – Carlin moved, O'Donnell seconded, THAT THE BOARD OF TRUSTEES APPROVES THE CONSENT AGENDA CONSISTING OF THE FOLLOWING ITEMS:

A. FOR *INFORMATION:* STANDARD ITEMS – The Board reviewed the following items of information:

1) Gifts and Grants Status Report

2) Governmental Consortium / Cooperative Purchases Report

3) Financial Statements
   a) Schedule of Investments
   b) Operating Funds – Budget and Expenditures
   c) Tax Levy Collections

B. FOR *APPROVAL:* STANDARD ITEMS – The Board voted on the following items:

1) MINUTES – THAT THE BOARD OF TRUSTEES APPROVES THE FOLLOWING DECEMBER BOARD MEETING MINUTES:
   a) 12/03/10 BOARD WORKSHOP
   b) 12/04/10 BOARD WORKSHOP
   c) 12/04/10 CLOSED SESSION – *Confidential for Board Only*
   d) 12/12/10 SPECIAL BOARD MEETING
   e) 12/12/10 CLOSED SESSION – *Confidential for Board Only*
   f) 12/13/10 REGULAR BOARD MEETING
   g) 12/13/10 CLOSED SESSION – *Confidential for Board Only*

2) FINANCIAL REPORTS – THAT THE BOARD OF TRUSTEES APPROVES THE FOLLOWING FINANCIAL REPORTS:
   a) DECEMBER TREASURER'S REPORT
   b) PAYROLL AND ACCOUNTS PAYABLE REPORT
   c) BUDGET TRANSFER REPORT

3) BIDS – THAT THE BOARD OF TRUSTEES APPROVES THE FOLLOWING BID RECOMMENDATIONS:

   a) PRINTING OF THE SUMMER 2011 *CLASS SCHEDULE* – THAT THE BOARD OF TRUSTEES AWARDS THE BID FOR PRINTING OF THE SUMMER 2011 *CLASS SCHEDULE* TO THE LOWEST RESPONSIBLE BIDDER, PRECISE PRINTING, 1242 REMINGTON ROAD, SCHAUMBURG, IL 60173, FOR A TOTAL EXPENDITURE OF $4,995.00.

   b) PRINTING OF THE COLLEGE CATALOG – THAT THE BOARD OF TRUSTEES AWARDS THE BID FOR PRINTING OF THE COLLEGE CATALOG TO THE LOWEST RESPONSIBLE BIDDER, R.R. DONNELLEY, 3075 HIGHLAND PARKWAY, DOWNERS GROVE, IL 60515, FOR A TOTAL EXPENDITURE OF $38,387.37.

   c) MANUFACTURING TECHNOLOGY EQUIPMENT – THAT THE BOARD OF TRUSTEES AWARDS THE BID FOR MANUFACTURING TECHNOLOGY LAB EQUIPMENT TO THE LOWEST RESPONSIBLE BIDDER, MSC INDUSTRIAL, 1020 WOOD DALE ROAD, WOOD DALE, IL 60191, FOR A TOTAL EXPENDITURE OF $31,996.00.

d) BULK FUEL DELIVERY – THAT THE BOARD OF TRUSTEES AWARDS THE BID FOR BULK FUEL DELIVERY TO THE LOWEST RESPONSIBLE BIDDER, HERITAGE FS, 18251 W. COMMERCIAL, WILMINGTON, IL 60481, FOR THE CONTRACT TERM JANUARY 28, 2011 THROUGH JUNE 30, 2013, FOR AN ESTIMATED ANNUAL EXPENDITURE OF $71,587.69.

e) SRC EXTERIOR RENOVATIONS BID PACKAGE #5:

A) THAT THE BOARD OF TRUSTEES AWARDS THE BIDS FOR SRC EXTERIOR RENOVATIONS BID PACKAGE #5 TO THE LOWEST RESPONSIBLE BIDDERS AS FOLLOWS:

- DEMOLITION TO ALPINE DEMOLITION SERVICES, 520 S. RIVER STREET, BATAVIA, IL 60510, FOR THE BASE BID TOTAL OF $119,000.00;
- CONCRETE TO EAGLE CONCRETE, INC., 1305 S. RIVER STREET, BATAVIA, IL 60510 FOR THE BASE BID TOTAL OF $209,675.00;
- MISCELLANEOUS METALS & STEEL TO S. G. KRAUSS COMPANY, 220 STANLEY STREET, ELK GROVE VILLAGE, IL 60007 FOR THE BASE BID TOTAL OF $98,400.00;
- CURTAINWALL & EXTERIOR SYSTEMS TO KLEIN-DICKERT MILWAUKEE, INC., 9535 58TH PLACE, KENOSHA, WI 53144 FOR THE BASE BID TOTAL OF $2,844,529.00 AND ALTERNATE #9 FOR A DEDUCT OF ($24,864.00) FOR A TOTAL OF $2,819,665.00;

FOR A SUBTOTAL OF $3,246,740.00;

B) THAT THE BOARD OF TRUSTEES APPROVES THE INCREASE IN THE CONTRACT AMOUNT WITH MORTENSON CONSTRUCTION COMPANY, 25 NORTHWEST POINT BLVD., ELK GROVE VILLAGE, IL 60007, FOR THE CONTRACTS RELATED TO SRC EXTERIOR RENOVATIONS BID PACKAGE #5: DEMOLITION, CONCRETE; MISCELLANEOUS METALS & STEEL; CURTAINWALL & EXTERIOR SYSTEMS, IN ACCORDANCE WITH THE CONTRACT TERMS, FOR A 0.95% FEE FOR INSURANCE IN THE AMOUNT OF $30,844.03 AND A 2.2% FEE FOR TRADE CONTRACT COSTS IN THE AMOUNT OF $72,106.85, FOR A TOTAL FEE AMOUNT OF $102,950.86;

FOR A TOTAL EXPENDITURE OF $3,349,690.88.

f) HOMELAND SECURITY EDUCATION CENTER (CHC) LANDSCAPING & IRRIGATION:

A) THAT THE BOARD OF TRUSTEES AWARDS THE BID FOR HOMELAND SECURITY EDUCATION CENTER LANDSCAPING & IRRIGATION TO THE LOWEST RESPONSIBLE BIDDER, BREEZY HILL NURSERY INC., 7530 288TH AVENUE, SALEM, WI 53168, FOR THE BASE BID TOTAL OF $428,900.00, ALTERNATE L1FOR $14,400.00, ALTERNATE L2 FOR $8,400.00, AND ALTERNATE L3 FOR $54,600.00;

FOR A SUBTOTAL OF $506,300.00;

B) THAT THE BOARD OF TRUSTEES APPROVES THE INCREASE IN THE CONTRACT AMOUNT WITH POWER CONSTRUCTION COMPANY, 2360 PALMER DRIVE, SCHAUMBURG, IL 60137-3819, FOR THE CONTRACT RELATED TO THE HOMELAND SECURITY EDUCATION CENTER (HEC) LANDSCAPING & IRRIGATION PROJECT, IN ACCORDANCE WITH THE CONTRACT TERMS, FOR A 0.85% FEE FOR INSURANCE IN THE AMOUNT OF $3,858.00, A 2.25% FEE FOR TRADE CONTRACT COSTS IN THE AMOUNT OF $9,988.00, AND A 3.5% FEE

FOR GENERAL CONDITIONS IN THE AMOUNT OF $15,012.00, FOR A TOTAL FEE AMOUNT OF $28,858.00;

FOR A TOTAL EXPENDITURE OF $535,158.00.

g) CULINARY & HOSPITALITY CENTER (CHC) LANDSCAPING &IRRIGATION – THAT THE BOARD OF TRUSTEES AWARDS THE BID FOR CULINARY & HOSPITALITY CENTER LANDSCAPING AND IRRIGATION TO THE LOWEST RESPONSIBLE BIDDER, CLAUSS BROTHERS INC., 360 WEST SCHAUMBURG ROAD, STREAMWOOD, IL 60107, FOR THE BASE BID TOTAL OF $681,354.00 PLUS ALTERNATE 1 FOR $64,666.50, ALTERNATE 2 FOR $10,440.00, ALTERNATE 3 FOR $84,105.00, ALTERNATE 4 FOR $16,833.45, ALTERNATE 5 FOR $32,159.50 AND ALTERNATE 6 FOR $104,382.75 FOR A TOTAL EXPENDITURE OF $993,941.20.

h) CULINARY & HOSPITALITY CENTER (CHC) WINDOW COVERINGS:

A) THAT THE BOARD OF TRUSTEES AWARDS THE BID FOR CULINARY & HOSPITALITY CENTER (CHC) WINDOW COVERINGS TO THE LOWEST RESPONSIBLE BIDDER, THE CDC GROUP INC., 1641 W. CARROLL AVENUE, CHICAGO, IL 60612, FOR THE BASE BID TOTAL OF $193,667.00; AND,

ASSIGN THE CONTRACT TO W.B. OLSON INC., AS FOLLOWS:

B) THAT THE BOARD OF TRUSTEES APPROVES THE INCREASE IN THE CONTRACT AMOUNT WITH W.B. OLSON, INC., 3235 ARNOLD LANE, NORTHBROOK, IL 60062, FOR THE CONTRACT RELATED TO CULINARY & HOSPITALITY CENTER (CHC) WINDOW COVERINGS, IN ACCORDANCE WITH THE CONTRACT TERMS, FOR A 3.5% FEE FOR GENERAL CONDITIONS IN THE AMOUNT OF $6,778.00, A 2.25% FEE FOR TRADE CONTRACT COSTS IN THE AMOUNT OF $4,510.00, AND A 0.7% FEE FOR INSURANCE IN THE AMOUNT OF $1,435.00, FOR A TOTAL FEE AMOUNT OF $12,723.00;

FOR A TOTAL EXPENDITURE OF $206,390.00.

4) PURCHASE ORDERS: THAT THE BOARD OF TRUSTEES APPROVES THE FOLLOWING PURCHASE ORDERS:

a) INTERPRETING SERVICES FOR THE HEARING IMPAIRED – THAT THE BOARD OF TRUSTEES APPROVES AN INCREASE TO OUR CURRENT CONTRACT FOR INTERPRETING SERVICES WITH DEAF COMMUNICATION BY INNOVATION, 3711 N. RAVENSWOOD AVENUE, SUITE 144, CHICAGO, IL 60613 FOR AN ADDITIONAL ANNUAL EXPENDITURE OF $60,000.00.

b) SRC EXTERIOR WALL CONSTRUCTION MANAGEMENT (CM) SERVICES – THAT THE BOARD OF TRUSTEES APPROVES THE INCREASE IN THE CONTRACT AMOUNT WITH MORTENSON CONSTRUCTION FOR THE CONTRACT RELATED TO SRC EXTERIOR WALL CONSTRUCTION MANAGEMENT (CM) SERVICES IN ACCORDANCE WITH THE CONTRACT TERMS FOR A 0.95% FEE FOR INSURANCE AND A 2.2% FEE FOR TRADE CONTRACT COSTS. THESE AMOUNTS ARE $1,235.00 AND $2,887.00 RESPECTIVELY, FOR A TOTAL INCREASE OF $4,122.00.

c) JJR LANDSCAPING DESIGN CONTRACTS FOR BIC/SSC PLAZA; NORTH LOT ENTRANCES; LAMBERT ROAD IMPROVEMENTS; POND 6 SEPARATOR; BIC WEST COURTYARD – THAT THE BOARD OF TRUSTEES APPROVES THE LANDSCAPING DESIGN CONTRACTS WITH JJR, LLC, 35 E. WACKER DRIVE, CHICAGO, IL 60601, FOR BIC/SSC PLAZA WEST END; NORTH LOT ENTRANCES;

LAMBERT ROAD IMPROVEMENTS; POND 6 SEPARATOR; BIC WEST COURTYARD, FOR A TOTAL EXPENDITURE OF $297,500.00.

5) PERSONNEL ACTIONS – THAT THE BOARD OF TRUSTEES RATIFIES THE:

a) ADMINISTRATOR APPOINTMENTS
b) CLASSIFIED APPOINTMENTS
c) CLASSIFIED TRANSFERS / REASSIGNMENTS
d) CLASSIFIED RESIGNATIONS / TERMINATIONS
e) ADDENDUM TO ADMINISTRATOR'S AGREEMENT

(Each item attached to permanent 01/24/11 Regular Board Meeting materials.)

6) GIFTS AND DONATIONS QUARTERLY REPORT – THAT THE BOARD OF TRUSTEES ACCEPTS THE ASSETS DONATED THROUGH THE EFFORTS OF THE COLLEGE OF DUPAGE FOUNDATION, TOTALING $21,258.00, RECEIVED BETWEEN OCTOBER 1, 2010 AND DECEMBER 31, 2010, AS SHOWN ON THE ATTACHED LIST OF DONATIONS. *(There were no gifts given directly to the College this quarter.)*

C. FOR *INFORMATION*: CONSTRUCTION-RELATED ITEMS – The Board reviewed the following information item:

1) Monthly Construction Project Summary – The Board reviewed this summary which is prepared each month by the College's Facilities Department to update the Trustees on various construction projects on campus. All projects are proceeding on schedule

D. FOR *APPROVAL*: CONSTRUCTION-RELATED ITEMS – THAT THE BOARD OF TRUSTEES RATIFIES THE CONSTRUCTION RELATED CHANGE ORDERS FROM THE SUMMARY FOR JANUARY 2011 AS LISTED:

FMP PROJECTS:

- RATIFY BIC/SRC – Mortenson #69: $0.00. This is a zero dollar change order. This change order represents changes made in the specification/contract documents, section 074200, pertaining to the exterior solid phenolic panels ("Trespa"). The change allows for larger and varying air gaps behind the panels for a constant appearance on the exterior of the building. *This is an Owner Requested Scope Change.*
- Ratify BIC/SRC – Mortenson #70: $0.00. This is a zero dollar change order. This change order represents changes made to the specification/contract documents, section 072700, pertaining to the joint treatment as part of the exterior enclosure. It is a change from Blueskin SA product to Blueskin TWF. This change is to allow for more flexibility for installation, (i.e., the Blueskin TWF has a higher heat exposure when exposed in direct sun light). *This is an Owner Requested Scope Change.*
- RATIFY BIC/SRC – Mortenson #73: $80,088.00. This is a not-to-exceed change order for scope changes made to the Cashier and Testing & Assessment areas. The Cashier space has been relocated one bay to the east to allow for additional queuing of customers; the queuing area and the student commons are now located next to each other. The overhead mechanical, overhead plumbing, fire protection and low voltage cabling has been roughed in for this area. These will need to be reinstalled. Two rooms were added inside the Cashier's office. While reviewing the Testing & Assessment area, it was determined that additional lockers were required. An additional 33 15'x12"x24" lockers will be provided. *This is an Owner Requested Scope Change.*

COD 000243

- **RATIFY BIC/SRC – LSH Additional Service #23: $8,850.00.** At the request of the Facilities Planning and Construction Department, there were changes required to the construction documents on the lower level and warehouse area. These changes include deleting the Can Crusher and IT storage rooms, revision to the warehouse layout, including changing door heights to allow forklift traffic through doors, and addition of a camera system in warehouse space. *This is an Owner Requested Scope Change.*
- **RATIFY BIC/SRC – LSH Additional Service #24: $10,860.00.** Due to the new SRC Exterior Renovation project, changes are required to the construction documents where the BIC and SRC buildings intersect. *This is an Owner Requested Scope Change.*
- **RATIFY BIC/SRC – LSH Additional Service #26: $2,869.00.** Given favorable lease terms at Cabot Drive, the Foundation will no longer be moving to the BIC building. It was decided that the Purchasing Department should move to this space to allow for additional room for this group and allow additional space for Administrative Affairs. This change order is to make revisions to construction drawings to accommodate these changes. *This is an Owner Requested Scope Change.*
- **RATIFY CHC – LSH Additional Service: $2,035.00.** LSH is requesting reimbursement for additional time required to review and respond to the B&F Technical (Village of Glen Ellyn's Reviewer) documentation per the College's request. This was an unanticipated time and cost to the project. *This is an Owner Requested Scope Change.*
- **RATIFY CHC – DeStefano & Partners Additional Service: $6,530.00.** The College hired DeStefano & Partners to do a single peer review of project documents for the Culinary and Hospitality Center. This additional fee is for a secondary review that the College's attorney advised be done for a more complete record of peer review documentation. *This is an Owner Requested Scope Change.*
- **RATIFY CHC – W.B. Olson #07: $12,043.00.** This change order request is for the un-bought scope for Loading Dock Equipment. W. B. Olson estimated the cost of this work to be $20,000 and solicited three proposals. This is the cost for the lowest and most complete proposal. This change order is a request to add this scope of work and all associated fees to W.B. Olson's contract. *This is an Un-bought Scope Change.*
- **RATIFY HEC – DeStefano & Partners Additional Service: $6,230.00.** The College hired DeStefano & Partners to do a single peer review of project documents for the Homeland Security Education Center. This additional fee is for a secondary review that the College's attorney advised be done for a more complete record of peer review documentation. *This is an Owner Requested Scope Change.*

NON-FMP PROJECTS: None this month.

In an advisory comment, Student Trustee Lodygowski indicated preference for the motion. On roll call, voting aye: Kim, O'Donnell, Savage, Wozniak, Carlin and Wessel. Motion to approve all Consent Agenda items listed above carried unanimously.

10. NEW BUSINESS

A. FOR *INFORMATION* – The Board reviewed the following items of information:

1) Board Policy 10-127, Identity Protection

2) Revised Board Policies:
   a) Formulation of Board Policy, 5-85
   b) Formulation of Administrative Procedures, 5-90
   c) Assemblage on College Facilities, 10-110
   d) Employment Outside of the College, 15-95

e) Tax Sheltered / Deferred Income Plans, 15-135
f) Reduction in Force Based on Financial Exigency, 15-175
g) Employment Outside of the College, Full-Time Faculty, 15-351
h) Communicable Diseases, Student, 20-10
i) Student Development Education, 25-95

B. FOR *APPROVAL*

Chairman Wessel requested that the Board vote on all New Business Approval Items as one Consent Agenda item. The Board and Legal Counsel agreed to this request.

Carlin moved, O'Donnell seconded, THAT THE BOARD OF TRUSTEES APPROVES ALL NEW BUSINESS APPROVAL ITEMS AS ONE CONSENT AGENDA ITEM; THE NEW BUSINESS APPROVAL ITEMS CONSIST OF THE FOLLOWING:

1) LETTER OF AGREEMENT REGARDING COLLEGE OF DUPAGE FACULTY ASSOCIATION (CODFA) SCHOLARSHIP REGISTRATION (TUITION WAIVER) BETWEEN THE COLLEGE OF DUPAGE BOARD OF TRUSTEES AND THE COLLEGE OF DUPAGE FACULTY ASSOCIATION IEA / NEA – THAT THE BOARD OF TRUSTEES APPROVES THE ATTACHED LETTER OF AGREEMENT REGARDING CODFA SCHOLARSHIP REGISTRATION (TUITION WAIVER).

2) APPROVAL FOR A NEW EMERGENCY MANAGEMENT CERTIFICATE PROGRAM – THAT THE BOARD OF TRUSTEES APPROVES A 15-CREDIT HOUR EMERGENCY MANAGEMENT CERTIFICATE PROGRAM.

3) APPROVAL FOR A NEW HOMELAND SECURITY ASSOCAITE OF APPLIED SCIENCE (A.A.S.) DEGREE PROGRAM – THAT THE BOARD OF TRUSTEE APPROVES A 64-CREDIT HOUR HOMELAND SECURITY ASSOCIATE OF APPLIED SCIENCE (A.A.S.) DEGREE PROGRAM.

4) APPROVAL FOR A NEW VETERANS COUNSELING CERTIFICATE PROGRAM – THAT THE BOARD OF TRUSTEES APPROVES A 26-CREDIT HOUR VETERANS COUNSELING CERTIFICATE PROGRAM.

5) APPROVAL FOR A NEW COMPUTED TOMOGRAPHY (CT) CERTIFICATE PROGRAM – THAT THE BOARD OF TRUSTEES APPROVES AN 18-CREDIT HOUR COMPUTED TOMOGRAPHY (CT) CERTIFICATE PROGRAM.

6) NON-RENEWAL OF FACULTY APPOINTMENTS – THAT THE BOARD OF TRUSTEES APPROVES THE ATTACHED RESOLUTION AUTHORIZING THE DISMISSAL OF *STEPHANIE FORBES, DALE SIMPSON,* AND *DALE SMITH* AT THE END OF THE SPRING SEMESTER, 2011.

7) APPROVAL TO ADD LAW FIRMS THAT COLLEGE OFFICIALS MAY CALL UPON FOR LEGAL ASSISTANCE, FROM TIME TO TIME – THAT THE BOARD OF TRUSTEES APPROVES THE FOLLOWING LAW FIRMS TO BE ADDED TO THE LIST OF POSSIBLE SERVICE PROVIDERS TO THE COLLEGE:

a) VEDDER PRICE P.C.
b) SCHIFF HARDIN LLP
c) SRAGA HAUSER, LLC
d) KATHLEEN FIELD ORR & ASSOCIATES
e) PERKINS COIE LLP
f) SNR DENTON

In an advisory comment, Student Trustee Lodygowski indicated preference for the motion. On roll call, voting aye: O'Donnell, Savage, Wozniak, Carlin, Kim and Wessel. Motion to approve all New Business Approval Items listed above carried unanimously.

11. ANNOUNCEMENTS

A. COMMUNICATIONS

- ICCTA / ACCT – The next ICCTA Meeting will be held at the ACCT Legislative Summit in Washington, DC in February. Several Trustees plan to attend.
- FOUNDATION – Trustee Savage reported on Foundation Board activities:
  - Foundation Board quarterly meeting was held the morning of 01/24/11.
  - An investment task force recommendation to move the investment portfolio to the management of DiMeo Schneider, LLC was approved.
  - Updates were presented on 20 new certificate programs which have been approved during the last year.
  - A COD nursing student gave an emotional thank you for a Foundation scholarship.
- PRESIDENT'S REMARKS – Dr. Breuder remarked on the importance of maintaining a balance with regard to the five main ingredients necessary to move any organization forward:
  1) Product
  2) Price
  3) Promotion
  4) Place
  5) People

He noted the four programs which the Board approved tonight is a demonstration of how important our product (curriculum) is to the success of College of DuPage.

In addition to the programs approved tonight, the Board also approved Manufacturing Technology Equipment [item 9. B. 3) c)] and Interpreting Services for the Hearing Impaired [9. B. 4) a)], both of which support other programs and students with special needs.

With reference to the Faculty/Student Showcase on Diagnostic Medical Imaging Programs at COD, these programs are possible because of the donation of a used, but very functional and operative, CT scanner. In addition to obtaining this donation of equipment from Adventist Hinsdale Hospital, the College Foundation provided $250,000.00 to retrofit the facility in order to accommodate this scanner.

B. CALENDAR DATES

- BOARD WORKSHOP – Wednesday, February 2, at 7:00 p.m. in SRC-2052.
- REGULAR FEBRUARY BOARD MEETING – Thursday, February 24, at 7:00 p.m. in SRC-2052.

CLOSED SESSION – At 8:33 p.m., O'Donnell moved, Kim seconded, THAT THE BOARD OF TRUSTEES HOLDS A CLOSED SESSION FOR THE PURPOSE OF DISCUSSING: (1) THE APPOINTMENT, EMPLOYMENT, COMPENSATION, PERFORMANCE OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC, INCLUDING HEARING TESTIMONY ON A COMPLAINT LODGED AGAINST AN EMPLOYEE OR OFFICER, TO DETERMINE ITS VALIDITY. In an advisory comment, Lodygowski indicated preference for the motion. On roll call, voting aye: Carlin, Kim, O'Donnell, Savage, Wozniak and Wessel. Motion carried unanimously.

Chairman Wessel stated no Board action will be taken following this Closed Session.

RESUME OPEN MEETING – At 9:03 p.m., Lodygowski moved, Kim seconded, THAT THE OPEN BOARD MEETING BE RESUMED. On voice vote, motion carried unanimously.

12. ADJOURN – At 9:04 p.m., Lodygowski moved, Kim seconded, THAT THE REGULAR BOARD MEETING BE ADJOURNED. On voice vote, motion carried unanimously.

Submitted By: _____
Kim Savage, Board Secretary Pro Tem

Approved: 02/24/11

Approved By: _____
Kathy A. Wessel, Board Chairman

SECOND ADDENDUM TO PRESIDENT'S EMPLOYMENT AGREEMENT

This SECOND ADDENDUM TO PRESIDENT'S EMPLOYMENT AGREEMENT, by and between the BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 502, Counties of DuPage, Cook and Will, State of Illinois (the "Board"), and ROBERT L. BREUDER (the "President"), is agreed to and entered into by the Board and the President on this 24th day of January, 2011.

WITNESSETH:

WHEREAS, the Board and the President entered into an Employment Agreement on the 18th day of November 2008, regarding the employment of the President by the Board for the period from January 1, 2009 through June 30, 2012;

WHEREAS, the current Employment Agreement provides for an annual percentage increase applied to the salary defined in Paragraph B.1 of that Agreement; and

WHEREAS, the parties have determined to apply the annual percentage increase to the total value of the President's compensation package consistent with the original intent of the parties.

NOW THEREFORE, it is hereby understood and agreed by the Board and the President that the President's Employment Agreement is amended as follows:

1. Effective immediately, Section B.2 of the Employment Agreement is replaced to read as follows:

"The President's salary defined in Paragraph B.1 herein and all other components of his total compensation package will be increased, on an annual basis beginning July 1, 2009, to the extent fiscally prudent, based upon satisfactory performance. Annually the President's total compensation package will be at a minimum increased by the same percentage increase provided by the Board to other cabinet-level administrators for that particular year. For purposes of this Paragraph, the total compensation package will include, but not be limited to, the following components: salary, deferred compensation, auto allowance, term life insurance including gross up, professional development stipend, housing allowance and annuity. The Board may, in its discretion, award the President a larger annual increase based upon his performance. Such increase to the total compensation package will be construed to be an amendment to the salary provision of this Agreement but will not otherwise affect the provisions of this Agreement."

2. All other provisions of the Employment Agreement and the First Addendum to the President's Employment Agreement will remain in effect.

PRESIDENT

Dr. Robert L. Breuder

BOARD OF TRUSTEES
COMMUNITY COLLEGE
DISTRICT NO. 502
COUNTIES OF DUPAGE, COOK
AND WILL, STATE OF ILLINOIS

By: _____
Chairman

ATTEST:

_____ - Acting Secretary
Secretary

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Consent Agenda
Item 9.B.1)b)
August 18, 2011

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 502
COUNTIES OF DuPAGE, COOK AND WILL,
STATE OF ILLINOIS

MINUTES OF THE SPECIAL MEETING
(Changed from July 14, 2011)
THURSDAY, JULY 12, 2011
HELD ON CAMPUS IN SRC-2052, GLEN ELLYN, IL

CALL TO ORDER
At 7:05 p.m., the Special Meeting of the Board of Trustees was called to order by Chairman Carlin.

ROLL CALL
Present: Trustees Erin Birt, David Carlin, Dianne McGuire, Allison O'Donnell (via telephone conference call), Kim Savage, Nancy Svoboda, Joseph Wozniak, and Student Trustee Lydia Whitten.

Also Present: President Dr. Robert L. Breuder, Legal Counsel Ken Florey, staff members, representatives of the press and visitors. (Minutes prepared by Carol Blotteaux, Administrative Assistant in the Office of the President.)

Chairman Carlin announced there would be a closed session meeting this evening after the presentations and public comments.

APPROVAL OF AGENDA
On voice vote, the Board of Trustees approved the Agenda for the Special Board Meeting of July 12, 2011. The motion carried unanimously.

PRESENTATIONS
Dr. Breuder introduced Faculty Senate President Ken Gray who presented Professor Judith Burgholzer of the Horticulture Department. Professor Burgholzer discussed the Horticulture program here at College of DuPage which has a current enrollment of 250 students ages 18-65. Seven different certificates are offered to address the various aspects of this field, including a Sustainable Landscape Certificate which was implemented last fall. We have a 12,000 sq. ft. greenhouse which is used as a learning lab here on campus. We partner with professional organizations, such as the Morton Arboretum. Our students learn skills they will need to be successful in this industry. Graduates work in

many different areas – floral design, golf courses, public gardens, nurseries, etc. Professor Burgholzer introduced a student, Peggy Kotecki, who has been a part of the Horticulture program for three years. She received her Landscape Certificate in May and currently works for Schwartz Nursery as a designer in garden sales. Ms. Kotecki indicated she is thankful for the opportunity to take the classes offered and the top notch instructors here at COD.

STUDENT TRUSTEE'S REPORT

There was no Student Trustee Report this month.

PRESIDENT'S REPORT

Dr. Breuder introduced Tom Glaser, Senior Vice President, Administration/Treasurer.

- Mr. Glaser discussed the recent visits by Moody's Investors Service and Standard & Poor's. They were impressed with the fact that we were able to grow credit hours over the last several years and increased our fund balance by $50M in this economy. A tour of the campus included visiting the BIC renovation, the new Student Center, Culinary Center and Homeland Security Center.

  On July 8, Moody's affirmed our Aaa rating with a stable outlook. Today, Standard & Poor's did the same. They based their findings on the conservative approach the Board has endorsed as to how we budget and manage our finances. We have a well diversified tax base which has grown over 6% in the last 5 years. Unemployment in our district is below the state and national average. The only challenge they mentioned was that our tuition per credit hour is higher than other community colleges in the state. This is partly because of our size and the conservative approach used to manage our operations, moving away from dependence on state government and into a more tuition-based operation. When Moody's and Standard & Poor's complete their write-ups, they will be shared with the Board. Chairman Carlin indicated the fact that we have maintained our Aaa bond rating speaks well of the leadership of the College.

  Dr. Breuder noted that, when you capture a Aaa bond rating, the taxpayers benefit because we can save money when we issue bonds without having to buy insurance. When you go to the marketplace with a Aaa rating, the bonds that are sold will be more attractive to the taxpayer than if we had a lower rating. We will sell $168M in bonds at a very competitive interest rate.

- Dr. Breuder also introduced Mia Igyarto, the Director of Labor and Employee relations, who briefed the assembly on ongoing negotiations with four of our constituent groups on campus. She indicated continuing progress is being made. They recently completed negotiations with the operating engineers, will be finalizing the contract language and bringing it to the Board for approval at their meeting next month.

COMMENTS FROM COLLEGE OF DuPAGE EMPLOYEES

Faculty Senate President Ken Gray spoke about the many ways he communicates - with

the Board at these monthly meetings, with his monthly news column, the *Faculty Advocate*, and a weekly news letter to full-time faculty. He spoke of how he pulls from all areas of his life to show how and why the Association should engage and work with administration and the Board of Trustees. Tonight he spoke about karate. He is a black belt in Shotokan. Although it might sound strange to speak about karate at a Board meeting, the fundamental teachings he has learned apply to life. It teaches mentality over technique. Karate is not so much a fighting art, but is designed to stop a fight before it starts. It begins and ends with *re* – respect for others and self. In the *dojo*, we express *re* by bowing to each other. True *re* is a genuine and heartfelt respect expressed outwardly. Dr. Gray stated he hopes you realize that he has true *re* when we agree, when we disagree and even when we fight.

COMMENTS FROM CITIZENS

- Before Chairman Carlin introduced the first speaker, Counselor Ken Florey read a statement to the public which will be a part of all Public Comments. He reminded the public the purpose of the Public Comments portion of the Board meetings is to allow members of the public to address the Board regarding matters of general concern to the public as a whole. Consistent with the Open Meetings Act and the Illinois Community College Act, it is the policy of this Board to refrain from addressing confidential personnel matters involving current or former employees during the open session of this meeting. He asks the public to limit its comments accordingly.
- Nick Davison, Editor and Chief of the Courier, discussed the Courier Advisor position. He thanked the administration for meeting with him and Vikaas Shanker to discuss their concerns about the removal of the Courier Advisor. He noted a job description was posted for a part-time advisor, and expressed his concerns that this person would not be readily available full-time. It is important for the Advisor to be there full-time so the student editors can learn, grow and function smoothly.
- Vikaas Shanker, former Editor and Chief of the Courier, discussed his concerns about the removal of Kathy Striplin as the Courier Advisor and the selection of a part-time advisor.
- Jack Thorne thanked the Board for maintaining the Aaa bond rating, which is appreciated by the residents of the district. He again touched on matters of concern regarding the dispute between Glen Ellyn and the College.
- Justin Lemay, the recently elected Student Body President, wanted to introduce himself and state that he looks forward to presenting the student voice in an equal and balanced way this year. He hopes they have a productive year.
- Jennifer Wittstock, a former employee of the College, voiced her concerns over her termination. Ms. Wittstock indicated she has filed a complaint with the Illinois Department of Human Rights and EEOC. She is also pursuing charges for illegal discrimination under the Americans with Disabilities Act.

CLOSED SESSION

At 7:50 p.m., Trustee Birt motioned, Trustee Wozniak seconded, that the Board move into closed session for the purpose of discussing:

- The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body, including hearing testimony on a complaint

lodged against an employee or officer to determine its validity.

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

RETURNED TO OPEN SESSION

At 9:30 p.m., Trustee O'Donnell motioned, Trustee Birt seconded, that the Board return to open session. On a roll call vote, all Trustees voted yes. After a brief break, returned to open session at 9:37 p.m.

CONSENT AGENDA

Trustee McGuire moved, Trustee Birt seconded, that the Board of Trustees approve the Consent Agenda consisting of the following items:

A. The following items for BOARD INFORMATION only:
   1) Gifts and Grants Report
   2) There was no Governmental Consortium/Cooperative Purchases Report this month.
   3) Financial Statements

B. The following items for BOARD APPROVAL:
   1) Minutes of the June Board Meetings
      a) 6/23/11 Closed Session Board Meeting
      b) 6/23/11 Regular Board Meeting
   2) Financial Reports
   3) Bid Items for:
      a) Staff Services Envelopes to Forest Envelope, 1958 University Lane, Lisle, IL 60532, for a total expenditure of $11,039.83.
      b) Staff Services Paper, on an item-by-item basis, to the lowest responsible bidders as follows:

Item #	Vendor	$ Amount
8a, 8b, 9a, 9b, 10a, 10b, 10c, 10d, 11a, 11b, 11c, 12a, 12b, 12c, 12d, 13 18, 19, 20	Midland Paper 101 E. Palatine Road Wheeling, IL 60090	$ 38,724.40
1a, 1b, 1c, 1d, 1e	Paper 101 1770 N.E. 58th Avenue Des Moines, IA 50313	$119,800.00
2, 3, 4, 5, 6a, 6b, 7a, 7b, 14a, 14b, 14c, 15, 16, 17	Unisource Paper 1141 N. Swift Road Addison, IL 60101	$ 9,487.00
for a total expenditure of:		$168,011.40

COD 000253

c) Landscape Improvements – Bid Package #4 to the lowest responsible bidders as follows:
   - Landscaping to Breezy Hill Nursery, 7530 288th Avenue, Salem, WI 53168, for the base bid total of $848,697.45, Project #25 Alternate #5 for $12,400.00, Project #25 Alternate #6 for $133,332.00, for a total of $994,429.45;
   - Electric to Utility Dynamics, 23 Commerce Drive, Oswego, IL 60543, for the base bid total of $214,441.70, Project #16 Alternate #3 for $95,468.25, Project #25 Alternate #2, for $14, 861.20, Project #25 Alternate #3 for $24,386.00, for a total of $349,157.15;
   - Masonry to A. Horn Inc., 125 Harrison Street, Barrington, IL 60010, for the base bid total of $195,150.00, Project #25 Alternate #2 for $106,949.60, Project #25 Alternate #3 for $28,800.00, Project #25 Alternate #8 for $231,276.24, for a total of $562,175.84;
   - Utilities to Pirtano Construction, 1766 Armitage Court, Addison, IL 60101, for the base bid total of $105,933.00, Project #16 Alternate #1 for $111,597.00, for a total of $217,530.00;
   - Water Feature to Schaefges Brothers, Inc., 851 Seton Court, Wheeling, IL 60090 for the base bid total of $330,000.00, Project #16 Alternate #2 for $50,000.00 for a total of $380,000.00;

   for a total expenditure of $2,503,292.44.

d) New Tennis Courts & Field Events to Schaefges Brothers, Inc., 851 Seton Court, Wheeling, IL 60090, for the base bid total of $1,366,000.00 and alternate #1 for $34,900.00, for a total expenditure of $1,400,900.00.

4) Requests for Proposals:
   There were no requests for Proposals this month.

5) Purchase Orders for:
   a) Testing Center Forms from the following vendors:
      - Consulting Psychologists Press, 1055 Joaquin, 2nd Floor, Mountain View, CA 94043, for a sub-total of $55,000.00;
      - ACT, Inc., 500 ACT Drive, Iowa City, IA 52243 for a sub-total of $30,250.00.00;

      for an estimated total expenditure of $85,250.00.
   b) PACE Bus Advertising to Titan Outdoor, LLC, 850 Third Ave., 2nd Floor, New York, NY 10022, for a total expenditure of $25,000.00.
   c) Movie Theater Advertising to NCM Media Networks, 9110 E. Nichols Avenue, #200, Centennial, CO 80112, for a total expenditure of $45,886.00.

COD 000254

d) Construction Manager Contracts for:

Project	Construction Manager	Fee
Student Resource Center w/Library	M.A. Mortenson Construction 25 Northwest Point Blvd. Elk Grove Village, IL 60007	$ 2,006,908.00
McAninch Arts Center (MAC)	M.A. Mortenson Construction 25 Northwest Point Blvd. Elk Grove Village, IL 60007	$ 1,744,928.00
Physical Education Center	Power Construction LLC 2360 Palmer Drive Schaumburg, IL 60173	$ 1,423,366.00
Seaton Computing Center	Power Construction LLC 2360 Palmer Drive Schaumburg, IL 60173	$ 299,500.00

e) Architect Contracts for:

Project	Architect	Fee
Student Resource Center w/Library	Loebl Schlossman & Hackl 233 N. Michigan Avenue Chicago, IL 60601	$ 2,362,500.00
Physical Education Center	Legat Architects 2015 Spring Road Oak Brook, IL 60523	$ 1,612,375.00

f) Services for recruitment and hiring of a Vice President of Academic Affairs to DHR International, 10 South Riverside Plaza, Suite 2220, Chicago, IL 60606, at a cost of 30% of the base salary of the candidate hired not to exceed $50,000, plus approved expenses as appropriate.

6) Ratify Personnel Actions

7) Gifts and Donations Quarterly Report

C. For Information: Construction-Related Items
1) Monthly Construction Project Summary

D. For Approval: Construction-Related Items
There were no Construction-Related items for Board approval this month.

Hearing no questions or comments from the Board, Secretary Pro Tem Svoboda called the roll. Voting aye: Student Trustee Whitten, Trustees Birt, McGuire, O'Donnell, Savage, Svoboda, Wozniak and Carlin. Motion to approve all Consent Agenda items listed above carried unanimously.

NEW BUSINESS

A. For Information Only:
   1) Affirmative Action Plan

B. For Approval:
   1) Trustee Savage moved, Trustee McGuire seconded, the Board approve the Illinois Prevailing Wage Act Resolution. On roll call, voting aye: Student Trustee Whitten, Trustees McGuire, O'Donnell, Savage, Svoboda, Wozniak, Birt and Carlin. Motion carried unanimously.

   2) Trustee Svoboda moved, Trustee Savage seconded, the Board approve Illinois Community College Health Insurance Consortium By-Laws and Intergovernmental Agreement. On roll call, voting aye: Student Trustee Whitten, Trustees O'Donnell, Savage, Svoboda, Wozniak, Birt, McGuire and Carlin. Motion carried unanimously.

ANNOUNCEMENTS

- Trustee Savage gave a Foundation report regarding the permanent donor displays in the Culinary and Hospitality Center and the Homeland Security Education Center. These displays will recognize major donors to those programs as of the end of June. The Foundation will meet on July 18 for the election of officers and approval of the FY12 budget.
- Chairman Carlin congratulated Trustee Savage on her appointment by the Governor to the Illinois Student Assistance Commission.
- ACCT Leadership Congress October 12-15
  - Chairman Carlin requested approval for Trustees Wozniak, Svoboda and McGuire to attend Conference. The Board agreed, by consensus, that Trustees Wozniak, Svoboda and McGuire will attend the ACCT Leadership Conference October 12-15, 2011.
- Trustee Svoboda noted that Chairman Carlin has been chosen as ICCTA West Suburban Regional Chair. COD will host a regional conference on October 3, 2011. This will be a good opportunity to showcase our new buildings.
- Trustee Svoboda commented on the fact that COD will co-sponsor "Rockin' For the Troops" at Cantigny. Several representatives from the College donated their time to raise money for veterans and bring awareness to potential students about the College's programs, scholarships and federal assistance programs for vets. College of DuPage has been designated a "Military Friendly School" by G.I. Jobs two years in a row.

ADJOURN

At 9:50 p.m., Trustee Savage moved, Trustee Birt seconded, that the Board meeting be adjourned. On voice vote, the motion carried unanimously.

By: Nancy Svoboda
Nancy Svoboda, Board Secretary Pro Tem

Approved: August 18, 2011

By: David Carlin
David Carlin, Board Chairman

THIRD ADDENDUM TO PRESIDENT'S EMPLOYMENT CONTRACT

This THIRD ADDENDUM TO PRESIDENT'S EMPLOYMENT CONTRACT, by and between the BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 502, Counties of DuPage, Cook and Will, State of Illinois (the "Board"), and ROBERT L. BREUDER (the "President"), is agreed to and entered into by the Board and the President.

WITNESSETH:

WHEREAS, the Board and the President entered into an Employment Contract on the 18th day of November 2008, for the employment of the President by the Board for the period from January 1, 2009 through June 30, 2012;

WHEREAS, the President's employment period was extended to June 30, 2015 by the First Addendum to the President's Employment Contract; and

WHEREAS, the parties have determined to extend the President's employment period for an additional year in the best interests of the College.

NOW THEREFORE, it is hereby understood and agreed by the Board and the President that the President's Employment Agreement is amended as follows:

1. Effective immediately, the President's Employment Contract is extended through June 30, 2016 and the President shall be entitled to all previously agreed and/or accrued rights, benefits and compensation as set forth in the Presidents Employment Contract as amended.

2. All other provisions of the President's Employment Contract as amended shall remain in effect.

Dated and signed this 12th day of July 2011.

PRESIDENT

Dr. Robert L. Breuder

BOARD OF TRUSTEES
COMMUNITY COLLEGE
DISTRICT NO. 502
COUNTIES OF DUPAGE, COOK
AND WILL, STATE OF ILLINOIS

By: _____
Chairman

ATTEST:

Allison O'Donnell

Secretary

FOURTH ADDENDUM TO PRESIDENT'S EMPLOYMENT CONTRACT

The FOURTH ADDENDUM TO PRESIDENT'S EMPLOYMENT CONTRACT, by and between the BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO 502, Counties of DuPage, Cook and Will, State of Illinois ("Board") and ROBERT L. BREUDER ("President"), is agreed to and entered into by the Board and the President.

WITNESSETH

WHEREAS, the Board and the President entered into an Employment Contract on the 18th day of November 2008, for the employment of the President by the Board for the period from January 1, 2009 through June 30, 2012;

WHEREAS, the President's employment contract was modified with 2010 Amendment, First Addendum, Second Addendum and the Third Addendum ("Employment Contract") to provide for the President's employment until June 30, 2019;

WHEREAS, the President will complete six years of distinguished service as President of the College of DuPage (College) in January 2015;

WHEREAS, the President's career spanning forty five years is highlighted with his service as an advisor to various higher education providers, his authoring numerous professional publications, his public speaking at various professional meetings, his memberships on various Boards of Directors, his recognitions by various organizations for his leadership such as the Illinois Senate for 32 years of leadership in community colleges, and his designations as a distinguished alumnus of both of his alma maters, the University of Albany and Florida State University;

WHEREAS on April 25, 2014, the President expressed an interest in his retirement in March 2016 from the College (See attached Exhibit A);

WHEREAS, the Board and the President ("Parties") have agreed that the President will voluntarily retire from his employment with the College, effective March 31, 2016 (the "Retirement Date");

WHEREAS for the past nine months, the Parties have been discussing the terms and conditions for the President's retirement that would serve the mutual best interests of the College and the President and to provide for an orderly transition of the business of the College;

NOW THEREFORE, in consideration of the promises and mutual agreements of the Parties, it is hereby agreed by the Board and the President as follows:

1. SEPARATION

   President agrees to the following separation terms:

   a. President agrees to voluntarily retire from the College, effective as of the Retirement Date. President understands and agrees that his current assignment with the College and all rights under the Employment Contract will be extinguished upon his retirement and only the terms of this Fourth Addendum will apply. Upon retirement, the Board will pay the President a lump sum amount of $762,867.77.

b. Upon retirement, the President will receive the retirement benefits provided to all administrators as set forth in the "College of DuPage Senior Management Team Whose Title includes Vice President Summary of Benefits" (the "Benefits Summary") (See attached Exhibit B).

c. The Board will install a sign on the Homeland Security Education Center consistent with the Board's action on May 7, 2013, naming the building in Dr. Robert Breuder's honor subject to the President maintaining conduct that is not materially detrimental to the reputation of the Board and/or the College.

d. Per Board Policy 15-280, the Board will grant the President an exception and name the President with "Emeritus" status upon the President's retirement.

e. President will receive no compensation, insurance, or other benefits from the College after March 31, 2016 outside of this Fourth Addendum and the Benefits Summary.

f. President agrees that he will return all College Property in his possession no later than March 31, 2016.

g. President agrees that he will assist the Board in the search process at the direction of the Board. Upon direction and approval by the Board, President agrees to assist the College in recruiting qualified permanent replacement candidates for the positions of Interim College President and College President for the College. Such assistance shall include, but will not be limited to, identification of qualified candidates, assisting College in assessing the qualifications of candidates and, pursuant to the direction of the Board, communicating with candidates. This Section 1.g. shall no longer apply after the Retirement Date.

h. President and the Board agree to work together and cooperate in all aspects of the announcement of his retirement to the communities the College serves.

i. President agrees to assist the Board in an orderly administrative closure of each academic year through the Retirement Date.

j. President agrees to provide for an orderly transition for the interim and/or permanent College President/s through the Retirement Date.

k. President agrees to perform all other duties, which are required for an orderly transition of the interim and/or permanent College President/s for the College through the Retirement Date.

l. President agrees to perform all his duties and responsibilities required of a College President through the Retirement Date.

2. RESTRICTIONS ON RECRUITING AND HIRING OF COLLEGE STAFF

President further agrees that he will refrain from recruiting or hiring, or attempting to recruit or hire, currently employed staff from the College who have knowledge of the College's business or educational operations. In so agreeing, President shall not either directly, or indirectly pursue, influence, assist or otherwise interfere with a member of the College's staff who has knowledge of the College's business or educational operations to terminate their association or employment with the College and/or accept a comparative position with another college or private employer in the business of college administration within the State of Illinois. These restrictions on recruiting and hiring of College Staff to which President agrees shall terminate two years from the Retirement Date. Nevertheless,

President may serve as a reference for a currently employed staff member who may request such of President during this period and may provide generalized career assistance to College Staff members who contact him and request such assistance.

3. VOLUNTARY NATURE OF AGREEMENT
   President agrees that he is freely, knowingly, voluntarily and without duress, coercion, or undue influence executing this Fourth Addendum. President agrees that he intends to be legally bound by the terms of this Fourth Addendum.
4. COMPLETE UNDERSTANDING
   This Fourth Addendum sets forth all of the promises, agreements, conditions and understandings between the Parties related to the subject matter hereof, and there are no promises, agreements, or undertakings, either oral or written, expressed or implied, between them other than as herein set forth. Notwithstanding the preceding, the terms and conditions of the Employment Contract shall remain in effect through the Retirement Date unless such term or condition is expressly superseded by this Fourth Addendum. Section H. INDEMNIFICATION of the Employment Contract shall continue to apply through the Retirement Date and shall survive the termination of the Employment Contract, including the termination of this Fourth Addendum, solely for actions in which the President engaged in the performance of his powers or duties that were within the scope of his employment or under the direction of the Board and to the extent the President's actions were permitted by Illinois law. For purposes of clarification, the losses, fees and expenses for which the President may seek indemnification under Section H. INDEMNIFICATION include reasonable attorneys' fees subject to the Board selecting and appointing the law firm for the President's legal representation.
5. EFFECT OF THIS AGREEMENT
   This Fourth Addendum shall inure to the benefit of the Board and President and shall bind the Board and President their agents, representatives, assignees and successors.
6. ADVICE OF COUNSEL
   The Parties have each consulted their own legal counsel regarding the terms of this Fourth Addendum and the legal liabilities of the Parties.
7. SEVERABILITY
   If any of the provisions, terms and clauses of this Fourth Addendum are declared illegal, unenforceable, or ineffective in a legal forum with competent jurisdiction to do so, those provisions, terms and clauses shall be deemed severable, and all other provisions, terms and clauses of this Fourth Addendum shall remain valid and binding upon all the Parties hereto. Further, in the event a court should determine not to enforce a covenant as written due to over breadth, President specifically agrees that said covenant shall be enforced to the extent reasonable, whether said revisions be in time, territory or scope of prohibitive activities.
8. AMENDMENT OF AGREEMENT
   Except as otherwise provided, no subsequent alteration, amendment, change or addition to this Fourth Addendum shall be binding upon the Parties hereto unless reduced to writing and duly authorized and signed by each of the Parties.

9. CHOICE OF LAW
   This Fourth Addendum shall be governed and construed in accordance with the laws of the State of Illinois to the extent applicable. In the event of the institution or commencement of any legal proceedings, the Parties hereto agree that jurisdiction and venue shall be vested in any federal or state court located in the State of Illinois and that state court venue shall be in DuPage County, Illinois.
10. SIGNATURE IN COUNTERPARTS
    This Fourth Addendum may be executed in counterparts each of which shall be considered an original, and all of which together shall be considered one and the same instrument.

IN WITNESS WHEREOF, the Parties have executed this Fourth Addendum on the dates below.

Dated and signed this 28th day of January 2015.

PRESIDENT

Dr. Robert L. Breeder

BOARD OF TRUSTEES COMMUNITY COLLEGE DISTRICT NO. 502, COUNTIES OF DUPAGE, COOK AND WILL, STATE OF ILLINOIS

Chair, on behalf of the Board of Trustees

ATTEST

Secretary

College of DuPage
Robert L. Breuder, *President*

425 Fawell Blvd.
Glen Ellyn, Illinois 60137-6599

(630) 942-2200 *phone*
(630) 858-2869 *fax*
breuder@cod.edu *email*
cod.edu

January 20, 2015

To the College of DuPage Board of Trustees:

For the past six years, I have had the opportunity to guide the College of DuPage through a transformational period. The achievements of College employees during this period, as detailed in the attached list of outcomes, has brought the College to where it is today. College of DuPage is the flagship community college in Illinois and among the most distinguished in the country.

In March 2016, I will be approaching my 72nd birthday and will conclude 35 years of service as a college president. In addition, I will have been President of College of DuPage for twice as long as I had initially planned.

More than 6 months ago, I informed the Board Chair of my increasing interest in retiring. With age comes the inevitable reality that time is precious. During the Christmas holidays, I took time to look ahead and define my future. I concluded the time was at hand to make a life decision. I herein notify the Board of Trustees, I will retire as President of College of DuPage at the close of business on March 31, 2016.

Between now and then I will continue to help ensure our College remains well positioned for the future. We will continue to pursue with vigor our ambitious agenda as detailed in the Board approved Strategic Long Range Plan. Our Vision is clear and our commitment to excellence and service deeply embedded in the fabric of our institution.

There is much I will miss. None more than the hundreds of talented and dedicated employees in ALL areas of our College. It is their commitment that has created what artists often refer to as a masterwork. It has been and always will be our employees who generate the outcomes which impact the lives of others. I feel privileged to have been part of the current family that made educational opportunity available to students and served our community with excellence.

Sincerely,

Robert L. Breuder

Robert L. Breuder

cc: Senior Management Team, College Community, Foundation Board

College of DuPage

SIGNIFICANT OUTCOMES (January 2009 - December 2014)

- Provided equalized benefits for all employee groups.
- Introduced Enhance COD to solicit College improvement ideas from all employees.
- Established the Resources for Excellence Grant program to support innovative ideas for improving instruction, student experiences and support services for the College and community.
- Created new College-wide brand positioning.
- Reconstituted the Teaching and Learning Center (TLC), adding new value-added development programs for faculty and staff.
- Redesigned the College's entire website, improving navigation and the interactive nature of the site.
- Developed COD CARES, an institution-wide program to promote charitable activities on and off campus.
- Added more than 70 programs of study.
- Received initial or reaffirmation of accreditation for 22 academic programs.
- Secured passage of $168 million capital referendum – the second largest in the nation in November 2010.
- Increased the unallocated fund balance by more than $130 million to $177 million or 97 percent of the College's operating budget.
- Generated excess operating revenue over expenses of $1.1 million in FY 2014 for the College's four regional centers. This is an increase of over $300,000 or almost 37 percent over previous year.
- In 2009, refinanced a portion of the College's capital debt, saving taxpayers $2.14 million.
- Launched Waterleaf restaurant and the Inn at Waters Edge.
- Introduced Variable Tuition in high cost associate degree health care programs, saving the College approximately $1 million annually.
- Conceived of and implemented an annual comprehensive Strategic Long-Range Planning process. In 2014, the Association for Strategic Planning awarded the College the *Richard Goodman Strategic Planning Award* for distinction in the practice of Strategy Development, Implementation and Results.
- Completed a $550 million campus improvements project involving more than 1.5 million square feet of enhanced educational space.
- Earned two gold, two silver and two LEED certifications for six buildings, with expectations of one more gold and two more silver LEED-certified buildings in the near future, with two additional submissions pending.
- Reduced energy costs by nearly 13.5 percent while adding more than 630,000 square feet to the Glen Ellyn campus.
- Received the 2013 Illinois Council of Community College Administrators Innovation Award for the development of 12 new 3+1 baccalaureate completion programs with five university partners.

- As of 2014, College of DuPage offers 13, 3+1 baccalaureate completion programs with six university partners.
- Received the 2014 Illinois Council of Community College Administrators Innovation Award for *Strengthening Division Teamwork,* an innovative approach to student collaboration based on a multi-discipline simulation involving student in EMT, Nursing, Surgical Tech, Nuclear Medicine and Respiratory Care programs.
- Commissioned ReSET (Reconceiving the Student Experience Team) to review policies and procedures to improve customer service and escalate student success.
- Executed ESEIP (Enhanced Student Experience Implementation Plan) which addressed 36 of 54 key strategies to improve student recruitment, retention and customer service.
- From 2010 to 2014, increased fall credit headcount by 10.3 percent and Full Time Equivalent Students (FTES) by 6.0 percent. COD was one of only three Illinois community colleges districts to increase headcount between these years and the only community college district to increase FTES. During this time Illinois community colleges in aggregate lost 11.1 percent in credit headcount and 13.1 percent in FTES.
- Between Fall 2012 and 2013 headcount grew 9.4%. This increase ranked sixth in the country among community colleges and first, when excluding California community colleges.
- Provided students with consistent experience by implementing appointment and queue management application across multiple departments.
- Implemented 100% of courses in College's learning management system, Blackboard, with consistent minimum content to meet student expectations.
- Transformed the entire 273-acre campus' external "curb appeal" through the completion of a $25 million Site Development Plan that added green landscaping and the creation of diversionary areas to attract prospective students and better serve current students.
- Introduced the Presidential and Academic Scholars programs, increasing high-achieving student enrollment by 562 percent from 2010 to 2014.
- Strengthened the College's external image through the creation of the award-winning "Unexpected" ad campaign and Impact magazine, which is distributed to 390,000 households three times per year.
- Established the College's use of social media outlets such as Flickr, Twitter, You Tube, Linked-In, Google+ and Facebook, increasing COD Facebook followers from zero in 2010 to more than 8,700 in 2014.
- Successfully transformed the Business and Professional Institute into the highly lucrative and effective Business Solutions program, a one-stop resource for business training and development that realized over $1.8 million in revenue for FY2014, an increase of over $350,000 or 24.5 percent from prior year.
- Awarded $26.7 million in capital funding from the State of Illinois.
- Established the Career and Training Center at the Illinois Department of Employment Security in Lombard to serve unemployed and underemployed community members.

- Continued a successful Fulbright Scholarship program, with the "Chronicle of Higher Education" ranking COD as a top producer of Fulbright Scholars.
- Awarded the 2012 Annual Award for Business Excellence from the Daily Herald Business Ledger.
- Received national recognition from the Institute of International Education in 2010-2011 and 2011-2012 for having the second-highest number of students among community colleges involved in international study programs.
- From 2010 to 2014, increased fall online (unduplicated) credit headcount by 115.4 percent and online Full Time Equivalent Students (FTES) by 36.4 percent, making COD the largest provider of online course offerings among Illinois community colleges. In comparison, during this time Illinois community colleges in aggregate increased 6.2 percent in online (unduplicated) credit headcount and 2.1 percent in online FTES.
- Served thousands of students with the implementation of staffed Welcome Tables during the first two weeks of each semester.
- Instituted and successfully completed Community Nights for 13 communities in District 502 to exchange information with area educational, governmental and corporate leaders.
- Received more than $25 million in grants between 2009 and 2014.
- Completed a $2.3 million internal and external way finding project to increase safety and provide improved, consistent campus-wide signage.
- Served thousands of students with the implementation of manned Welcome Tables during the first two weeks of each semester.
- Completed the fifth Personnel Assessment on the College Environmental (PACE) Survey in spring 2013 with an overall mean score in the high Consultative Leadership Range, indicating a health campus climate. The 2013 overall mean score of 3.72 essentially tied the all-time high mean score achieved in 1999.
- Developed and implemented the COD Leadership Academy professional development program for College supervisors to enhance their effectiveness in supporting the goals of the College.
- Redrafted and reformatted the entire Board Policy Manual and Procedures.
- Refreshed the College's Chaparral logo, selected a new College mascot and installed an 8-foot bronze statue north of the Student Services Center to encourage College loyalty and spirit among students and staff.
- Maintained affirmation of the College's Aaa/AAA bond rating from Moody's and Standard and Poor's.
- Received consistently unqualified clean financial audit opinions from external auditing firm Crowe Horwath LLP from FY 2009 to FY 2014.
- Received the 17th consecutive Distinguished Budget Presentation Award and 21st consecutive Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) of the U.S. and Canada.

- Received the Illinois Performance Excellence (ILPEx) Bronze Award for Commitment to Excellence as part of the College's reaffirmation of accreditation process, making COD only the sixth community college ever to earn this award.
- Strengthened the College of DuPage Foundation with the addition of new leadership and staff, with total assets listed as $14.4 million for FY 2014.
- Continually ranked among the top 10 institutions in Illinois for campus safety by StateUniversity.com, ranking seventh in the state among its peers in 2013.
- Increased high school dual-credit Full Time Equivalent Students (FTES) by 137 percent between fall 2013 and fall 2014. This resulted in 21 sites offering 259 college credit sections.
- Completed implementation of a $6 million Elucian Colleague Student Information system, including the launching of Recruiter, prospect and application management.
- Participated in the AQIP-Baldridge Option Pilot for reaffirmation of accreditation and was one of only seven schools out of 200 – and the only Illinois college – approved by the Higher Learning Commission to be part of this study.
- Hosted a Joint Command Center for the NATO Summit in Chicago at the College's new Homeland Security Education Center.
- Received approval to begin Phase II of the College's Homeland Security Training Institute, which will house the only multi-jurisdictional training site of its kind within a 1,000-mile radius of the College.
- Instituted the COD Alerts system that notifies students and staff through texts, emails, voice mails and social media about College closings due to weather or emergency situations.
- Replaced and updated the College's financial management and budgeting systems.
- Implemented online procurement solution to expedite and improve procurement management.
- Created a new user-friendly portal system for College employees and students.
- Implemented ChapApp, the College's mobile application.
- Achieved the highest number of online enrollments ever in fall 2013, with 80 percent of courses registered for online through myaccess.cod.edu.
- More than doubled the number of scholarships awarded by the COD Foundation from 300 in 2009 to more than 600 in 2014.
- Implemented green measures through paperless forms, enrollments and reports and the reduction of 109 physical servers to 62 physical servers.
- Developed and delivered Student Employee Orientation Program.
- Developed and implemented Basic Service Excellence training programs for all employees.
- Developed Advanced Service Excellence training programs for "front-line" employees that have been utilized throughout the College.
- Developed quarterly skills building forums for supervisors to ensure consistent application of COD policies and procedures and improve their management skills.

- Introduced the Strengths Based Approach to Learning in the classroom and administration college-wide.
- Created and rolled-out New Employee Orientation programs for all employees.
- Developed and implemented mandatory Diversity training for all employees serving on search committees, Supervisors and Managers and increased the number of Diversity recruitment sourcing mechanisms.
- Hosted Diversity career fairs on the COD campus.
- Instituted a requirement that performance evaluations must be completed for all full- and part-time employees.
- Developed employee self-evaluation instrument for use in conjunction with annual evaluations.
- Revamped and implemented a new Employee Recognition Program through the "I Am COD" awards.
- Revised Constituency Guidebooks, resulting in more effective practices and an increased ease of information flow.
- Replaced the manual employee recruiting process with a robust, efficient and user-friendly online applicant tracking system.
- Identified VALIC as a new Third Party Administrator for Deferred Compensation Plans (403b/457 plans) to ensure COD meets fiduciary, audit and plan objectives.
- Created custom COD enrollment website for the 403b/457 Deferred Compensation Plans.
- Implemented an online employee benefits enrollment process for selected benefits.
- Eliminated the six-month waiting period for eligibility for new employees to participate in Dental and Vision plans.
- Engaged a new Flexible Spending Account provider to increase cost-effectiveness and efficiency and improve service for employees.
- Improved the integration of Adjunct Faculty to the College with the addition of two new Assistant Dean of Adjunct Faculty Support positions.
- Developed new Adjunct Faculty Lecturer positions that provide increased loads and health insurance.
- Created regular, ongoing employee engagement meetings for all constituency groups.
- Restructured Shared Governance Council based on input from COD constituencies.
- Facilitated the development and implementation of College practices that adhere to new SURS Return to Work and The Affordable Care Act legislation.
- Significantly increased efficiencies and effectiveness in processes and procedures throughout the Human Resources function.
- Established College of DuPage as a tobacco-free campus on Aug. 6, 2012.
- Increased retention of students by 25 percent from fall 2012 to fall 2013 through the implementation of a revamped New Student Orientation program that focuses on student engagement.

- Retained a commitment to the intercollegiate football program and received the NATYCAA Cup (National Alliance of Two Year College Athletic Administrators) in 2009 that recognizes excellence in two-year college athletics.
- Constructed a $5 million athletic field complex, which included new stands, track, turf field and press box.
- Implemented a new Graduation Initiative that has identified and notified more than 5,335 students since April 2013 about their completion of degree or certificate requirements.
- Received the Governor's Award for Academic Excellence in serving veterans, making COD the first community college ever to earn this award from the Illinois Department of Veterans Affairs.
- Introduced first inaugural Graphics Standards manual and Experts Guide for use by the COD Speakers Bureau and members of the media.
- Upgraded the Screenscape plasma screen software and introduced and new campus-wide calendar.
- Received 2013 and 2014 NCMPR gold and silver Medallion Awards for advertising, publications and media relations efforts. For 2014, received the most awards to any college and the most golds awarded to a single college.
- Introduced "COD This Week," a weekly online newsletter from the President to employees that contains information on College and educational issues.
- Established three new College offices: Marketing and Communications, Enrollment Management, and Planning and Institutional Effectiveness.
- Successfully merged Enrollment Management and Student Affairs, formally linking recruitment, retention and completion.
- Implemented Campus Central for the Student Affairs Division to serve as the main information hub and a starting point for students who require information or services.
- Implemented the Pathways program in fall 2012, which serves as a guaranteed admissions agreement with the University of Illinois-Urbana Champaign (UIUC) Engineering program.
- Increased Latino headcount by 51.5% between fall 2011 and fall 2014.
- Implemented the Middle School Admissions outreach program to target middle school students and their families.
- Increased Adult Student Admissions outreach efforts districtwide.
- Obtained Higher Learning Commission approval to offer four A.A.S. degrees and six certificate programs online.
- Introduced Centers of Excellence initiative to enhance key academic programs through the allocation of a $150,000 grant to recipients of this award.
- Acquired through a gift the first operational CAT scan machine on a community college campus in the nation for use by College Medical Imaging programs.
- Successfully negotiated four employee union contracts, several contract extensions and the addition of part-time advisors and counselors into the CODAA contract.
- Successfully created and implemented new Center for Student Diversity.

- Received an outstanding Quality Checkup Report from the Higher Learning Commission, noting COD completely met the HLC's Criteria for Accreditation and Core Concepts, and was in full compliance with the U.S. Department of Education's Federal Compliance Guidelines. Based on the strength of the Quality Checkup Report, we anticipate that COD will be permitted to continue in AQIP with its accreditation reaffirmed for another eight years.
- President is leading a state-wide initiative to secure legislation for Illinois community colleges to award the Bachelor of Applied Technology and/or Bachelor of Applied Science degree(s).
- Started work on an Early College Initiative with West Chicago and Glenbard East high schools that will allow students to earn up to 15 hours of college general education credit before graduating from high school.
- Implemented a series of electronic applications (e.g., Recruiter, IntelliResponse, ChapApp, MyAdvise, FA~Link, Schedule Planner, etc.) designed to transform student service through technology.
- Implemented "New Student Enrollment Seminars" - programming designed to benefit new at-risk students when navigating the steps to enrollment and making important connections at the College.
- Created and implemented the myACCESS lab to assist students with building a class schedule, registering for classes, finalizing financial aid, and making payment arrangements.
- Implemented a comprehensive call center for the purpose of following up with students to assist them at vulnerability points throughout the recruitment and enrollment process.
- Developed a process using Maxient to create an institutional-wide database for student and staff reporting of student concerns and incidents. Initiated expansion of process to include complaint reporting.
- Developed Behavioral Intervention Team (BIT) marketing materials to promote the importance of campus safety.
- Purchased a license with Campus Clarity for the "Think about It" orientation program to provide training and awareness on sexual misconduct for students.
- Developed student loan awareness by developing information sessions—"Smart Borrowing"-- on the obligations of student loan borrowing.
- Streamlined process of assigning students to counselors/advisors with a goal of every full-time student having a designated contact to work with to develop their educational plan and to serve as a contact for "Early Alert" notices/follow up.
- Developed "introductory pathways" into the four Regional Centers by providing educational planning and student financial assistance programing specific to the centers and leading to the assignment of these new students to a Student Success Counselor at that Regional Center.

- Planned and coordinated cultural events targeting the Latino population including Latino Student Visit Day; parent workshops; the Dare to Dream Conference for Latino 8th grade and freshman girls; and a new Mother's Day event honoring mothers of our Latino students.
- Required all F-1 students to purchase an insurance policy in order to have coverage while attending classes.
- Collaborated with Marketing and Communication Services, expanded the use of social media in the recruitment process via Facebook, LinkedIn, Twitter and other social mediums.
- Collaborated with Multimedia and Marketing and Communications to create a virtual campus tour.
- Returned Homecoming to campus after a 40-year hiatus.
- Developed new Fitness Center enhancing the wellness initiatives for the entire community.
- Employees have received an average annual 3.46 percent increase to the salary pool over the last four years, FY12 to FY15. Additionally, all employee salary pools will increase 3 percent per year in FY16 and FY17, or an average increase to the salary pool of 3.3 percent for the six year period.
- Opened the IDEA Center, a support entity for full- and part-time faculty to help develop research or innovative teaching or assessment projects for their classrooms.
- Launched the Lakeside Pavilion at COD, where 7500 plus patrons enjoyed the inaugural Summer Starlight Series.
- The Foundation raised $11.2 million in private support and public grants during FY14, representing the largest amount raised in the history of College of DuPage.
- Developed and implemented a formal COD Institutional Review Board (IRB) for review and approval of human subject research projects.
- Created and launched a Distinguished Alumni Program to recognize, celebrate and engage high achieving Alumni. The 2014 class of distinguished alums consisted of eight individuals from various centers of excellence within the College.
- Completed the fourth Noel-Levitz Student Satisfaction Inventory Survey with overall results being the highest of any previous survey. The survey also revealed that for 83 percent of the students COD was their first or second choice for higher education, and cost and academic reputation were the most influential factors for choosing COD.
- Completed a community "Pulse Survey" in Dec. 2014 that showed District 502 residents overwhelmingly believe that COD's tuition is a good value; COD has a good image and academic reputation; COD should offer bachelor degrees in select fields where job opportunities exist; that the portion of property taxes allocated to COD is reasonable; and that COD should have at least nine months of financial reserves (fund balance).

College of DuPage

SENIOR MANAGEMENT TEAM WHOSE TITLE INCLUDES VICE PRESIDENT

SUMMARY OF BENEFITS

January 2014

HEALTH INSURANCE

BENEFIT	WHO PAYS	ELIGIBILITY	BENEFITS RECEIVED
MEDICAL PPO	The cost is shared between the College and the employee	Upon employment	A summary of PPO medical benefits can be found in the Benefits Booklet.
MEDICAL HMO	The cost is shared between the College and the employee	Upon employment	A summary of HMO medical benefits can be found in the Benefits Booklet.

DENTAL INSURANCE

BENEFIT	WHO PAYS	ELIGIBILITY	BENEFITS RECEIVED
DENTAL PPO	The cost is shared between the College and the employee	Upon employment	A summary of PPO dental benefits can be found in the Benefits Booklet.
DENTAL DMO	The cost is shared between the College and the employee	Upon employment	A summary of HMO dental benefits can be found in the Benefits Booklet.

VISION INSURANCE

BENEFIT	WHO PAYS	ELIGIBILITY	BENEFITS RECEIVED
VISION	The cost is shared between the College and the employee	Upon employment	A summary of vision benefits can be found in the Benefits Booklet.

EMPLOYEE ASSISTANCE PROGRAM

BENEFIT	WHO PAYS	ELIGIBILITY	BENEFITS RECEIVED
EMPLOYEE ASSISTANCE PROGRAM	The College	Upon employment	Cadence Health provides services and referrals for employees and their covered dependents for problems related to individual, work, family, etc. Visit Cadence Health EAP for additional information or call (630) 653-4218 to schedule an appointment.

Benefits are subject to change

LIFE INSURANCE

BENEFIT	WHO PAYS	ELIGIBILITY	BENEFITS RECEIVED
BASIC LIFE INSURANCE AND ACCIDENTAL DEATH & DISMEMBERMENT	The College	Upon employment	The College provides a $50,000 basic term life insurance policy.
OPTIONAL LIFE INSURANCE AND ACCIDENTAL DEATH & DISMEMBERMENT	The Employee	Upon employment	Additional insurance may be applied for. Please contact the Benefits Department in Human Resources for information.

DISABILITY INSURANCE

BENEFIT	WHO PAYS	ELIGIBILITY	BENEFITS RECEIVED
LONG TERM DISABILITY STATE UNIVERSITIES RETIREMENT SYSTEM (SURS)	Included as part of the 8% contribution to SURS	The employee is eligible to receive this benefit after satisfying SURS requirements	SURS provides long term disability. See SURS for details.
LONG TERM DISABILITY VOLUNTARY	The Employee	Upon employment	Pays up to 65% of gross monthly earnings after the greater of a 90-day elimination period or the end of accumulated sick leave. Offset with SURS.

LONG TERM CARE INSURANCE

BENEFIT	WHO PAYS	ELIGIBILITY	BENEFITS RECEIVED
LONG TERM CARE	The Employee	Upon employment	Employees can purchase Long Term Care insurance for themselves, spouse, parents, in-laws or grandparents. For plan options and details, visit UNUM Long Term Care.

ELDERCARE SERVICES

BENEFIT	WHO PAYS	ELIGIBILITY	BENEFITS RECEIVED
ELDERCARE SOLUTIONS	The cost is shared between the Employee and the College	Upon benefited employment	For information visit ElderCare Solutions or call (630) 416-2140 to discuss options for care of elderly relatives.

Benefits are subject to change

VACATION

BENEFIT	WHO PAYS	ELIGIBILITY	BENEFITS RECEIVED
VACATION	The College	Upon employment	Vacation is accrued each pay period according to the years of service below. Maximum accumulation as of June 30 each year is limited to 40 days.

YEARS OF COMPLETED SERVICE	VACATION DAYS PER YEAR
Initial benefited hire date to less than 15 years	20
15 years, but less than 20 years	21
20 or more years	22

HOLIDAYS

BENEFIT	WHO PAYS	ELIGIBILITY	BENEFITS RECEIVED
HOLIDAYS	The College	Upon employment Floating holiday available after 120 days of benefited employment	13 holidays plus 1 floating: New Year's Eve Day, New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day & Friday after, Christmas Eve Day, Christmas Day, and 3 additional days between Christmas Day and New Year's Eve Day.

BEREAVEMENT

BENEFIT	WHO PAYS	ELIGIBILITY	BENEFITS RECEIVED
BEREAVEMENT DAYS	The College	Upon employment	Up to 5 bereavement days per incident for the death of an immediate family member and up to 3 bereavement days for other family members. These are subtracted from sick leave. Please refer to the Administrator's Information Guidebook for specific information.

Benefits are subject to change

SICK LEAVE and EXTENDED LEAVES

BENEFIT	WHO PAYS	ELIGIBILITY	BENEFITS RECEIVED
SICK LEAVE	The College	Upon employment	20 workdays of sick leave per fiscal year. Maximum carryover is 300 days in addition to the current year accrual. Up to 3 days per year can be used for illness in immediate family (spouse, child or parent). Please refer to the Administrator's Information Guidebook for specific information.
HEALTH LEAVE BANK	The College	6 months after enrollment	Health Leave Bank allows a match up to the employee's accumulated sick leave (maximum of 60 days) at the beginning of each fiscal year (7/1) after paid leave is exhausted. Refer to the Benefits Booklet for specific guidelines.
EXTENDED HEALTH LEAVE	The Employee	Upon employment	Unpaid Health Leave may be granted for up to 1 year. Employees may use all sick days accrued during this period. Service credit is accrued for up to 1 year while on leave. Medical/Dental coverage for self and dependents may be continued at employee's expense (current group rate) during leave.
FAMILY MEDICAL LEAVE ACT (FMLA)	The College	After 1 year of employment and 1,250 hours or more	Up to 12 weeks of unpaid leave with benefits continued as an active employee. Contact Human Resources for FMLA paperwork and information.
PERSONAL LEAVE OF ABSENCE/EDUCATIONAL	The Employee	Upon employment	Unpaid absence for personal or educational leave may be granted for up to 1 year without pay. Must apply in writing and receive prior approval. Medical/Dental coverage for self and dependents may be continued at employee's expense (current group rate) during leave.
PERSONAL DAYS	The College	Upon employment	5 personal days allowed per fiscal year. Subtracted from sick time.

Benefits are subject to change

RETIREMENT and SAVINGS

BENEFIT	WHO PAYS	ELIGIBILITY	BENEFITS RECEIVED
SURS	For Senior Management Team whose title includes Vice President, the College contributes the 8% for the employee.	Upon employment	Employee is eligible to receive a retirement benefit after satisfying certain SURS age and length of service requirements. SURS will send the employee information.
COLLEGE OF DUPAGE RETIREMENT BENEFITS	The College	Upon completion of 10 years of benefited consecutive service with COD and SURS minimum requirement to receive retirement benefit	Benefit eligible retiree is reimbursed up to $2200 for medical insurance premiums up to age 65, age 65 and over up to $1200 a year. $10,000 paid life insurance policy is also issued to retiree for up to 5 years after retirement. Retirees who were regularly scheduled to work 30 or more hours per week and their eligible dependents may take credit classes through the College, paying 1/2 of the in-district tuition rate plus all fees. May register on or after the registration date for employees as published by the COD Registration Office.
SURS/RETIREE HEALTH INSURANCE	For Senior Management Team whose title includes Vice President, the College contributes the .5% for the employee.	Upon benefited employment	Mandatory .5% of gross deducted post-tax to offset SURS Health Insurance available at retirement.
MEDICARE	The Employee	Upon employment	Employees hired after 4/86 have 1.45% of gross compensation withheld for Medicare.
403b AND 457 PLANS	The Employee	Upon employment	Contributions are voluntary and made through payroll deductions. Visit the Plan Administrator website VALIC for additional information. New enrollments call (888) 569-7055. Current participants call (800) 448-2542.
FLEXIBLE SPENDING ACCOUNT	The Employee	Upon employment	The College offers Flexible Spending Accounts (pre-tax) for medical and dependent care expenses.

Benefits are subject to change

MISCELLANEOUS

BENEFIT	WHO PAYS	ELIGIBILITY	BENEFITS RECEIVED
CAR ALLOWANCE	The College	Upon employment	$1000 annually.
CELL PHONE ALLOWANCE	The College	Upon employment	For Senior Management Team whose title includes Vice President.
JURY DUTY	The College	Upon employment	Employees continue to collect their regular salary while on jury duty, but not in addition to jury pay. Jury pay is turned into the Cashier's Office.
WITNESS DUTY	The College	Upon employment	Up to 2 days leave with pay may be granted for witness duty when subpoenaed for judicial proceedings. Any witness duty pay is turned into the Cashier's Office.
MILITARY SERVICE PHYSICAL EXAMS	The College	Upon employment	1 day leave with pay will be granted for a physical examination required for military duty.
RESERVE UNITS	The cost is shared between the Employee and the College	Upon employment	When summoned for duty in a reserve unit, the College will pay the employee the difference between military pay and the College pay, not to exceed 10 days. After 10 days, leave without pay is granted.
FREE CHECK CASHING	The College	Upon employment	Employees may cash personal checks up to $50 (at no charge) at the Cashiers Office. Must have employee ID.
DIRECT DEPOSIT	N/A	Upon employment	Employee paychecks are directly deposited into the employee's designated account. Complete the direct deposit form and attach a voided check or deposit ticket. Contact the Payroll Department for more information.
LIBRARY	The College	Upon employment	Use of the College Library requires an employee ID.
BOOKSTORE AND GREENHOUSE	The College	Upon employment	Employees receive a 10% discount at the campus bookstore and a 10% discount at the greenhouse with an employee ID.

Benefits are subject to change

MISCELLANEOUS (continued)

BENEFIT	WHO PAYS	ELIGIBILITY	BENEFITS RECEIVED
ATHLETIC FACILITIES	The cost is shared between the Employee and the College	Upon employment	Employees receive discounted membership rates to the Chaparral Fitness Center in the Physical Education Building. Contact the Fitness Center for information.
EMPLOYEE DISCOUNT PROGRAM	The Employee	Upon employment	A detailed list of discounts available to employees is on Inside.COD.

EDUCATIONAL DEVELOPMENT and TUITION WAIVER

BENEFIT	WHO PAYS	ELIGIBILITY	BENEFITS RECEIVED
TUITION WAIVER	The cost is shared between the Employee and the College	Upon employment	Employees and their income tax dependents may take credit classes through the College with reduced tuition. Employees pay 1/3 of in-district rates plus all fees. Employees and dependents may register on or after the registration date for employees as published by the COD Registration Office. Prior to dependents registering, the Tuition Waiver Dependent Verification Form available on Inside.COD (Employee Portal/Forms Library) must be completed each calendar year.
TUITION REIMBURSEMENT AND EDUCATIONAL/ PROFESSIONAL DEVELOPMENT	The College	Upon employment	Up to $1850 per fiscal year is available for tuition reimbursement with ***prior approval***. Of the $1850, up to $500 of that may be used for professional dues; up to $240 may be used for health club membership, Weight Watchers or a similar program; up to $600 per year may be used to reimburse pre-approved travel related expenses. The Tuition Reimbursement Form available on Inside.COD (Employee Portal/Forms Library) must be completed.

Benefits are subject to change

BENEFITS DIRECTORY

Blue Cross Blue Shield PPO		Blue Cross Blue Shield of Illinois
Customer Service	(800) 458-6024	
Pre-Authorization Medical Pre-Authorization Mental Health/Substance Abuse	(800) 635-1928 (800) 851-7498	
Provider Locator	(800) 810-2583	
24/7 Nurseline	(800) 299-0274	
Pharmacy Program (Prime)	(800) 423-1973	
Blue Cross Blue Shield Blue Care Dental	(800) 367-6401	Blue Cross Blue Shield of Illinois
Blue Cross Blue Shield HMO Illinois & HMO Blue Advantage		Blue Cross Blue Shield of Illinois
Customer Service	(800) 892-2803	
Substance Abuse	(800) 346-3986	
Pharmacy Program (Prime)	(800) 423-1973	
Cadence Health/Central DuPage Business Health (Physicals)	(630) 539-5246	
ElderCare Solutions	(630) 416-2140	ElderCare Solutions
Employee Assistance Program (EAP)	(630) 653-4218	Cadence Health Employee Assistance Program
First Commonwealth/Guardian (DMO)	(866) 494-4542	Guardian
Flex-Plan Services (flex spending)	(800) 669-3539	Flex-Plan Services Company Code: CDP
403b/457 Plans: VALIC	New enrollments: (888) 569-7055 Current participants: (800) 448-2542	VALIC
Reliance Standard (Long term disability and life insurance)	(800) 351-7500	Reliance Standard
Social Security Administration	(800) 772-1213	Social Security Administration
State Universities Retirement System (SURS)	(800) 275-7877	SURS
UNUM Long Term Care	(800) 227-4165	UNUM
Vision Service Plan	(800) 877-7195	VSP

Contact the Benefits Department with Questions:
Gail Conidi: 942-4272
Email: benefits@cod.edu

Drug and Alcohol Free College

The College will provide a drug and alcohol free environment and workplace as defined by the *Drug Free Workplace Act of 1988*, 41 U.S.C. §701 *et seq.*, and the *Safe and Drug Free Schools and Communities Act of 1994*, 20 U.S.C. §7101 *et seq.*

1. General Policy

   The College prohibits the unlawful possession, use, distribution, dispensing, and manufacture of illicit drugs and alcohol by students and employees on its property or as part of any College activity.

   Any employee or student who violates this policy may be subject to disciplinary action, up to and including termination or expulsion, respectively, from the institution.

2. Delivery of Alcoholic Beverages

   The Board will regulate the delivery of alcoholic beverages in all College centers or conference facilities in connection with cultural, political or educational activities. This Policy is pursuant to Section 5/6-15 of the *Liquor Control Act*, 235 ILCS 5/1-1 *et seq.*

   As a general policy, alcoholic beverages are not to be served on College premises. Upon specific authorization by the College President, pursuant to exceptions to the general policy may be made.

   The College President or his designee will maintain this Policy pursuant to any special procedures. The procedures will be delineated in the employee guidebooks, the Student Handbook, and other appropriate publications.

Adopted: 3/19/09	Reviewed:	Amended:

Reimbursement for Employee Business and Travel Expenses

Purpose

1. It is the policy of the College to reimburse employees for necessary and reasonable business and travel expenses incurred in the course of conducting College business.
2. To communicate procedures for employees to follow when travel is required for purposes of attending seminars, training programs, professional development and other College approved activities and to provide guidelines for determining allowable employee business expense for reimbursement (both travel & non-travel related).

Definitions

1. Business Expenses – Travel and non-travel expenses incurred by employees for College approved business activities.
2. Chicago Metropolitan Area – Cook, DeKalb, DuPage, Grundy, Kane, Kendall, Lake, McHenry and Will counties in Illinois.
3. Commuting – Trips to and from the employee's home to their normal work location.
4. Concur – "Concur Travel Management System" (CTMS) used by COD for requesting authorization for travel and/or attendance at professional development programs/ conferences/training/meetings; booking travel arrangements; and submitting the expense reimbursement report along with receipts and other required documentation.
5. Group Travel – College sponsored group travel programs for Field Studies, athletic, and educational programs. (Refer to Board Policy 20-105).
6. Per Diem Rates – Per diem rates for lodging, meals and incidental expenses (MI&E) developed by the Federal government's General Service Administration (GSA) department. See www.gsa.gov/perdiem.
7. Incidentals – Tips for porters, baggage carriers, bellhops and hotel housekeeping staff; beverages and snacks outside of meals; and transportation between places of lodging or business location and places where meals are purchased.
8. Mileage Reimbursement – Employee reimbursement for use of personal automobile for College related business purposes calculated using actual miles traveled multiplied by the current IRS "Standard Mileage Rate".
9. Out of State Travel – Travel outside State of Illinois.
10. Professional Development Program – College benefit program for employee professional development with benefit amounts. (Refer to Board Policy 15-141).
11. Registration Fees – Fees paid to third parties for seminars, training and other professional development programs.
12. Sales Tax Exemption – College of DuPage exemption from Illinois sales taxes.

Authorization of Business Expense and Travel

1. Travel
   A. Employees must obtain authorization for any planned business trips outside the Chicago Metropolitan area prior to travel.
   B. Travel authorization requests and electronic approvals are processed through CTMS. Information required includes:
      1) Travel purpose, justification, location, and dates.
      2) Estimated costs including travel, lodging, meals, registration fees, etc.
      3) Authorization requests should be processed at least ten (10) days prior to departure.
   C. Approval is required by the employee's immediate supervisor and department authorized signer; and if estimated expenses are over $1,000, the department Vice President. Travel outside the continental United States requires approval by the College President.
   D. A travel control number (TCN) will be issued for each travel authorization request in CTMS.
   E. Written authorization or preapproval through CTMS is not required for mileage reimbursement for business travel within the Chicago metropolitan area.
2. Seminars, Conferences, Training and Professional Development Programs
   A. Employees must obtain authorization from the employee's immediate supervisor and department authorized signer; and if estimated expenses are over $1,000, the department Vice President, for attendance at seminars, conferences, training, and professional development programs prior to registration.
   B. Authorization requests are processed through CTMS.
   C. Meal reimbursement is eligible within the Chicago metropolitan area up to $30 per day.
3. Business Expense (non-travel) - Paid for by Employee
   A. Employees must obtain verbal authorization from their immediate supervisor and department authorized signer for any planned business expense less than or equal to $500 prior to making the expenditure. For non-travel expenditures exceeding $500, please refer to the *Advances* section of this procedure, or the employee can request that the non-travel expense be paid directly by the College using a Purchase Order (See Administrative Procedure 10-60, Purchasing) or a Check Request (See Administrative Procedure 10-65, Vendor Payment – Check Request).

Travel Arrangements

1. Travel authorization must be obtained prior to booking any trips outside the Chicago Metropolitan area.
2. All travel including air fare, lodging, and car rentals must be booked through CTMS.

   Exceptions may be granted due to extenuating circumstances.
3. Employees having difficulty making reservations may call Concur, or the College's designated travel agent, American Express.

Allowable Business and Travel Expense

1. Air Fare
   A. Airfare must be booked through CTMS.
   B. Flight arrangements must be booked based on choosing the lowest fare for a direct flight from the airport requested within one hour of the departure time requested.
   C. Employees must book economy or coach fares.
   D. Reimbursement is limited to one checked bag per flight. Additional bags, oversized or overweight baggage charges are at the traveler's expense unless it can be documented to be due to necessary business materials needed for the trip.
2. Personal Car
   A. Employee may use their personnel car for travel or conference/meeting attendance within the state of Illinois or neighboring states.
   B. Employee must have a valid driver's license and automobile insurance.
   C. Use of personal car for travel is permissible as long as this mode of transportation is cheaper than flying economy or coach combined with the related transportation costs to and from the airport. The cost comparison with documentation should be attached.
   D. Reimbursement will be based on the IRS "Standard Mileage Rate" with mileage documentation calculated through CTMS less commuting mileage from home to regular work location.
   E. Reasonable parking fees and highway tolls are eligible for reimbursement.
   F. Employees are responsible for fines incurred for parking and moving violations.
3. Ground Transportation
   A. Transportation to and from airports, and between hotel and meeting locations is eligible for reimbursement.
      1) Public transportation is encouraged.
      2) Taxi costs (when appropriate) are eligible for reimbursement.
      3) Limousine service to and from airports is eligible if reasonable and comparable to taxi cost.
      4) Remote parking at airports is allowable if reasonable but should not be substantially more than taxi or limo costs (double the taxi or limo fare would be considered substantial).
      5) Original receipts required.
   B. Transportation from hotels and business locations to restaurants is included in the per diem meal and incidental rates (MI&E), and is not eligible for separate reimbursement.
   C. Rentals cars are allowable for reimbursement.
      1) Rental cars shall be used only when necessary and when it makes economic sense.
      2) Hotel shuttles or cabs should be used unless travel is required to locations other than hotel.

3) Midsize car rate is to be used unless justification is provided for a larger car.

4) No insurance should be taken from the rental car agency (will not be reimbursed).

5) Gasoline, tolls and reasonable parking fees are eligible for reimbursement. Employees are encouraged to fill up the tank prior to return of the car unless gas rates charged by the rental car company are cheaper or comparable to prevailing prices.

6) Employees are responsible for fines incurred for parking and moving violations.

7) Car rental agreement and original receipts are required for reimbursement.

8) Employee must have a valid driver's license and appropriate insurance coverage.

4. Lodging

A. Employees must book lodging through CTMS with the exception of hotel reservations already included in conference registration fees or that are offered at special rates for the conference.

B. Rooms selected should not exceed 150% (excluding tases) of the GSA per diem lodging rates. (Exceptions would include hotels listed by the event organizer because of close proximity to the event location.)

C. Lodging is eligible for reimbursement the night prior to the start of the event, if the traveler cannot reasonably arrive on the day of the event prior to the event's start time.

D. It is expected that the employee will depart from the travel city on the day the event ends barring any extenuating circumstances.

E. Itemized hotel bill and original receipts are required for reimbursement.

F. Costs will not be reimbursed for room upgrades, additional guests, souvenirs and personal purchases.

G. The College will not reimburse expenses due to a traveler's failure to cancel guaranteed room reservations except under extenuating circumstances.

5. Meals

A. Travel Meals

1) A travel meal is defined as a meal that takes place while the employee is on College approved travel status outside the Chicago Metropolitan area.

2) Employee will be reimbursed for the travel meal and incidental expenses at no more than the GSA per diem MI&E rate for the travel city. Receipts and detailed documentation are not required.

3) Reimbursement is limited to 75% of the MI&E rate for the day of travel departure and the day of travel return.

4) If meals for individuals other than the employee are included on the reimbursement request, the names, title, and organizational relationship to COD must be provided along with the business purposes of the meal. Original receipts are required for the guests, with costs not to exceed the per diem rate per person (with meals as proportioned below) for the travel city.

5) Meal reimbursement will be reduced proportionately for meals that are provided for (whether taken or not) in registration and hotel fees as follows: 20% for breakfast, 30% for lunch, and 50% for dinner.

B. Business Meals (Non-Travel)

1) Business meal can be defined as follows:

a. A meal meeting that includes two or more persons where College business takes place, which can include only employees or employees with outside business guests.
b. A meal at a conference or training program within the Chicago Metropolitan area.

2) Department Business meals with College employees are permissible for reimbursement at on-campus College restaurants for special business purposes. These are limited to no more than twice a year unless approved by the Vice President.

3) Business meals are allowable for employee reimbursement while at attendance at local conference, seminars, training, and other professional development programs.

4) The College's catering service should be utilized for business meals provided for training events on campus, special functions and meals with external guests such as visiting business leaders, local college administrators, or faculty. An outside caterer can be used if Dining Services approves a waiver.

5) Business meals must be supported by original itemized receipts and will be reimbursed based on actual costs.

6) College funds may be utilized for refreshments on campus for department special events and for college-wide events with approval of the Senior Management team.

7) Supervisors may have refreshments, such as a cake, or take an employee out for lunch at the College campus restaurant to celebrate a significant service anniversary (10, 15, 20, 25 and 30 years of service) for employment at the College.

6. Registration Fees for Conferences, Seminars, Training and Professional Development Programs

A. Fees for conferences, seminars, training and professional development programs are eligible for reimbursement.

B. The content of such programs should be substantive in nature relating directly to the employee's job responsibilities, and the cost of the program should be carefully weighed as compared to the benefits to the College.

C. Prior authorization is required through CTMS for attendance at all such programs.

D. Conference agenda and paid receipts are required for reimbursement.

E. Reimbursement for Professional Development must meet the requirement of Board Policy 15-141, Professional Development.

7. Membership and Dues

A. Membership and dues are allowable for reimbursement under the Professional Development Board Policy, 15-141.

B. Authorization is required by immediate supervisor and department authorized signer, obtained though CTMS electronic workflow.

8. Office and Business Supplies

   A. Office and business supplies should be purchased through suppliers with whom the College has annual purchase orders. Employees should limit their purchases outside of these annual orders to emergencies or circumstances where the needed items are not able to be supplied.

9. Miscellaneous Business Expenses

   A. Other expenses included but not limited to postage, photocopies, faxes, etc. are eligible for reimbursement with original receipts and business purpose explanations.

10. Sales Tax Exemption

   A. COD is exempt from Illinois sales tax and employees will not be reimbursed for payment of such taxes. Employees should obtain a copy of the COD sales tax exemption form from Accounts Payable prior to making any College related business purchases. (Exception for business meals.)

11. Expenses Exceeding Guidelines

   A. Expenses that exceed these guidelines may be approved for reimbursement with the respective Vice President approval.

<u>Unallowable Business and Travel Expenses</u>

1. Expenses that are not approved or are inadequately documented may not be reimbursed.
2. Expenses that are not allowable for reimbursement include, but are not limited to:

   A. All personal expenses

   B. Parking or moving violation tickets

   C. Internet fees not required for COD business purposes

   D. Costs incurred due to employee failure to cancel transportation or hotel reservations

   E. Entertainment, alcoholic beverages and mini-bar refreshments

   F. Sundry expenses including toiletries, health club fees, laundry, dry cleaning, etc.

   G. Spousal or family expenses

   H. Lost baggage

   I. Expenses for refreshments, gifts and supplies for employee related birthdays, marriages, bereavements, etc.; unless specifically approved by department Vice President

   J. Office furniture and décor, appliances including refrigerators, microwaves, coffee makers, etc.

   K. Repeated expenditures for items which considered together exceed the PO policy (Chaining).

   L. Refreshments/supplies for daily or weekly consumption by department personnel including coffee, beverages, napkins, creamers, etc.

   (If an item is not included on the above list, it does not mean it is automatically allowable.)

Group Travel

1. College sponsored group travel for academic or athletic programs follow the *Group Travel Guidelines.* (Refer to Administrative Procedure 20-105, Group Travel.)

Professional Development Program

1. Benefit for employee professional development based on Professional Development Board Policy,15-141.

Advances

1. Employee Expense Advances
   A. Expense advances are limited to College sponsored athletic, academic, and other group related school travel events with students.
   B. Advance requests are processed through CTMS.
   C. Advances are limited to 90% of estimated costs to be paid direct by employee for group travel only, with special arrangements to be made for "large" dollar advances.
   D. Advances for individual travel are not allowed.

Reporting Business Expenses

1. Within fifteen (15) days from travel return or incurrence of business expenses, the employee should submit the expense reimbursement through CTMS.
2. Original receipts and other required documentation should be attached to all employee reimbursement requests (except for per diem MI&E).
3. All trip related expenses (including those paid separately via check request, P-Card or on a purchase order) must be itemized on the expense account form and submitted for each travel trip whether reimbursement is received or not.
4. Required receipts (both travel and non-travel) for lodging, air fare, ground transportation, business meals, and other business related purchases should be imaged and uploaded by the employee through CTMS. (Credit card statements by themselves are not acceptable.)
5. Receipts for per diem M&IE are not be required as these expenses are reimbursed using GSA per diem rates.
6. Authorized signer needs to approve the expense report. Any exceptions to these guidelines need the Vice President's approval.
7. For professional development programs, proof of attendance and proof of paid registration fees and agendas must also be submitted. (Refer to Board Policy 15-141, Professional Development.)
8. Reimbursement for expenses that are not in compliance with this procedure will be reduced or rejected.
9. An employee payroll deduction will be made for reimbursement to the College for advances provided to the employee if expense report is not filed within 15 days from return of trip.

Adopted: 01/22/14	Reviewed:	Amended:

COLLEGE OF DUPAGE

Administrative Procedures Manual

Adopted: October 1, 2009
Last Updated: December 22, 2014

COLLEGE OF DUPAGE Index of Administrative Procedures

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Public Comment at Board Meetings

1. Regular and Special Board Meetings

   A. A tentative agenda of each Regular Board Meeting will be prepared one week in advance of said meeting and will be available to the press and interested persons upon request through the Office of the President.

   B. If a District 502 resident or member of a College constituent group desires to have a specific topic placed on the Regular Board Meeting agenda, a written request is to be filed with the Board Chairman through the Office of the President at least fourteen (14) working days prior to the meeting date. Its inclusion will be determined by the Board Chairman and College President.

   C. All Regular and Special Board Meetings will include an opportunity for the public to address the Board on any topic.

   D. Any District 502 resident or member of a College constituent group who desires to speak to the Board is to fill in the requested information on the sign-up sheet, located outside the Board Meeting room, prior to the start of said meeting. The individual will indicate the topic and speaker's name, address and contact telephone information. The individual may be asked to speak during the comment portion of the agenda. A written copy of the comments should be provided to the Board Secretary.

   E. The Board may limit comments on a particular topic to a reasonable number of speakers. The Board will set a time limit for each speaker. The amount of time designated for public comments will be determined based upon the Board's agenda for said meeting.

2. Committee Meetings of the Board

   A. The public may participate during a Committee Meeting of the Board when invited to speak to a specific agenda item.

   B. The Board may limit comments on a particular topic to a reasonable number of speakers. The Board will set a time limit for each speaker. The amount of time designated for public comments will be determined based upon the Board's agenda for said meeting.

Adopted: 10/01/09	Reviewed:	Amended:

Recording of Closed Meetings

1. At the beginning of each closed meeting, those present will identify themselves by voice for the audio recording. If the meeting is videotaped, at the beginning of the meeting, those present will individually appear on camera and identify themselves by voice. The Chairman of the closed meeting will also announce the times at which the meeting commences and ends at the appropriate points on the recording.

2. Minutes or recordings will not be released unless the Board of Trustees finds that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential. As to any minutes or recordings not released, the Board will find that the "need for confidentiality still exists" with regard to those minutes or recordings. The administration will prepare a recommendation for the Board regarding the release and non-release of the respective minutes and recordings. Minutes of closed meetings will be kept indefinitely.

3. At the first Regular Board Meeting in February and August, the agenda will include the following item: "Authorization for destruction of verbatim recordings of closed meetings." The administration will present a list to the Board of Trustees of the dates of closed meetings where:

   A. A verbatim recording exists;

   B. The Board of Trustees has approved the minutes of the closed meetings as to form, regardless of whether the minutes have been released for public review; and

   C. There have been more than eighteen (18) months since the date of the closed meeting.

4. The Board of Trustees will consider whether to authorize destruction of the verbatim recordings of those closed meetings. When ordered by the Board of Trustees, the Secretary of the Board of Trustees or designee will destroy the recording of that closed meeting in a suitable manner.

Adopted: 10/01/09	Reviewed:	Amended:

Appointment of an Audit Firm

1. The Audit Committee will review the performance of the auditors every three (3) years unless circumstances dictate an earlier review. Such a review will consider:

   A. Comparative fees.

   B. Performance appraisal of the auditors.

   C. Management letter recommendations.

Adopted: 10/01/09	Reviewed:	Amended:

Reimbursement for Expenses

1. All public transportation will be coach class except when that mode is not available at the time needed.

2. To request a travel advance, Trustees will submit their requests in writing through the Office of the President to the Finance Office thirty (30) days prior to the start of said trip. The advance will not exceed fifty dollars ($50) per day. Trustees may have their deposits for accommodations and airfare paid in advance; such arrangements will be coordinated through the Office of the President upon request.

3. Trustees will submit completed Reimbursable Expense Forms to the Office of the President within thirty (30) days of their return from said trip. Reimbursable expenses of Trustees will be paid after review by the Finance Office. Any exceptions require the additional approval of the full Board of Trustees.

4. Reimbursable expenses include:

   A. Transportation
   Transportation includes airline, train, or bus tickets, transportation to and from home and terminal, transportation expenses incurred for College-related business while away from home (car rental must be pre-approved by the full Board of Trustees prior to said trip), and parking. Mileage is paid at the published Internal Revenue Service (IRS) rate.

   B. Lodging
   A Trustee's standard single room lodging expense is reimbursable.

   C. Meals
   Trustee meals totaling less than the lowest published per diem amount allowed by the IRS need not be supported by receipts. (IRS per diem information available through the Finance Office). Trustees seeking reimbursement for an expense above this amount will produce itemized receipts showing all food and beverages. Full names of places, other persons and organizations regarding said meal (if any), will be included. Charges for alcoholic beverages will be borne by Trustees.

   D. Other
   Other includes such items as tolls, local telephone calls (see Section 5. S. on page 2 of this Administrative Procedure regarding long distance calls), taxis, limos, registration fees, reasonable tips, etc. Receipts are required for individual expenses over fifteen dollars ($15).

5. The following expenses will not be reimbursed by the College:

   A. Hair stylist or barber

   B. Damages to automobile (rental or personal)

   C. Travel for personal reasons (sightseeing or other side trips)

   D. Fines for traffic violations

   E. Gifts

   F. Insurance on personal property

   G. Interest charges on personal credit cards

   H. Laundry and valet services

   I. Any living expenses applicable to days by which the duration of the trip is extended for personal reasons

   J. Loss of personal funds or cash advances

   K. Loss of personal property

   L. Maintenance or repair of personal property

   M. Misuse of lost credit cards

   N. Personal entertainment (movies, shows, sporting events, magazines, newspapers)

   O. Purchase of clothing or toiletries

   P. Shoe care

   Q. Travel insurance

   R. Vehicle rentals (unless approved in advance of said trip by the full Board of Trustees)

   S. Long Distance calls in excess of one per day; such calls must not exceed fifteen (15) minutes in length

Adopted: 10/01/09	Reviewed:	Amended:

Budget Transfers

Budget transfers may become necessary during the year because circumstances or needs have changed. If this occurs, the following steps should be followed:

1. The authorized signer for a budget area recognizes a need for transfer and initiates it by completing the transfer request.

2. The transfer request should be sent to the President's Cabinet member of that unit for approval.

3. Additionally, the President's Cabinet member will note: "Approved at Cabinet meeting of (insert date)".

4. Approved budget transfers are then forwarded to the Finance Office Controller.

5. Budget transfers requiring Board approval will be temporarily approved by the President's Cabinet, implemented and approved quarterly by the Board of Trustees.

Adopted: 10/01/09	Reviewed:	Amended:

Investment of College Funds

The Treasurer or designee will review the cash balances on a daily basis to determine if funds are available for investment. If funds are available, they will be invested according to the following: procedure:

1. The various forms of investment will be reviewed to determine the highest yield subject to the provisions of Board Policy and Administrative Procedure.

2. The current portfolio will be evaluated for diversification needs and a decision made on the investment(s) to be purchased.

3. If Certificates of Deposit or Time Deposits are to be used, the College will solicit telephone quotes from at least five (5) institutions and will invest such funds at the highest rate of return.

4. The College may invest in instruments such as Money Market Accounts, Illinois Funds or Savings Accounts at a minimum of five percent (5%) of the total investment portfolio to maintain an adequate degree of liquidity.

5. Quarterly investment schedules will be provided to the Board of Trustees.

6. The investments will be reviewed periodically by the Internal Auditor to test compliance with Board Policy and Administrative Procedure.

7. The investments will be reviewed periodically by the Treasurer's Advisory Committee to address issues of investment mix and return.

8. A copy of the last two (2) sworn statements of resources and liabilities will be on file for each financial institution.

9. Investments will be made that reflect the cash flow needs of the fund types being invested.

Adopted: 10/01/09	Reviewed:	Amended:

Purchasing

1. Centralized Purchasing Function
   In order for centralized purchasing to be effective, there must be meaningful cooperation between all departments and the Purchasing Department. Purchasing Department decisions will be made on the basis of serving the overall needs of the College as a whole. All purchases exceeding $100 in total value shall have an authorized purchase order issued by Purchasing. The payment for any unauthorized purchases will be the sole responsibility of that person placing the order.

2. Purchasing and Contracting
   A. *Competitive Bidding*
      College of DuPage will operate in accordance with the Illinois Public Community College Act, paragraph 3-27.1, Contracts.

   B. *Bid Deposit*
      A bid deposit for 15% (fifteen percent) of the base bid amount is normally required for all bids with an estimated value exceeding four (4) times the bid limit. Bid deposits will be in the form of a cashier's check, certified check or bid bond. All bid deposits must accompany the respective bid and will be held by the College until award of the bid is made. Bid deposits may be waived at the discretion of the Purchasing Department when such a requirement is detrimental to competitive conditions or other reasons contributing to the best interests of the College.

   C. *Request for Quotations*
      1) $1 to $4,999 – Quotes will be solicited at the discretion of the Purchasing Department.
      2) $5,000 to $14,999 – A minimum of three verbal quotes will be solicited by the Purchasing Department before processing a requisition.
      3) $15,000 to $24,999 – A minimum of three written quotes will be solicited by the Purchasing Department before processing a requisition.
      4) $25,000 and over –Subject to formal bid procedures.

   D. *Governmental Consortium/Cooperative Agreements*
      The Board of Trustees delegates authority to the Purchasing Department to purchase from governmental contracts or cooperative/consortium agreements that fully meet the requirements of Illinois law, in lieu of competitive bidding. A monthly report of all such purchases shall be submitted for information to the Board of Trustees.

   E. *Professional Service Contracts*
      Contracts for services of individuals possessing a high degree of professional skill, where the ability or fitness of the individual plays an important part, shall be selected through a competitive proposal process unless the service is a sole source purchase that is appropriately documented. Professional Service Contracts exceeding the established bid limit shall require approval by the Board of Trustees. Selection of a professional service provider shall be based on a variety of criteria including, but not limited to, demonstrated competence, knowledge, references and unique qualifications to perform the services, in addition to offering a fair and reasonable price that is consistent with current market conditions.

F. *Construction Contracts*
Contracts for building repair, maintenance, remodeling, renovation, or construction and professional services related thereto, shall also be in accordance with Board Policy 10-90, Construction Contracts.

3. Purchase Requisitions
   A. The Purchasing Department will not institute any action until it has received a valid requisition.

   B. Requisitions will be prepared on pre-numbered forms stocked in the Purchasing Department and available to all departments. Separate requisitions will be used for each vendor with attached listing, if necessary. The Purchasing Department may authorize departments to issue electronic requisitions in accordance with Purchasing Department and Finance Office procedures.

   C. After receiving proper approvals, the last copy will be retained by the initiating department and the three remaining copies will be forwarded to the Purchasing Department.

   D. After the Purchasing Department has issued a purchase order number, a copy of the requisition will be returned to the authorized signator and to the originator with the following additions:
      1) Purchase order number
      2) Date ordered
      3) Any change in specification
      4) Correct cost
      5) Vendor
      6) Estimated delivery date, if known

   E. Requisitions for bid items must be in the Purchasing Department with full specifications and rationale by the posted deadlines, prior to the upcoming Board Meeting, in order to be placed on the agenda for said Board Meeting. Cut-off dates will be posted in the *Green Sheet.*

   F. Requisitions for goods and/or services purchased with Grant funds must be approved by the Grants Accountant and will be processed in the same manner as a regular requisition, unless superseded by specific Grant provisions.

   G. Requisitions for goods and/or services purchased through barter must be authorized by the Purchasing Department and supported by written rationale prepared by the initiating department. All barter purchases will be competitively evaluated to equivalent cash value.

   H. All requisitions for goods and/or services which must be secured under formal contractual basis must be approved by the Vice President of Administrative Affairs.

   I. The Purchasing Department will have the authority to consolidate requests for similar goods and/or services for procurement on a competitive basis. Special approvals will be required for computer equipment, telephone equipment, audiovisual equipment, copier equipment, publications and furniture.

   J. The issuing of multiple requisitions to circumvent the competitive bidding process will not be allowed.

   K. The Purchasing Department may issue procurement cards to employees authorized by the Administration in accordance with Purchasing Department and Finance Office procedures.

L. The Purchasing Department may authorize departments to issue departmental purchase orders at a limit in accordance with Purchasing Department and Finance Office procedures.

4. Cost Justification Analysis
Prior to the bidding process, the requisitioner will provide the Purchasing Department with a rationale outlining the reasons for the expenditure which will include the following:
A. Intended use of goods or services
B. Generic description of goods or services
C. User(s)
D. Useful life
E. Summary of other compatible, or similar, equipment
F. Installation cost, if applicable
G. Maintenance cost, if applicable
H. Trade-in or disposal equipment available

5. Modification of Orders
Requests for modifications of purchase orders (before shipping) will be directed to the Purchasing Department by an authorized individual. Any changes in purchase orders must be authorized by the Purchasing Department. Reasons for the request will be submitted in writing, with reference to the purchase order number and vendor. Modifications involving bid items in excess of 10% of the approved amount will be approved by the Board of Trustees. Bids will be reviewed by the Purchasing Department to verify the award of low bid.

6. Invoice Processing
The Finance Office may issue checks for invoices on bid items~~,~~ which were approved by the Board of Trustees~~,~~ after the goods and/or services are received and determined to be satisfactory. Checks for items not previously approved by the Board of Trustees shall require individual approval by the Board for amounts of $25,000 and over.

7. Emergency Expenditures
Requests for emergency expenditures which have a total cost of less than $100 may be processed through the Cashier as a petty cash item within thirty (30) days of their occurrence. Forms are available from the Cashier and must be accompanied by an original receipt and be approved by an authorized signator. Charges will be allocated to the appropriate College budget.

Requests for emergency expenditures exceeding the bid limit shall be authorized by the President in accordance with Board Policy. The Administration shall set forth, with specificity, the nature of the emergency which shall be certified by a person with direct knowledge of the emergency. Details of the nature of the emergency and the certification shall be submitted for ratification by the Board of Trustees at the next Regular Board Meeting.

8. Requests for Samples
Any samples submitted will be at no cost to the College and will become the property of the College upon receipt. Samples will be returned at the discretion of the College, but only upon specific request of the bidder within fourteen (14) calendar days after submission of the bid. The College reserves the right to subject such samples to tests and inspections which, in its judgment, are deemed necessary. The College does not guarantee that samples returned to the bidder will be in the same condition as when submitted. Employees will not accept samples or gratuities for personal or non-College use.

9. Purchase of Products with Recycled Content
   The College will show preference for the purchase of products with recycled content whenever specifications, standards and availability are equivalent to products which do not contain recycled content, and without incurring unreasonable additional costs.

10. Electronic Bid Submissions
    Electronic submission of bids may be utilized for competitive bid requests in accordance with state law.

Adopted: 10/1/09	Reviewed:	Amended: 3/01/10

Vendor Payment – Check Request

Purpose

1. This procedure supports the Finance department policy to pay for authorized expenditures incurred while performing College business.
2. Communicate procedures to be followed when using Check Requests for the purchase of goods or services in the performance of College business.

Definition

1. Chaining: Chaining means using a Check Request in a manner to circumvent or avoid the requirements of the College's procurement regulations. Chaining is prohibited by the College and may violate other laws including the Illinois Criminal Code.
2. Check Request: A method of making payments to vendors for materials and/or services that do not go through the College's formal procurement process. Check Requests can only be used for expenses/disbursements up to $500 and expenses/disbursements specified in this procedure.
3. Authorized Signer: The employee who is authorized to approve requisitions, invoices, expense reimbursements, and other financial documents for specific departments. (Refer to Administrative Procedure Authorized Signer).

Procedures

1. Policy

   A. Check Requests may be used in lieu of a College of DuPage Purchase Order for certain types of expenses/disbursements such as: payroll taxes and remittances, deposit remittances, independent contractor payments, postage, insurance payments, telephone, bond interest and principal payments, permit fees, contract payments for performers at the MAC, legal services and nonrecurring expenses less than or equal to $500.00 with vendors the college does not have a contract with or expenses specifically identified in this procedure. Expenses for items using College contracted catalogue vendors such as Office Depot will not apply to this policy.
   As an alternative, the "Request a Payment" feature on the ***MyAccess*** portal may be used in lieu of a check request for payments to vendors $500 or less.

   B. Check Requests must be for valid College of DuPage business purposes and supported by original invoices and/or other supporting documentation. Check Requests are not applicable for employee expense reimbursements, pre-travel advances, or reimbursement of Professional Development Funds. Funds are not encumbered for expenditures paid with a check request; therefore the department is responsible for ensuring adequate funds will be available for payment

   C. Expenses/disbursements eligible for payment utilizing a check request are delineated in Table I. This table, however, is not all inclusive as other expenses will be eligible based either on the dollar threshold or the nature of the expenditure such as legally required.

TABLE I CHECK REQUEST ELIGIBLE GENERAL LEDGER OBJECT CODES [1]		
GL Object Code	GL Description	Check Request Eligibility
1700005	USPS Prepaid	Check Request
1700006	Pitney Bowes Prepaid	Check Request
21xxxxx	Payroll Liability Payment	Check Request
22xxxxx	Bond Payables (Current)	Check Request
2300011	Pell Bookbills	Check Request
2300012	Stafford Loan Bookbills	Check Request
28xxxxx	Bond Payables (Long Term)	Check Request
2900005	Art Center Deposit Liability	Check Request
2900099	Funds Held in Custody of Others	Check Request
5201001	Payroll Deduction - Medical/Dental	Check Request
5201022	Payroll Deduction - Wellness	Check Request
5201013	Flexible Spending (HR)	Check request if under $2,500; PO if over $2,500
5201018	Trust & Federal Funds (Payroll)	Check Request
5205001	Medicare Withholding Tax (Payroll)	Check Request
5206001	FICA Withholding Tax (Payroll)	Check Request
5208003	Payroll Deduction SURS Health	Check Request
5204001	Unemployment Insurance	Check Request
5302001	Consultants	Check Request if under $2,500 with Independent Contractor Agreement
5305002	Legal Services	Check Request
5308001	Instructional Service Contractor	P.O. if over $2,500 process with contract
5309001	Other Contractual Services	P.O. if over $2,500 process with contract: with the exception of Performing Arts contracts
5404003	Postage	Check Request
5406001	Publications	Check Request
5406002	Dues	Check Request
5601001	Rental Facility (Leases)	Check Request
5603xxx	Bond Principal Payable	Check Request
5604xxx	Bond Interest Payable	Check Request
5605001	General Insurance	Check Request
5605002	Boiler & Machinery Insurance	Check Request
5605004	Insurance Medical Malpractice	Check Request
5605005	Insurance School Board	Check Request
5607001	Property & Casualty Insurance	Check Request
5705001	Telephone (Service only)	Check Request

TABLE 1 (CONTINUED)		
CHECK REQUEST ELIGIBLE GENERAL LEDGER OBJECT CODES		
GL Object Code	GL Description	Check Request Eligibility
5804001	Building Remodeling Expenses	Check Request for permit fees portion only
5903001	Tuition Chargeback/Contract Agreement	Check Request

2. Approval

   A. Check Requests must be approved by the department's authorized signer. Any Check Request for over $1,000.00 requires the approval of the applicable division Vice President. In certain cases a Purchase Order will be required if the Check Request exceeds $2,500.00 for payments that are not statutorily required. Check Requests are used for all payroll taxes and payroll withholdings including employee fringe benefits.

   B. Check Requests cannot be chained in order to circumvent or avoid the requirements of the College's procurement policies. For example, Independent Contractor Agreements issued multiple times over the course of a year to the same Independent Contractor is considered chaining.

   C. Accounts Payable will not process any payment without the appropriate approvals and proper supporting documentation including original invoices and/or Independent Contractor Agreements

3. Procedures

   A. To expedite the processing of a Check Request, the initiating department should:

      1) Verify the vendor is set up in the Colleague Purchasing Module by contacting the Purchasing Department. Payment cannot be made to a vendor that does not exist in the Purchasing module.

      2) Complete and review the Check Request Form and confirm that all relevant supporting documentation is attached.

      3) Ensure the payee information is complete to include the vendor's Colleague ID number.

      4) Ensure the General Ledger Account is included and verify that the object code is an approved code for Check Request processing.

      5) Maintain a copy of the approved Check Request Form for department records.

      6) Submit completed Check Request Form to Accounts Payable.

The Check Request will be returned to the Authorized Signer if the information is either incomplete, not in compliance with College Policy, or insufficient available funds for check issuance.

Adopted: 01/22/14	Reviewed:	Amended:

Credit Cards

1. Procurement Cards
   A. Procurement Cards may be issued to employees authorized by the President or designee in accordance with Board Policy and Administrative Procedure 10-60, Purchasing, and Purchasing Department and Finance Office procedures.

   B. Each authorized employee will execute a Procurement Card Use Agreement prior to issuance of a card.

   C. Procurement Cards are intended for the purchase of small dollar products or services and can be used only to conduct College-related business. Personal expenses will not be allowed for any reason.

   D. The Administration will establish a monetary limit of authority for each employee's use of the procurement card.

   E. Cardholders must submit receipts for all transactions and reconcile statements monthly in accordance with Purchasing Department and Finance Office procedures.

   F. All Procurement Card purchases will be within approved budget limits.

   G. Violation of Procurement Card Procedures will result in loss of card privileges.

2. Gasoline Credit Cards
   A. Gasoline credit cards may be issued for use with College fleet vehicles for the purchase of gasoline and emergency repairs to College-owned and/or leased vehicles.

   B. Gasoline credit cards will be issued in the name of the College, and no employee will be issued a credit card in the employee's own name.

   C. Gasoline credit cards will be assigned to individual College vehicles. Specific credit card numbers will be assigned to specific College vehicles and checked out to authorized users of College vehicles.

   D. Transactions involving the gasoline credit card must identify the vehicle's license plate number and be signed by the authorized user of the vehicle. If the credit card is used with a rental vehicle, the charge ticket must indicate the license number of the vehicle and a notation that it is a rental vehicle.

   E. The receipt copy of the charge ticket and the gasoline credit card must be given to the Purchasing Department upon returning the vehicle, keys and completed Vehicle Use Form.

   F. The Facilities, Operations and Maintenance Department will match the charge tickets with the monthly billings and approve for payment.

3. Telephone Credit Cards
   A. The President or designee will designate the employees who are to receive telephone credit cards.

   B. Specific telephone credit card numbers will be assigned to individuals as authorized by the President or designee.

   C. Telephone credit cards will be used only for College-related business.

Adopted: 10/01/09	Reviewed:	Amended:

Sale or Disposal of College Property

Capital Assets are defined as an individual item with a unit cost of $2,500 or more and a useful life in excess of four (4) years.

College property that becomes obsolete, damaged or useless through normal operations may be disposed. An Equipment and Furniture Transfer/Disposal Requisition Form (Form C/D 1645) must be completed with the full description, estimated value and reason(s) for disposal for each Capital Asset item. The originator will forward the completed requisition to the appropriate unit administrator and President's Cabinet member or designee for approval. The approved requisition will be forwarded to the Capital Assets Accounting Department for processing. The originator will be responsible for storage of the property until final disposition has been determined.

The Finance Office will have the sole responsibility for the management of disposed Capital Assets. Disposals of Capital Assets by any other employee or department is unauthorized.

Capital Assets originally obtained with Federal, State or other grant funds will be approved for disposal by the appropriate agency in writing, if required, prior to disposal by the College.

The Purchasing Department will process the disposal of all items requiring Board approval, and notify the Capital Assets Accounting Department of Board approval. The Capital Assets Accounting Department will process all other capital items and provide a quarterly report of all capital asset disposals to the Board of Trustees.

College property may be reassigned within the College in the event that it is no longer adequately utilized. The Capital Assets Accounting Department will advertise, by means of e-mail or bulletin, the availability of surplus capital assets for transfer at no charge to other College departments. After a period of thirty (30) days, the item(s) will be declared surplus and disposed of by one of the following methods: (1) auction, (2) junk value, (3) sealed bids or (4) trade.

Computer equipment maintained under the Information Technology centralized inventory may be reassigned to other areas as authorized by Information Technology. Computer equipment is defined as any microcomputer, minicomputer, mainframe computer, and all equipment/instrumentation that is interfaced to the enterprise network or a computer type. Examples are computer peripherals, printers, communication equipment, projection systems, document cameras, digital cameras, personal data assistants and scanners with an individual unit cost of $2,500 or more.

Information Technology will review and evaluate all surplus computer equipment for appropriate reassignment and/or use for maintenance repair components and initiate an Equipment and Furniture Transfer/Disposal Requisition Form (Form C/D 1645) for any computer equipment transferred and forward the requisition to the Capital Assets Accounting Department for processing.

Computer equipment that is not selected for reassignment will be evaluated by Information Technology for trade-in pricing with any existing agreements and junk value with market computer recycler or reseller, selecting the method that is in the best interest of the College. Information Technology will document the evaluation and submit an approved Disposal Requisition to the Capital Assets Accounting Department for review prior to any trade or junk disposal. Upon notification of final disposition from Capital Assets Accounting Department, Information Technology will make arrangements for preparing equipment for shipping, transporting to the shipping facility and scheduling pick-up of said item(s).

Donation of computer equipment to other in-district, tax-supported, public institutions may be authorized at the discretion of the Vice President of Administrative Affairs.

Departments are responsible for the management or disposal of non-capital items or supplies. After exercising reasonable judgment, departments may dispose of non-capital items or supplies by the following means: (1) advertising for transfer by means of e-mail, e-board or bulletin, (2) holding supplies for an institutional sale, or (3) disposal. A sample bulletin for the *Green Sheet* publication follows:

TO: EDITOR, *GREEN SHEET*, FAX 942-3737

FROM:

DATE:

SUBJECT: LISTINGS FOR THE *GREEN SHEET*

Please publish in the next issue of the *Green Sheet*:

AVAILABLE FOR TRANSFER:

Description of supplies

To inspect, please contact _____ ext. _____

Capital assets, non-capital items and supplies not claimed through an institutional sale will then be made available to the public through the acceptance of sealed bids.

The collection of funds and issuance of receipts will be the responsibility of the Finance Office. Any monies received or dispersed from the disposal of surplus properties will be applied to the Sale of Assets account. The Capital Assets Accounting Department will notify the unit administrator of final disposition of all capital assets.

Adopted: 10/01/09	Reviewed:	Amended: 3/01/10

Construction Contracts

1. Competitive Bidding

   All construction-related contracts will be in accordance with the Illinois Public Community College Act, paragraph 3-27.1, Contracts, and with Board Policy and Administrative Procedure 10-60, Purchasing. The Purchasing Department will not institute any action until it has received a valid requisition.

2. Construction Contracts

   A. The Director of Facilities is responsible for College construction projects including the stewardship of all contractual documents, plans, building permits, etc. All construction-related contracts will be coordinated with the Director of Facilities. Construction-related contracts will include contracts for building repair, maintenance, remodeling, renovation, or construction and professional services related thereto.

   B. Contracts for building repair, maintenance, remodeling, renovation or construction, or a single project involving an expenditure not to exceed fifty thousand dollars ($50,000) and not involving a change or increase in the size, type or extent of an existing facility, will be exempt from formal bidding.

   C. Contracts for building repair, maintenance, remodeling, renovation or construction will require a minimum of three (3) verbal quotes for projects between fifteen thousand dollars ($15,000) and twenty-four thousand nine hundred and ninety-nine dollars ($24,999). Contracts between twenty-five thousand dollars ($25,000) and forty-nine thousand nine hundred and ninety-nine dollars ($49,999) will require a minimum of three (3) written quotes before processing a requisition. Contracts involving an expenditure of fifty thousand dollars ($50,000) and over will be subject to formal bid procedures.

   D. Contracts for architectural, engineering and land surveying services will be awarded as follows:
      - *Below* twenty-five thousand dollars *($25,000)* will be awarded at the discretion of the Purchasing Department, before processing a requisition.
      - In the amounts of twenty-five thousand dollars *($25,000) to* forty-nine thousand nine hundred and ninety-nine dollars *($49,999)* will require a minimum of three (3) written proposals unless a satisfactory relationship for service exists with one or more firms, before processing a requisition.
      - In the amount of twenty-five thousand dollars *($25,000) or greater* will be awarded on the basis of demonstrated competence and qualifications in accordance with the Local Government Professional Services Selection Act (50 ILCS 510).

   E. All contracts for construction-related services must be approved by the Vice President of Administrative Affairs.

3. Bid Deposits

All bids for construction will require a bid deposit of fifteen percent (15%) of the base bid amount. Bid deposits will be in the form of a cashier's check, certified check or bid bond. All bid deposits must accompany the respective bid and will be held by the College until award of the bid is made or replaced with a Performance and Payment Bond. The bid deposit may be lowered to ten percent (10%) for major construction projects at the discretion of the Purchasing Department.

4. Responsibility of Bidders

A. Contracts for construction-related services required to be publicly bid will require contractors to submit evidence of compliance with the following:

1) Eligibility to do business in the State of Illinois:
   a. Valid business license
   b. Federal Employer Tax Identification Number or Social Security Number for individuals
2) Eligibility for bidding on public contracts through compliance with:
   a. All rules and regulations of the Illinois Human Rights Act
   b. All provisions of the Illinois Prevailing Wage Act
   c. Bid Rigging and Bid Rotating provisions of the Illinois Criminal Code of 1961
3) Any contractor or sub-contractor which employs apprentices are encouraged to employ apprentices who are properly indentured into a Joint Apprenticeship Training Program which is registered and certified with the United States Department of Labor, Bureau of Apprenticeship and Training.

B. Contracts for construction-related services required to be publicly bid will be awarded to the lowest responsible bidder as determined at the sole discretion of the College. In determining the lowest responsible bidder, the College may consider the following as well as other criteria:

1) Ability, capacity and skill of the bidder to perform the contract or provide the service required.
2) Capacity of the bidder to perform the contract or provide the service promptly, or within the time specified, without delay or interference.
3) Character, integrity, reputation, judgment, experience and efficiency of the bidder including, but not limited to, past performance record; default under previous contracts, whether or not such contract was with the College; competency; and failure to pay or satisfactorily settle all bills due for labor and material on former contracts
4) Quality of performance of previous contracts or services.
5) Previous and existing compliance by the bidder with laws and ordinances relating to the contract or service.
6) Sufficiency of the financial resources and financial ability of the bidder to perform the contract or service.
7) Quality, availability and adaptability of the supplies, machinery, plant or other equipment or contractual services to the particular use required.
8) Ability of the bidder to provide future maintenance and service for the use of the subject of the contract, including guarantees.
9) Recent findings by state or federal agencies regarding compliance with pertinent public acts.

C. When the award is *not* recommended to be given to the lowest bidder, the reasons for such award recommendation will be included in the materials prepared for the Board of Trustees.

D. When two (2) or more responsible bidders submit the same low bid, the contract award will be determined by drawing lots in a public meeting unless one bidder is a local bidder within the District boundaries and one is a non-local bidder, in which event the local bidder will be awarded the contract.

5. Performance and Payment Bonds

Performance and payment bonds in an amount equal to one hundred percent (100%) of the contract amount will be required for all construction projects exceeding five thousand dollars ($5,000), in accordance with the Public Construction Bond Act (30 ILCS 550). Bonds must guarantee payment to suppliers and prevailing wage rates to workers as determined by the Department of Labor.

6. Prevailing Wage

All construction projects will be subject to the provisions of the Prevailing Wage Act (820 ILCS 130).

A. All bid advertisements, bid specifications and resulting contracts will include a notice regarding payment of prevailing wages. Bid specifications will include a list of the prevailing rate of wages, and contractors bonds will include appropriate provisions in order to guarantee payment of prevailing wage.

B. If the prevailing wage is revised, the College will be responsible to notify the contractor and sub-contractor of the revised rate. The Facilities Planning and Construction Department will be responsible for maintaining updated lists of current construction contracts.

C. The Facilities Planning and Construction Department will be responsible for keeping prevailing wage records submitted for a period of not less than three (3) years.

7. Insurance

All contractors performing work will provide evidence of insurance coverage for Workers' Compensation, Automobile Liability, Comprehensive General Liability and Umbrella/Excess Liability. The ratings and limits of such liability insurance will be established in accordance with the College's insurance provider. No work will begin until certificates of insurance are provided to the College.

8. Construction Change Orders

A. The Board of Trustees delegates to the Administration the authority to approve change orders to construction-related contracts for materials and work which have been awarded to the lowest responsible bidder after due advertisement, which are due to unforeseen revisions for materials and work but are not the fault of the contractor. Such contracts must be revised, causing expenditures not in excess of the limits indicated below.

B. The Director of Facilities will be responsible for initiating and approving single change orders not in excess of one hundred thousand dollars ($100,000), or ten percent

(10%) of the contract price, whichever is lower. Single change orders exceeding fifty thousand dollars ($50,000) will also require prior written approval of the President. All single change orders exceeding one hundred thousand dollars ($100,000), or ten percent (10%) of the contract price, will require approval by the Board of Trustees. Issuing multiple related change orders to circumvent this process will *not* be allowed.

C. Multiple change orders to a single construction-related contract, excluding professional services that are fifty percent (50%) or more of the original contract or subcontract price, will require the portions exceeding this limit to be resubmitted for bidding in the same manner in which the original contract was bid, in accordance with the Public Works Contract Change Order Act (50 ILCS 525/5).

D. Multiple change orders to a single construction-related contract will only be allowed up to a cumulative limit of twenty percent (20%) of the original contract price. Multiple change orders exceeding twenty percent (20%) of the contract price will require approval by the Board of Trustees.

E. The Director of Facilities will document, for each change order, certification that: (1) the circumstances necessitating the change order were not reasonably foreseeable, (2) the change is not the fault of the contractor, (3) the change is germane to the original contract, (4) the total of the individual change order does not exceed ten percent (10%) of the original contract price, and (5) the cumulative total of change orders does not exceed twenty percent (20%) of the original contract price. A summary of all change orders and the certification of each change order will be submitted on a monthly basis for ratification by the Board of Trustees.

F. The Board of Trustees will approve the following change orders:

1) Single change orders exceeding one hundred thousand dollars ($100,000).
2) Single change orders exceeding ten percent (10%) of the original contract price.
3) Multiple change orders cumulatively exceeding twenty percent (20%) of the original contract price.

All other construction change orders will be reported periodically to the Board of Trustees for ratification.

G. The President may call a Special Meeting of the Board of Trustees to approve change orders which will cause a schedule delay or impact the construction cost. In the event a Special Board Meeting cannot be held with immediacy, a Board sub-committee will review and may approve these change orders. Ratification of these change orders will occur at the first Board Meeting following the Board sub-committee approval. The Board will also establish a two (2) member sub-committee authorized to review and approve such change orders.

9. Payment of Invoices

The Director of Facilities will review and approve all requests for payments and verify the receipt of proper lien waivers and validity of the request. All approved requests for payment are forwarded to the Finance Office for processing.

10. Emergency Expenditures

Requests for emergency expenditures exceeding the bid limit will be authorized by the President in accordance with Board Policy and Administrative Procedure. The

Administration will set forth with specificity the nature of the emergency, which will be certified by a person with direct knowledge of the emergency. Details of the nature of the emergency and the certification will be submitted for ratification by the Board of Trustees at their next Regular Board Meeting.

Adopted: 10/01/09	Reviewed:	Amended:

Facilities Usage

1. Purpose

The primary use of College facilities is to serve the members of the College community. When facilities are not reserved for use by the College, use of the facilities will be permitted for recreational, social and civic activities by community groups, organizations and societies.

In support of the community, the College hosts events and rents space to outside organizations which:

A. Extend the mission of the College to the community at large
B. Provide cultural and artistic opportunities for the College and the community
C. Generate income for the College
D. Promote recruitment of students
E. Enhance the public image of the College

2. Types of Use

A. College of DuPage (C.O.D.) Use

1) C.O.D. Courses – Those with C.O.D. course numbers that require interaction with the course registration system. Types of courses include:
   a. Credit
   b. Non-credit

2) C.O.D. Events – Meetings and functions that are not C.O.D. course-related and meet all of the following criteria:
   a. Use is a direct function/responsibility of a division, department or unit of the College and may include one or more of the following:
      1. Committees, teams and task forces
      2. Employee associations when such activity is defined and allowed in the specific collective bargaining agreements
      3. Recognized student clubs and organizations, student teams and performance groups:
         aa) Is planned and presented by the employees of that department with administrative approval
         bb) Is supported by a College budget

3) Major Events – C.O.D. events as defined above that are widely inclusive of the College community as determined by the President's Cabinet and may be approved by the Board of Trustees as part of Board Policy and Administrative Procedure 25-55, Academic Calendar. Such events include Commencement and the Fall Kick-Off Activities. These events will be scheduled up to two (2) years in advance.

4) Hosted Events – Events or meetings of external organizations that are directly affiliated with a College division, department or unit.

a. These events are planned and implemented with administrative approval by the division, department or unit affiliated with the outside group. A College representative must be present throughout the event.
b. Fees assessed for services will be the responsibility of the hosting division, department or unit.

B. Non-College of DuPage Use – Any function not meeting the College of DuPage Use definition as stated in Section 2. A. above.

1) Rentals with contractual agreements – This occurs when a contractual rental agreement with a group is prepared by the appropriate Unified Scheduling Team in accordance with the current College rental fee schedule.

2) Rentals for courses of other higher educational institutions – Courses of other higher educational institutions may be scheduled after the Class Schedule publication date for the term.

3) Sponsored Events – Events or meetings of outside organizations that are affiliated with a College division, department or unit; and one for which the Unified Scheduling Team is managing the event planning. Only rental fees may be waived for such events (refer to Section 7. below).

3. Scheduling Of Events

A. Priorities

1) Scheduling of Space
a. Scheduling of Space is related to both (1) dates that are critical to the operation of the College and (2) priorities related to specific spaces.
b. There are priority parameters for both (1) the type of space and (2) the type of use which are based on date parameters.

2) Priority of Use of Types of Spaces
a. Spaces will be utilized first for the purpose for which the space was designed and its capacity.
b. C.O.D. Courses have first priority for General Usage Classrooms, Specialized Classrooms and Classroom/Conference Rooms until after the Class Schedule Publication Date for the term.
c. C.O.D. Events and Rentals have first priority for Conference Rooms.

B. Scheduling and Timeframes

1) Major Events – Facilities used for these events may be reserved up to two (2) years in advance after the Academic Calendar is approved by the Board of Trustees.
2) C.O.D. Events – Facilities used for these events may be reserved up to fifteen (15) months in advance.
3) Rentals – Facilities rented for non-College use may be reserved up to one (1) calendar year in advance.
4) The MAC theatres and the P. E. Arena will be scheduled at the discretion of the facility administrator.
5) The *Facilities Coordination Manual* details the requirements and processes for the scheduling and implementation of internal and external events.

6) The Unified Scheduling Team is charged with the annual review and update of the manual for approval by the President's Cabinet.

4. Rules of Conduct and Behavioral Expectations – The following Rules of Conduct pertain to the use of all College of DuPage facilities:

   A. Users will be engaged in activities associated with the use of that particular College facility while in said building. (For example, patrons using academic facilities should be engaged in reading, studying, completing assignments or preparing for class.) Users who are not using a facility for its intended purpose may be asked to leave the building. Loitering will not be permitted. Users may not use College facilities as overnight shelters.

   B. Users will respect the rights of other users and surrounding community residents and will not harass or annoy others through noisy or boisterous activities, by playing audio or video equipment so that others can hear it, by singing or talking loudly to others or in monologues, or by behaving in a manner which can reasonably be expected to disturb other persons or present a potential threat to public safety.

   C. Users will not interfere with the use of the College facility by other users or interfere with College employees' performance of their duties.

   D. The person or designee in charge of any group event must be in attendance throughout the event.

   E. Except for athletic and/or physical education facilities, users will not be permitted to enter any College building or facility without a shirt or other coverings on their upper bodies or without shoes or other footwear. Users whose bodily hygiene is offensive so as to constitute a nuisance to other persons shall be required to leave the building. For purposes of this policy, the term "nuisance" includes, but is not limited to, something that is offensive physically to senses and which interferes with another's use and enjoyment of the facility.

   F. The use of bicycles, roller blades, skateboards and motorized skateboards/scooters as a means of transportation to and from campus is permissible. However, any use which could be considered dangerous; i.e., riding on stairs, railings or performing tricks, is not allowed. The use of bicycles, roller blades, skateboards, motorized skateboards/scooters and other mechanical means of transportation are not allowed for use inside College buildings. Bicycles must be parked outside buildings. The only exception to this Board Policy and Administrative Procedure is the use of motorized carts by authorized physically challenged individuals and employees when associated with their work assignment or classes. In either case, the operation of a motorized cart inside a building must be done in a safe manner and is not to interfere with others on campus.

   G. Damage done to any part of the building or equipment during use will be the responsibility of that group or individual. If damage occurs, the amount of compensation will be determined by College of DuPage, and the group or individual holding the activity will be charged in addition to any contracted fee.

   H. Animals are prohibited on campus unless specifically authorized by the College of DuPage Police Department. When authorized, users are responsible for the restraint and proper care of any animals involved when renting College facilities. Any health-related concerns will be addressed and cleared through the DuPage County Health Department. The College reserves the right to prohibit what, in its sole judgment, is considered to be a

dangerous or health-threatening circumstance. The College of DuPage Police Department will administer any such matter in accordance with Board Policy and Administrative Procedure 10-170, Animals On Campus.

I. Smoking and/or use of any tobacco products on College property are prohibited, except as allowed by Board Policy and Administrative Procedure 10-160, Smoke-Free Campus.

J. Weapons are prohibited on College property unless specifically authorized by the College of DuPage Police Department in accordance with Board Policy and Administrative Procedure 15-40, Possession or Use of Weapons.

K. Alcoholic beverages are prohibited on College property except in relation to ceremonial functions as approved by the President or designee, and as permitted by law.

L. Gambling of any kind is prohibited on College property.

M. Conduct of all individuals or groups making use of College facilities and equipment will be in conformance with all state, local and federal laws and with College of DuPage Board Policies, Administrative Procedures and regulations.

N. Any users not abiding by these or other rules and regulations of the College facility will be required to cease such behavior and may be asked to leave the College premises by the College of DuPage Police Department, College administrators or authorized personnel.

O. Any user who violates the College's facility rules and regulations may be denied the privilege of access to the College's facility by the Vice President of Student Affairs or the Chief of Police. Any user whose privileges have been denied may seek review of that decision in accordance with Board Policy and Administrative Procedure 10-155, Traffic, Parking Control and Offense Fines.

5. Use Limitations

A. Hours of Operation

1) Glen Ellyn Campus
   a. The hours of operation for the Glen Ellyn campus are between 5:00 a.m. and 11:00 p.m. daily, seven (7) days per week. The exception to this is December 25th and other occasions which the College deems appropriate to be closed.
   b. Anyone needing access to the College facilities between 11:00 p.m. and 5:00 a.m., or any other time the campus is closed, should contact the College of DuPage Police Department.
2) Regional Sites and Other College Facilities – Hours may vary by location. Users should contact the site supervisor for specific hours of operation.

B. The College reserves the right to:
1) Assign the building and space best suited for the proposed function as well as control the time, place and manner of an event.
2) Move a scheduled use to an alternate facility on campus that would accommodate the user's needs without disrupting existing arrangements.
3) Require any organization to furnish information, which is deemed by College officials to be reasonable and proper, in connection with the use of College facilities.
4) Pre-approve any sponsors prior to any and all events.

C. The College reserves the right to refuse the use of College facilities to any group which:
   1) Has not complied with College Board Policies and Administrative Procedures during previous events.
   2) Has an outstanding obligation to the College.
   3) Is not considered to be in the best interests of the College, as determined solely by the College President.
   4) Promotes a sponsor that is in conflict with the College's exclusive agreements.

D. The College reserves the right to request a certificate of insurance providing evidence of liability coverage for an organization in amounts of not less than one million dollars ($1,000,000) bodily injury/property damage single limit coverage, with a two million dollar ($2,000,000) general aggregate. Higher limits may be required depending on the type/purpose of the rental. Certificates of insurance must name College of DuPage as an additional insured and state that thirty (30) days advanced written notice will be given in the event of cancellation or material change in the coverage.

6. Facility Allocation, Control and Management

   A. Approval and usage will be determined by the purpose for which the space was designed and its capacity.

   B. Every space is assigned to a manager who will be responsible for recommending the repair and replacement of the equipment and furnishings within the space, as well as requesting maintenance of the space beyond day-to-day cleaning. The manager will also be responsible for addressing any safety and security issues related to the use of the space.

   C. Use of a particular space may require additional approval by the manager of that space, which is beyond the approval of the Unified Scheduling Team.

7. Fees and Fee Waivers

   A. A schedule of fees will be maintained by the appropriate scheduling areas and reviewed by the Unified Scheduling Team and the President's Cabinet annually.

   B. Event staffing levels will be determined by the appropriate scheduling area and the College department providing the services.

   C. Rental fees for non-College uses may only be waived by the appropriate President's Cabinet member who is responsible for the individual area sponsoring an external group.

   D. The value of any waiver costs will be funded from the designated budget area of the involved Vice President or administrator. All departments providing services for these Hosted Events will be compensated in the same manner as if no rental fee waiver were involved.

Adopted: 10/01/09	Reviewed:	Amended:

Use, Maintenance and Safety of College Facilities for Employees

The College values employees' desire to enhance their workspaces for comfort and individuality. However, in order to protect personal property and life safety, maintain a unified décor, adhere to safety standards and local building codes, and limit loss-prevention, this policy will define guidelines and standards.

College of DuPage employees will adhere to the following guidelines regarding the use of College facilities in the execution of their job duties.

1. Access, Safety and Loss Prevention

   A. Arriving and/or remaining on campus while the College is officially closed, is strongly discouraged. Staff members (Faculty, Administrators, Managerial, Classified, etc.) who find they must enter any area of the College during hours that the College is officially "closed," after 11:00 p.m. and before 5:00 a.m., must contact College of DuPage Police Department, at (630) 942-2000, to notify them of their presence on campus. This is for personal safety and emergency evacuation, should it become necessary. The College cannot be responsible for the potential danger to employees who enter any of the facilities when the campus is officially "closed," if the Police Department is not aware that a staff member is present in the facilities. Also, staff members leaving campus facilities during the closed hours should make College of DuPage Police Department aware that they are exiting and no longer on campus.

   B. Anyone using a classroom or other shared campus space should be either the assigned faculty member or staff on the schedule for that particular space, date and time; have the room reserved through the ASTRA Room Scheduling System; or be an approved rental or community group through the Office of Campus and Community Events. Board Policy and Administrative Procedure 10-105 expressly addresses the use of College of DuPage facilities by outside organizations and community users. This policy also specifically addresses the use of facilities by College employees. Nothing in this policy is intended to supersede those items specifically in 10-105.

   C. All office, classroom, and conference room doors must be closed and secured when rooms are unoccupied and not in use for official College business or approved non-College use. This is both a safety and a loss prevention issue. Faculty members are expected to secure the classroom at the conclusion of their class. Any faculty member teaching in a particular room or staff assigned specific space should be issued keys and/or a Prox card for those areas to insure that access is afforded only to those individuals who have a necessary function or duties in those spaces. Keys are issued by the College of DuPage Police Department and must be requested using the Footprints Program which can be accessed through the administrative area in which you work. Access to College space must be approved by your Administrator. Sufficient lead time must be given to allow for processing and cutting of keys, if necessary. In emergencies or when a key is not available, access to spaces can be obtained by contacting the C.O.D. Police Department and requesting that an officer be dispatched to allow access. Since the Police Department's primary responsibility is the security of the building and the safety of faculty, students, staff, and community

members; the timeliness of unlocking rooms may take a lower priority than other immediate responsibilities. This may delay the opening of classrooms. Therefore, the prompt request for keys and/or Prox access will ensure access to required workspaces.

D. No staff member, other than the College Police Department, should give access to secured College facilities. Approved users of C.O.D. space should go through the appropriate organizational channels to gain access to that space. Groups of students, community members, or faculty who wish to use space, not already scheduled for their use, should contact either the Central Scheduling Office or Campus and Community Events (community groups and outside organizations). Faculty can arrange for space to be officially scheduled by their appropriate division office if they require additional time for their students in a classroom, conference room, or any other, normally secured space. Other "public" areas are available for student use if they wish to gather after class including the library, various study lounges, and the cafeteria. If a faculty member reserves a normally secured non-public space for students, they should be present and will be the responsible party for that space during that time.

E. It is the employee's responsibility to ensure that any space they are assigned to use, including classrooms and conference rooms, be secured if the next employee member or user is not yet present. The use of unsecured spaces can never be used for inappropriate, illegal and/or dangerous activities. In addition, they present an opportunity for vandalism and theft. These may be prevented by understanding the importance of maintaining a secured environment. Theft of valuable equipment in spaces that risk being stolen, may be the responsibility of the last recorded staff member in the classroom should it be determined the room was left unsecured. It is imperative that each staff member take personal responsibility for the security of the College's assets.

F. If a room is being occupied by anyone who is not officially scheduled to use that space, they will be asked to vacate the space and it will be secured until the next official user of that space arrives.

G. Keeping expensive or irreplaceable personal items on campus is strongly discouraged. The College is not responsible for any personal items in offices and/or classrooms.

H. Any item, either personal or College-owned, that a staff member believes may have been stolen should be immediately reported to the C.O.D. Police Department. A report will be taken and an investigation undertaken to attempt to determine the whereabouts of the items and who may be responsible for the missing items. The sooner the Police Department is notified of a potential theft, the better the chance that the items can be located and the persons responsible identified.

2. Personal and Life Safety Issues

A. Hazardous materials, including compressed gas cylinders, will only be stored in areas specifically designed for that purpose. All hazardous materials storage rooms must be secured and approved by the Hazardous Materials Coordinator and be periodically inspected.

B. All areas where hazardous materials are used or stored will have highly visible signs posted indicating the hazard(s) which may be present and the Personal Protective Equipment that is necessary to safely handle these materials.

C. Areas in which flammable liquids or gases are used must have appropriate engineering controls such as: fume hoods, snorkels, or paint booths which will exhaust the vapors safely away from the user. These devices should be inspected regularly by an appropriate employee of the program utilizing the hazardous materials and maintained by an authorized vendor. In addition, Risk Management will conduct periodic inspections. If these controls do not adequately remove the harmful vapors away from the user, then Risk Management Department should be immediately contacted and a Hazard Assessment will be conducted in order to evaluate the materials used and assign proper personal protective equipment.

D. All doors (i.e. exit, smoke, fire, interior, exterior), hallways or any other means of ingress or egress may not be covered or blocked in any manner.

E. It is required that a minimum 3' clearance be maintained around all life safety devices such as fire alarm pull stations, fire extinguishers, Automated External Defibrillators (AED), red emergency phones, safety showers, and eye wash stations.

F. Lit candles and other open flames are strictly prohibited (outside of laboratories and other facilities designed for such devices).

G. Every effort is made by the Facilities Operations to provide a comfortable temperature in the buildings. However, if after reasonable attempts have been made and the space temperature is still not meeting set guidelines, the Facilities Operations Department will provide an official heater as a temporary measure for employee use.

H. All appliances in office spaces including free-standing lamps, heaters, radios or other electronic equipment should be turned off, when the staff leave for the day. Extension cords may no longer be used as a permanent power source. Devises must be plugged into the receptacle directly or a surge protected power strip may be used.

I. Food kept in office areas should be kept in appropriate containers so as not to attract pests or bugs. Staff will be asked to remove any item deemed not safely stored. Items will be removed by College staff if pests are already present or if not removed within 24 hours of notification.

J. Decorations or furnishings must not constrict or obstruct corridors, exits, or stairways. Items should not be placed in corridors, lobbies, stairwells or on corridor walls unless previously approved by Facilities Operations and Maintenance Department or the Space, Planning and Construction Committee. Student work may be displayed on approved College surfaces at locations previously approved by the Vice President of Academic Affairs and Facilities Operations and Maintenance.

3. Décor and Modification of College of DuPage Facilities

A. Modifications to space configurations shall be made only in accordance with College design guidelines and in such a manner as to best support the functional use of space. All permanent space modifications must be approved by the Space and Planning Committee. This includes classrooms and classroom furniture.

B. If College-owned furniture is found in areas that it was not specifically purchased and designed for, or a transfer of such furniture was not officially requested, Facilities Operations and Maintenance staff will initiate a communication with the area's occupant and respective Senior Management Team (SMT) member that the furniture must be returned to its original location. If alternate furniture is necessary for a particular area, a request should

be made through the Space, Planning and Construction Committee process. Repeated instances of staff members unofficially "acquiring" furniture from other College spaces will be referred to Human Resources.

C. Employees using personal furniture (even in "private" office space) that is not deemed appropriate due to disrepair, safety, or aesthetic quality, will be requested to remove the furniture. If such furniture is not removed within 7 days of notification it will be removed by Facilities Operations Maintenance staff and disposed.

D. If employees move furniture and/or reconfigure space in a manner that does not conform to this policy, all costs for returning the configuration of spaces to their original form or for any change made not in accordance with this policy may be the responsibility of the employee.

E. Nothing shall be permanently or temporarily affixed to the interior or exterior surfaces of any College facility except as follows:

- Occupants of an assigned office space may affix such items as pictures, clocks, and posters to the interior walls of their office as long as the method does not significantly damage the walls. Installation of any weight bearing items in excess of five (5) pounds, need prior approval of and installation by Facilities Operations & Maintenance. Upon leaving an assigned office, an employee determined to have caused a significant amount of damage beyond normal "wear and tear" may be assessed the cost of repairs.

- Staff members sharing common space with other staff members (i.e. faculty office suites, shared workrooms, etc.) will not affix decorative items to shared space. Artwork for public spaces is reviewed and approved by the Permanent Art Collection Committee. This Committee reviews artworks to determine if they fit with the Committee's mission and vision for the campus. They also are responsible for determining if/when any artwork on campus should be decommissioned and removed.

F. Employees may not change the paint color of their space, even if it is an internal private office.

G. To ensure compliance with local codes and ordinances, decorations, both permanent or for a temporary event, must be kept away from exit signs, fire alarm pull stations, smoke and heat detectors, fire extinguishers, and emergency and normal-use light fixtures. Exit signs, emergency lights, and emergency information signs such as the emergency information cards, life safety equipment and take shelter location signs must not be obstructed in any way.

H. Holiday decorations should be displayed for a reasonable amount of time relative to the holiday. Employees should be respectful of those who observe a different tradition or who do not observe any tradition.

4. Personal Items in Divided Office Space (cubicles)

A. Personal décor in any staff member's cubicle space should only be in direct view and eye level of that individual staff member. Personal items should be confined to desk space and fabric panels facing the staff member and should not extend to overhead storage bins, walls near the cubicle space, or exterior fabric panels.

B. Hanging anything (including temporary decorations) from suspended ceiling support grids, overhead pipes, cables, or conduit is strictly prohibited.

C. Items in personal work space should be affixed only to surfaces designed for that purpose, such as bulletin boards.

5. Posting and Advertising in Public Spaces at College of DuPage

A. Only College employees may post College-related materials campus bulletin boards. Student Life Staff is responsible for assuring only College-related materials are posted and for removing expired materials. Anyone wishing to post items on campus should refer to the publication "Posting on Campus Guidelines," which is published by the Office of Student Life.

B. No display material of any sort may be affixed by any means to woodwork, doors, walls, entrances or any space except approved bulletin boards and poster stands.

C. Windows of offices, office suites, classrooms and other glass partitions shall not be blocked or covered with flyers, posters, or decorative materials. If it is determined that window covering is necessary for privacy or safety, all window coverings must be approved by the Space, Planning and Construction Committee.

D. Individuals wishing to affix items to either interior or exterior surfaces not covered in this section may initiate specific requests to the Space, Planning and Construction Committee.

E. Staff members in violation of this policy will be given the opportunity to take corrective action. If no action is taken within 3 days of notification, College staff will remove items in violation of the policy and/or return the space to its original condition. Costs incurred in restoring or repairing any facilities that were altered without the appropriate approval, may be borne by the staff member responsible for changing the configuration. Individuals who have repeated incidences that violate this policy may be referred to Human Resources.

Adopted11/3/14	Reviewed:	Amended:

College of DuPage

Information Technology

Electronic Communications Guidelines

November 2014

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1.0 Purpose and Scope

1.1 Overview

Comprehensive electronic communications guidelines are essential to define the appropriate access, use, privacy, security, responsibilities, and limitations in the use of electronic communications at the College. The College provides interactive and one-way electronics services that include, but are not limited to, voice telephone, voice mail, FAX services, teleconferencing, video conferencing, electronic mail, electronic bulletin boards, list-servers, newsgroups, Internet access, web pages, traditional print information published electronically, licensed software, licensed computer systems, and electronic broadcasting in radio and television.

1.2 Scope

These guidelines will cover four major topics:

1.2.1 Foundation and Legal Background

Define the foundation and the legal background of the electronic communications guidelines. This includes the employee and student responsibilities for understanding these guidelines and that these guidelines are defined by public law and policies.

1.2.2 Access and Use

Accessibility is defined, in addition to appropriate use of electronic communications, by College faculty, students, staff, and the College community.

1.2.3 Privacy

Privacy addresses institutional and user expectations of privacy and standards for maintaining privacy that are consonant with the public law, the body of College policies, community values, and realistic expectations of technological capability.

1.2.4 Security, Records, and Archiving

Security defines the parameters by which electronic communications are kept secure, both through technology and organizational governance as defined by College policies, public law, record keeping, archival needs, technology resources, and staff capabilities.

2.0 Foundation & Legal Background

2.1 Introduction

This section defines all essential terms, delineates major responsibilities for electronic communications, and spells out the fundamental guidelines.

2.2 Definitions

The meanings of essential terms used throughout this document are contained in 7.0, Appendix: Definitions.

2.3 Responsibilities

The Vice President of Information Technology is responsible for the development and revision of *Electronic Communications Guidelines.*

Each employee is responsible for understanding Board policy and the *Electronic Communications Guidelines* as it applies to their job. They are also responsible to see that their students, administrative units, members of the public, and employees know, understand, and follow them. The College will provide biannual training on policy and guidelines for employees.

2.4 Law

Both public law and policies prohibit the theft or abuse of all its computers, other electronic software and support systems, including computers that support electronic communications facilities, systems, and services. Electronic communications facilities include voice systems, broadcast facilities, cable television, and College computing facilities including, but not limited to, the mainframe computer, servers, the entire network system/infrastructure, desktops, laptops, and other devices such as palmtops.

Abuses include, but are not limited to, unauthorized entry, use, transfer, tampering with the support electronic communications facilities, and/or work of others and with other electronic communications facilities, systems, and services. Certain types of abuses constitute criminal behavior. All employees are encouraged to familiarize themselves with these laws and their relation to College policies and guidelines. For example, the Patriot Act and the Children's Online Privacy Protection Act (COPPA) could have significant consequences for College electronic communications and access to them.

In addition to legal sanctions, violators of these guidelines may be subject to disciplinary action including dismissal or expulsion, as relevant, consistent with other College policies, procedures, or collective bargaining agreements.

3.0 Access and Use

3.1 Introduction

The College has made a significant investment in electronic communications technologies to increase capacity to accommodate more users and more applications and to provide higher quality service. These investments are intended to improve College instruction, instructional support for its students, and professional and management support for all employees through use of electronic communications. Nonetheless, like books in a library or classroom space, there are restrictions that ensure sensible use of the facilities to enable them to be used effectively and efficiently. Reliable operation, privacy, security, and fair access are the goals. Should the College deem it necessary, it reserves the right to control usage through denying or restricting access to these facilities.

3.2 Authorization

There are levels of access and authorizations required for use of the College electronic communications systems. Some require the completion of account request forms and authorization by the supervisor. Use of specific electronic communications systems may be a necessary condition for employment. The new employee orientation process and on-going training will give the basic parameters for these authorizations.

3.3 Property Rights

College electronic communications systems and services are College facilities. All electronic communications addresses, sites, numbers, accounts, and other identifiers associated with the College or any College unit, or assigned by the College to individual or other organizations are the property of the College unless these are considered private correspondence.

Likewise, electronic communications records pertaining to the business of the College are College records, whether or not the College owns the electronic communications facilities, systems, or services used to create, send, forward, reply to, transmit, store, hold copy, download, display, view, read, print, or otherwise record them.

Clearly there are exceptions in the matter of ownership of communication content, (e. g., work that is under copyright not owned by the College or otherwise defined by public law or by other College policies). Nonetheless, the College underscores that, given these conditions of ownership; staff should use the College systems with care and exercise similar restraints and cautions to those exercised over the other forms of communication or more tangible forms of College property. No less care should apply to the property of others on College premises.

The College reserves the right to access and examine the files and/or actual network activity of any College IT infrastructure user to investigate violations or suspected violations of security and/or College policy, or network interactions which may be contributing to poor computing equipment performance or computing equipment malfunctions pursuant to section 4.2 and section 4.4 below. For this reason, users must regard themselves as having no expectation of ownership or privacy with regard to their files, data, or communications while using the College IT infrastructure.

3.4 Allowable Users

College faculty, staff, students, members of the public and others affiliated with the College (including those in program, contract, or license relationships) may use College electronic communications facilities and services for purposes defined under Terms of Allowable Use. Members of the public also may use these facilities under the caveats specified under Terms of Allowable Use. The College will determine specific guidelines to enable allowable users to access its systems. Changes in status of current users including, but not limited to, termination, retirement, resignation, academic dismissal, disciplinary dismissal, voluntary ending of student status, and freezing of records will also end access to all College computer assets and electronic communications facilities including, but not limited to, voice telephone services, e-mail, web pages, computer sign-ons, and access to College records. Exceptions to these requirements must be in writing and/or in conformance to other Board policies.

3.4.1 Terms of Allowable Use

Those who use College electronic communication facilities must do so responsibly; i. e., comply with the public law, all College policies and guidelines, and reasonable standards of professional and personal courtesy and conduct. All electronic communications are governed by College policies (unless specifically excluded by these policies) that govern use of College facilities. The following set out the terms of allowable use.

3.4.2 Purposes

College electronic communications facilities are primarily for the use of instruction, instructional support, and public service. No outside agencies or individuals may use College electronic communications facilities unless their services support the College and its mission. Exceptions will require permission in writing by responsible College authorities.

3.5 Restrictions

Users of College electronic communications facilities **must** identify explicitly in these communications whether they are speaking for the College or as individuals.

3.5.1 Unlawful Activities

These are activities defined as illegal or unlawful under public law.

3.5.2 Business Enterprises

Electronic communications facilities are not to be used for commercial purposes not under College authority.

3.5.3 Endorsements and Promotions

Facilities are not to be used for unauthorized endorsements of outside entities, goods, and services.

3.5.4 Personal Financial Gain

No person may use College electronic communications systems for personal financial gain (except as permitted under applicable human relations policies).

3.5.5 Capacity Overload

Electronic communications systems should not be used for purposes that can reasonably be expected to cause, directly or indirectly, excessive loading of College or others electronic facilities.

3.5.6 College Policies

No one may use electronic communications systems that violate other College policies, procedures, and guidelines. These include, but are not limited to, policies, procedures, and guidelines regarding intellectual property, sexual and other forms of harassment, hate crimes, privacy, financial integrity, and substance abuse.

3.5.7 Other

No one may use electronic communications systems for other functions that fall under personal use inconsistent with Terms of Allowable Use (defined above). These may include, but are not limited to, soliciting or proselytizing for political causes, religions, and charities not sanctioned by College leadership.

3.6 Disclaimers

Users of College electronic communications facilities are expected to identify explicitly (if it is not obvious implicitly) in these communications whether they are speaking for the College or as individuals. Although one may identify her/his affiliation with the College in such communications, it may be necessary, should it not be clear from the context of the communications, for the user to make a specific disclaimer indicating that the person is speaking for her/himself and not the College. The following should set the standard for the minimum content for such disclaimers:

3.6.1 Sample Disclaimer When NOT Speaking on Behalf of the College

"The content and the opinions expressed in these communications are the opinion of the writer, not College of DuPage, Community College District #502, its Board of Trustees, or members of its staff."

Protecting sensitive data is paramount for all College employees. If users occasionally send privileged or confidential data (i.e. sensitive data) electronically they must use the following disclaimer or similar disclaimer that provides the same (or better) notification and protection of sensitive data.

3.6.2 Sample Disclaimer to PROTECT Electronically Sent Sensitive Data

"CONFIDENTIALITY NOTICE: This electronic transmission and any documents accompanying this electronic transmission are intended by College of DuPage for the use

of the named addressee to which it is directed and may contain information that is privileged, or otherwise confidential. It is not intended for transmission to, or receipt by, anyone other than the named addressee or a person authorized to deliver it to the named addressee. It should not be copied or forwarded to any unauthorized persons. If you have received this electronic transmission in error, please delete it immediately, and notify the sender of the error so it can be corrected"

3.7 False Identities

Users of College electronic communications services are obligated to identify themselves and not use the identifiers of other individuals. A pseudonym may be used provided that its intent is not to falsify identity. Anonymous electronic communications are protected in the case of whistle-blowing and for use in moderated electronic discussions provided the manager or coordinator of discussions is identified by name and assumes responsibility for such anonymous postings.

3.8 Personal Use

The College strongly discourages personal use of all College electronic communications facilities including, but not limited to, e-mail, voice telephones, FAX, two-way radios, web boards, electronic bulletin boards, and list-servs. The College assumes no responsibility for any loss or damage sustained by an individual who uses electronic communications facilities for personal reasons. College systems may not provide the time-sensitivity or confidentiality that personal users may expect from their own systems. Those who make use of College electronic communications must not:

3.8.1 Interfere with College Electronic Communications Facilities

Such use must not directly or indirectly interfere with the College's operations of electronic communications facilities.

3.8.2 Incur Costs

Such use must not subject the College to measurable, avoidable costs (for which the person may have to reimburse the College).

3.8.3 Compromise the College Mission

Such use must not interfere with instruction, instructional support, and other aspects of the College mission.

3.8.4 Clash with Job Duties

Such use must not interfere with the user's job duties or those of others.

3.9 Unsolicited Communication

The College will meet the standards set by public law for unsolicited communication.

3.10 Accessibility

All electronic communications intended to support the College mission of instruction and community service shall be accessible to allowable users with disabilities. In compliance with law and College policies, this use must be financially and administratively practical. If technological solutions are not practical, alternative methods of communication shall be made available to such users.

3.11 Intellectual Property

All College electronic communications shall conform to the law and College policies regarding the protection of intellectual property including, but not limited to, copyright, patents, and trademarks.

Users who go beyond federal definitions of "fair use" must seek and secure appropriate permission to distribute protected material, no matter what the form, including, but not limited to, text, photographic images, audio, video, graphic illustrations, and computer software.

All users must assume that all written, printed, or electronically reproduced materials are copyrighted or protected unless there is an explicit statement to the contrary or the material is clearly in the public domain.

3.12 E-Mail

3.12.1 Employee E-mail

Assignment of Accounts

All College employees receive a College e-mail account (@cod.edu) as a condition of employment. Accounts are created by the Information Technology (IT) department upon notification and proper authentication from Human Resources or the new employee's management, whichever is received by IT first.

Usage Expectation

Email's primary use is to support the business and mission of the College. The College uses e-mail not only for dissemination of "official" information, but also for the everyday transmittal of information to ensure the smooth working of the College. The enormous growth in e-mail volume necessitates that all staff make common sense decisions about using appropriate media choice for communications. Additionally, e-mail provides a ready record of all voice mail messages through an integrated messaging system. Users who use voice mail should be fully aware that such messages may be archived by the person to whom they are sent. Those who retain such messages should hold them in accordance with all other standards of use and policies governing electronic communications. The College e-mail system provides the capability of "attaching" documents and files of many media to e-mail correspondence. Such attachments are also subject to the same standards and policies as all other electronic communications, including retention. .

Filtering

The College subscribes to automated email filtering services intended to block unproductive email and email which does not comply with **Usage Expectations.** Unproductive content includes but is not limited to emails which contain viruses, spam malware, phishing schemes, identity theft schemes, fund raising not sanctioned by the College, political activism, religious activism, or business activities which conflict with College contracts, policies, or procedures.

From time to time, emails which do not comply with these standards make it through the automated system and are manually added to the automated filtering services and may be retracted (deleted) from users' email boxes. Based upon industry best practices and guidance from others, the information technology department determines what constitutes spam.

Retention

Email that is older than 12 months will periodically and automatically be deleted from the email system. If the information content of email gives rise to a level of a permanent record that must be retained in accordance with laws, regulations, and standards that currently apply to the College now and in the future (see section 5.4.1), the College employee must archive and preserve the email outside the email system for the length of time required by the applicable law, regulation, and/or standard. If an employee has questions about how they are to store the college record they may contact the IT Helpdesk.

Distribution Lists

To help facilitate the dissemination of information to all College employees, an e-mail distribution list titled "Official Communications" has been created. Electronic communication that supports College business and impacts all College staff will be sent through this e-mail distribution list. This e-mail distribution list may only be used by the College President, Vice-Presidents, and other authorized College staff. Any College staff seeking to become authorized to use this e-mail distribution list must be given permission by their Vice-President.

In addition to all Official Communications, other College business correspondence may only come in e-mail form. Employees are expected to check their e-mail regularly and respond to College business requests in a timely fashion and to stay current with College-related communications. Failure to check for messages and failure to receive messages due to full mail boxes or auto-forwarded e-mail are not acceptable excuses for missing official College communications and other important College business in e- mail form only. Electronic communications shall not be the sole method for notification of any legal action.

Auto-forwarding

Employees may auto-forward e-mail to an outside e-mail client at their own risk. The College IT staff and Help Desk do not support auto-forwarding of e-mail and will not assist in troubleshooting problems with outside e-mail clients.

Authentication

See section 3.7 supra.

Privacy

See section 4.0 infra.

3.12.2 Student E-mail

This section provides guidance for students regarding the following aspects of electronic communications as an official means of communication:

- College Use of E-mail
- Assignment of student e-mail addresses
- Expectation of e-mail communications between faculty, staff, and students

Student e-mail accounts (@dupage.edu), myACCESS student system, and the College of DuPage website are the official College means of communication with students. Students must check regularly for targeted announcements and e-mail communications. Students

have the responsibility to recognize that certain communications are time- critical.

Assignment of Accounts

Assignment of student e-mail accounts will be created automatically for all admitted students through the Information Technology department. A letter will be sent to each new student providing the login ID and initial login password with instructions to visit the MyCOD website to set up the account.

Students who were admitted to the College prior to February 23, 2009 and do not know their dupage.edu e-mail address, login, and password are instructed to visit the myACCESS website at myACCESS.cod.edu to look up the login and password.

Usage Expectations

Students are expected to check their e-mail regularly in order to stay current with College-related communications. Failure to check for messages and failure to receive messages due to full mail boxes or auto-forwarded e-mail are not acceptable excuses for missing official College communications. Electronic communications shall not be the sole method for notification of any legal action.

Auto-forwarding

Students may auto-forward e-mail to an outside e-mail client at their own risk. The College IT staff and Help Desk do not support auto-forwarding of e-mail and will not assist in troubleshooting problems with outside e-mail clients.

Authentication

It is a violation of College policy for any user of official e-mail addresses to impersonate a College office, faculty/staff member, or student. To minimize this risk, some confidential information may be made available only through myACCESS, which is password protected. In these cases, students will receive e-mail correspondence directing them to myACCESS. Also see section 3.7 supra.

Privacy

E-mail users should exercise extreme caution in using e-mail to communicate confidential or sensitive matters, and should not assume that e-mail is private and confidential. It is especially important that users be careful to send message only to the intended recipient(s). Particular care should be taken when using the "reply" command because many mailing lists are configured to deliver replies to the entire list, not just the author of a message. All use of e-mail, including use for sensitive or confidential information, will be consistent with FERPA, GLBA, PCI. Also see section 4.0 infra.

Educational Usage

Faculty will determine how electronic forms of communication (e.g., e-mail, myACCESS, Blackboard, and Campus Cruiser) will be used in their classes, and will specify their requirements in the course syllabus. This official student electronic communications policy will ensure that all students are able to comply with electronic-based course requirements specified by faculty.

3.12.3 Unauthorized E-Mail Practices

In addition to the general policies and guidelines governing electronic communications, e-mail users should not engage in the following activities.

3.12.3.1 Chain Letters

Users should not use College communications systems to initiate, send, or forward electronic mail chain letters.

3.12.3.2 "SPAM"

Users of College electronic systems should not create or send "spam;" i. e., users list-serves or similar broadcast systems for purposes beyond their legitimate scope to distribute unsolicited electronic mail.

3.12.3.3 "Letter Bombs"

Users of College electronic systems should not create or send "letter bombs;" i. e., send messages for the purposes of disrupting a recipient's electronic communications. These "letter bombs" include, but are not limited to, extremely large messages or repetitive sending of similar messages.

3.12.3.4 Disruption

Users of College electronic systems should not intentionally or negligently use electronic telecommunications facilities to disrupt the College or others electronic systems. Such disruptions would include the intentional sending/forwarding of a computer virus.

3.13 Electronic Bulletin Board

The College maintains sophisticated electronic bulletin board systems that carry both informational and "official" content. These include web-portal and web-based systems. They are to be used for College-wide business information distribution. The content is broad ranging from Board of Trustees meeting minutes to casual news of interest to the entire College community. Some of these electronic bulletin board systems allow staff to subscribe to categories of information based on their interest. All electronic bulletin board systems are subject to the same standards of use and policies that govern all other electronic communications.

3.14 Social Media Guidelines

Social media sites include but are not limited to blogs, wikis, social networks (examples: Facebook™, LinkedIn™, MySpace™,Google+™, etc.), video and photo portals (examples: YouTube™, Flickr™), collaborative professional space, and e-mail.

College of DuPage may utilize social media and social network sites to enhance communications with students, employees, and the community. Social media facilitates discussion of College issues, operations, and services by providing students, staff, faculty, and members of the public the opportunity to interact and participate using a variety of venues. Any official College of DuPage presence on a social media site or service is considered an extension of the College's electronic communications infrastructure and must comply with all College policies, state and federal regulations/laws, and industry and professional standards. The following guidelines and procedures apply to individuals acting on behalf of the College.

Official College Social Media Sites:

1. All Social Media sites and services used for content that represent College of DuPage are subject to review by the Marketing and External Relations department.
2. No one can post protected data and information as defined in Section 5.4 "Protected Data and Information Guidelines" to an Official College Social Media site.
3. The site cannot be used for anything that violates "Allowable Use" as defined in Section 3.4.

4. At least one active College employee must be assigned responsibility for monitoring and moderating an Official site for adherence to College policies, state and federal regulations/laws, and industry and professional standards and will remove anything not within these guidelines. This person is known as the "Administrator" for the Social Media site. The Administrator must monitor the site regularly for violations.
5. Contact information for the Administrator must be prominently displayed within the site so that users may contact them about the site.
6. The site Administrator will keep abreast of, and abide by, the "Terms of Service" of any social media platform employed.
7. Marketing and External Relations Dept must be granted Administrator privileges for monitoring and backup and for use in emergencies.
8. Civility must be the norm. Disagreements are fine, but all differing opinions must be given mutual respect. Agreeing to disagree is an acceptable position for all impasses.
9. Any faculty member, staff member, student, or College volunteer using an Official College Social Media site that violates any College policy, state or federal regulations/laws, or industry and professional standards is subject to sanctions defined in Section 5.5 "Penalty for Violating the Electronic Communication Guidelines."
10. Any post that violates this policy will be deleted and the responsible party may be blocked from further posting on the site. Any individual College of DuPage social media account that repeatedly violates this policy may be terminated.

Non-Official/Personal Social Media Sites:

1. When communicating about the College of DuPage, be transparent and honest about your identity. College personnel authorized by their supervisor to represent the College in social media, must state so in their post. When choosing to post about the College on your personal time please identify yourself as a College of DuPage faculty or staff member. To help reduce the potential for confusion, we **highly** recommend a disclaimer on your posting or site similar to the following:

   > I work at College of DuPage. Everything here, however, is my personal opinion and is not read or approved before it is posted. Opinions, conclusions and other information expressed here do not necessarily reflect the views of the College of DuPage.

2. Posting protected data and information as defined in Section 5.4 "Protected Data and Information Guidelines" is not allowed on any site.
3. All time and effort spent on a Non-Official College or personal site should be done on personal time and should not interfere with job duties or work commitments.
4. Use common sense in all communications, particularly on a site accessible to anyone. What is stated on your site may be grounds for discipline and/or dismissal. Do not write anything that would be uncomfortable for your manager, co-workers, or the executive team to read.
5. Do not use the College of DuPage logo, athletic logo or any other College of DuPage marks or images on Non-Official or personal sites. Do not use the College's name to promote or endorse any product, cause or political party or candidate.
6. Any staff member, student, or College volunteer using a non-official College social media site that violates any College policy, state or federal regulations/laws, or industry and

professional standards is subject to sanctions defined in Section 5.5 "Penalty for Violating the Electronic Communication Guidelines."

3.15 Public and Shared Folders

The College provides public and shared messaging within the e-mail system. The system allows users to create and disseminate information through the use of "public" and "shared" folders that can be both "official" and informational. Use of these electronic folders is subject to the same standards of use and policies that govern all other electronic communications.

3.16 Network Storage for Department and Individual Use

The College provides its departments and staff members shared and personal disk space on its servers to facilitate College operations and provide a high level of security for data stored in such space. There is a formal process for requesting such space, and use of it is governed by the same standards and policies that govern all other electronic communications.

3.17 Distribution

A variety of College electronic communications systems (most conspicuous is e-mail) provide means of distribution of communications to a pre-selected list. Such lists must be developed and protected in accordance with standards and policies established for all other electronic communications, and lists restricted to specific groups or constituencies in the College will be protected by appropriate procedures.

3.18 Approval and Authorization

Users must seek and receive proper approvals from designated College units for permission to establish such communications and must conform to established policies and guidelines. Forms to apply for such approvals will be available from the appropriate units and/or on the appropriate electronic bulletin board system.

3.19 Responsible Person

All users of College electronic communications should be aware that there is a person (manager, moderator, coordinator, or other) who assumes the responsibility for access to, and content of, such services that involve sharing (e. g., e-mail, list servs, newsgroups, network disk space, public/shared folders, and electronic bulletin boards) to assure that use of such services meets established College policies and guidelines.

3.20 Web Pages

Web Pages have assumed an important communication, marketing, and instructional role for the College and their use has grown vigorously. Continued dramatic growth is anticipated. Realistically, the College cannot always design, approve, and monitor every page on the College electronic facilities. Unit managers or individual users shall assume responsibility for these pages that must conform to the following guidelines:

3.20.1 Identification

No anonymous web pages are permitted. Every web page must carry the name of a unit, sub-unit, program, committee, or individual responsible for the page.

3.20.2 Official Web Pages

Web pages that contain official announcements and information for the College shall carry a distinct identifier including, but not limited to, text, logo, trademark, legal notice, signature, and/or seal to give them a different "look and feel" from pages that carry other informational traffic. No other College web pages may use these distinct identifiers.

3.20.3 Individual Web Pages

Many College faculty members maintain "individual" web pages for use by their students, former students, potential students, professional colleagues, and the public. Their purpose is to foster the College business of learning and learning support. These pages are subject to all appropriate College policies and guidelines. No personal (those that have no institutional use) web pages are permitted on College electronic communications facilities.

College faculty and staff must identify themselves by name and assume full responsibility for the content and maintenance of these individual web pages.

3.21 Course Management System(s)

This software application(s) provides automation and electronic convenience to the business of managing both classroom and non-traditional course delivery. To work effectively, course management systems rely on solid electronic communications facilities. All policies and guidelines including, but not limited to, the College's Electronic Communications Policy and Guidelines apply to the use of these course management systems. Because it is an "official" function of the College, following the policies and guidelines for use of such systems is a critical responsibility for faculty, staff, and students. Students should be aware that use of electronic course management systems does not change their basic rights and responsibilities as defined in the College catalog.

3.22 Voice Systems

The College maintains a voice system, a related voice-mail system, and an integrated message system using the College e-mail system to access and store voice mail messages and faxes. College staff and students who use College telephones for voice and FAX communication are strongly urged to familiarize themselves with College policies and guidelines regarding electronic communications and the body of very specific law governing their proper use. There are clear guidelines in the law concerning, but not limited to, privacy, recording of telephonic communications, use of improper language, harassment, and wire fraud.

Personal use of telephones is defined above (3.8), and the measurable costs of telephone communications (e. g., long distance charges) may be recovered by the College. The College has the right to add a service fee should recovery of such cost data involve additional expense. The College strongly urges that those who use College voice systems for personal use charge, whenever possible and practical, these calls involving exceptional charges (e. g, long distance) to personal phones or personal credit cards.

3.23 Broadcast Radio and Television

3.23.1 Licensing

Operation of any broadcast radio and television operation requires Federal Communications Commission licensing. Application for, maintenance of, and adherence to, licensing requirements are the responsibility of the managers of radio or television operations. Such license applications must be approved by the Vice President of Information Technology and the President of the College.

3.23.2 Broadcast Interference

Users of radio frequencies (including College-owned two-way radios, wireless networks, cell phones, and other devices) shall operate their equipment in a manner that does not interfere with other operators.

3.23.3 Broadcast Content

Because such broadcast content is deemed an "official" presence of the College, it is

subject to all appropriate College policies, guidelines, and oversight.

3.24 Cable Television

College use of cable television access should conform to all appropriate College policies and guidelines, standards set by the cable carriers, and applicable public laws. College use of cable outlets is considered an "official" use.

3.25 Streaming Audio and Video

Computers now have the ability to "re-broadcast" College radio and television signals. These signals are an "official" presence of the College and must meet not only standards set by public law and the web carriers, but also all appropriate College policies and guidelines. Those who originate messages using this capability must be aware of, and comply with, the rules governing intellectual property with particular note made of policies governing "copying" of copyright materials.

3.26 Other Wireless Devices

All wireless electronic devices that form part of the College's electronic communications systems not listed specifically above are subject to the same general policies, procedures, and guidelines as the use of "wired" electronic communications technologies.

3.27 Penalties

Use of, and access to, College electronic communications is a privilege. This privilege can be restricted wholly or partially without prior consent of the electronic communications user when the College deems that these facilities have been used in an inappropriate manner that may be defined by, but not limited to, College policies and public law.

Any employee determined to have used the College's electronic communications in an unauthorized, irresponsible, disrespectful, and/or unprofessional manner may be subject to discipline, up to and including termination of employment.

Violations of these Electronic Communications Guidelines committed by students is addressed in the Student Code of Conduct Handbook.

4.0 Privacy

4.1 Introduction

Free and open communications are the hallmark of good education, and the College maintains a strong commitment to academic freedom, shared governance, freedom of speech, and the privacy of information with which it is entrusted. These commitments can be more complex to maintain in the world of electronic communications.

The College does encourage electronic communications and does not routinely inspect, monitor, or disclose the content of electronic communications. However, because the College may deny access to electronic communication services for, but not limited to, improper use, capacity, and technology, it may inspect, monitor, or disclose electronic communications under appropriate circumstances.

College policies on maintaining the privacy of its printed and electronic records also apply to all types of electronic communications. However, the College cannot take responsibility for all the challenges modern electronic technologies pose to privacy. Similarly, it cannot assume responsibility for the negligence or inattention to issues of privacy that are the responsibility of users of the electronics communications systems (refer to Guideline 4.3 below).

4.2 Exceptions to Privacy Standards

4.2.1 Protected Information

Two specific categories of information are protected by law. When electronically protected information is gathered, the person whose information is gathered, and subsequent users of that information, should be informed of the protected nature of that information.

4.2.1.1 Individual Identity

This is information that personally identifies an individual.

4.2.1.2 Student information

This information is defined in federal law by the Family Educational Rights and Privacy Act of 1974, and the Gramm-Leach-Bliley Act. It is also protected by the Payment Card Industry – Data Security Standard.

4.2.2 Other Limits on Privacy

The privacy of electronic communication is not absolute. It is limited by:

4.2.2.1 Freedom of Information Laws

This body of law is designed to protect the public's right to know about the public business through access to public records.

4.2.2.2 Release of College Records

All College employees are required to comply with College requests for copies of written, printed, or electronic records in their possession that pertain to the business of the College or the disclosure of which is required to comply with applicable laws, regardless of whether such records reside on a computer housed or owned by the College. Failure to comply with such requests can lead to the conditions requiring Access Without Consent detailed in Guideline 4.4 below.

4.2.2.3 Inspection of Electronic Communications

Users of College electronic communications should be aware that electronic systems support personnel monitor transmissions and/or observe transactional information from time to time to ensure proper functioning of College electronic communications facilities and services. Unless there are reasons to do so defined by public law and/or College policies, procedures, or guidelines, College personnel are not permitted to hear, see, or read the contents intentionally. However, it is possible that College personnel might see the contents of an electronic communication inadvertently. These support personnel may not search or peruse in detail such transactional information not germane to their foregoing purpose or to disclose or otherwise use what they have heard, seen, or read.

It should be noted that systems personnel might be required to inspect the contents of electronic communications and transactional records when redirecting or disposing of undeliverable electronic communications or other like activity. The working standard is to use the least invasive level of inspection. These employees are not permitted to disclose personal or confidential information, except in cases where such disclosure amounts to good faith attempts to route the otherwise undeliverable electronic communication to its intended recipients. Re-routed electronic communications normally should be accompanied by notification to the recipient that the electronic communication

has been inspected for the purpose of finding the addressee.

4.2.2.4 Back-up Artifacts

Users of electronic communications facilities should be aware that erasure or deletion of electronic communications stored on devices under their control does not necessarily destroy all copies, some of which might be backed-up on other devices. Such copies that can be retrieved are subject to disclosure governed by College policies.

4.3 User Responsibilities

The College is committed to doing its best to maintain the security of its electronic communications within the bounds of the law, technical feasibility, and cost. Users of these facilities bear a significant part of the responsibility for this security. Users should make careful judgments about the security of a given mode of electronic communication. Essentially, the more mature the means of communication, e. g. the United States Postal Service or voice telephones, the more privacy one might expect, both through technology and the body of law that has grown up around these older technologies. Newer forms of communication may be technologically less secure and may lack the buttressing laws to protect the user.
Users should view communications as a hierarchy with declining potential for privacy through a combination of both technological and legal considerations:

- First class letters and telephone conversations afford a high degree of privacy and are both well protected by law.
- E-mail can be technologically secure, but the body of law protecting it is far from complete. Also, its technology allows the recipient to easily turn a private message into one with broad circulation, revise it in the forwarding process, or otherwise tamper with intent or context.
- Unprotected web pages, broadcast and narrowcast radio and television, and systems like list-servs, bulletin boards or newsgroups are by nature intended to be relatively open forms of communication. Users should have low, or no, expectations of privacy.

It is up to the communicator to choose a means of communication that gives the user the highest comfort level of privacy. Ultimately in any environment, communications by its very nature in any form cannot be fully protected. Users should be aware that passwords do not always protect communications. Password users often do share them or leave them accessible to others. Recipients may photocopy letters, illegally record phone calls, re-send e-mails or break assurances of discretion in many different ways. Skilled "hackers" bent on malice can make a mockery of a user's right to privacy. The user will have to make a choice of media. To use good judgment in that choice is the responsibility of the communicator.

Additionally, users should be aware that certain work habits invite breaches of privacy. Posting one's e-mail address on list-servers or bulletin boards is one example. Leaving one's files on computers in public labs is another. Users should also be aware that what may seem secure may not be. Search engines can find web pages linked to no other pages. Random surfing of the web is likely to leave an auditable trail of visits to web pages that a web host may use to secure information about the "surfer."

Although the privacy of telephone conversations is protected by law, and it is illegal to record or monitor audio or visual telephone conversations without advising the participants the call is being monitored or recorded, under public law courts can approve such monitoring or recording.

The public law may allow the College to monitor and record telecommunications by employees to evaluate customer service, measure workload, or other business purposes. However,

employees and those whose communication is being monitored and/or recorded must be informed that such monitoring or recording may take place. Students and others who communicate with the College must have access to an alternative method of doing business with the College should they not wish to submit to such monitoring.

All telephonic communications can leave transaction records. College employees should be aware that supervisors can access these records of calls made from College telephones and that such records may be used for administrative purposes.

Users should be aware that unannounced listeners on speakerphone calls or on conference calls might compromise telephonic communications privacy. Voice mail systems sometimes have back-up features that retain messages or information even though the voice mail user may have erased the messages. The College integrated messaging system does allow the receiver of voice mail or faxes to archive such communications.

Conversations on cellular and cordless phones cannot be assumed to be private. Monitoring of such conversations, particularly on analog lines, is comparatively simple for those with malicious intent. Also, cellular phones are often used in public places, and conversations often reach the sharp ears of eavesdroppers.

4.4 Access Without Consent

The College of DuPage generally prohibits access to electronic records and communications by anyone other than (1) the designated owner of the account or electronic resource containing the records or communication; or (2) the sender or recipient of a particular communication, without prior consent from the applicable account owner, sender, or recipient. However, as a public institution the College understands it must monitor, review, and disclose electronic records and communications stored or transmitted to:

a. comply with the provisions of the Illinois Freedom of Information Act (FOIA), other pertinent laws, and College policies;

b. satisfy other legal obligations, such as subpoenas and court orders;

c. protect and sustain the operational performance and integrity of College information systems and business processes;

d. facilitate security reviews, audits, and investigations by authorized individuals in the performance of their assigned duties; and

e. protect and support the legitimate interests of the College and other users, as requested and approved by account owner, sender, or recipient Administrator. Access granted with this authorization is limited to a maximum of 30 days. Beyond 30 days requires the approval of the Vice President of Information Technology.

Individuals seeking non-consensual access to electronic records or communications residing within a user account or university information resource assigned to another user must be an active employee and shall make such requests in writing (email is OK) to the Chief Security Officer of Information Technology (CSO, IT). The request must accurately describe the owner, sender, or recipient, and must specify the authorization ("a." through "e." above) that permits the access. Approval of the user account area Vice President is required. The CSO, IT or designee, will approve or deny the request. This provision applies to all user accounts and information resources, including those assigned to deceased, incapacitated, or otherwise unreachable individuals. Once approved the CSO, IT or designee will grant access to the named employee via the delegate method (i.e. like an Administrative Assistant has access to their VP email box).

4.4.1 Guidelines

These guidelines provide that once an employee is delegated the task of accessing electronic communication without consent, that task may not be re-delegated unless the above sequence is repeated. In all cases, the authorization carries with it the explicit direction that the least (minimal) perusal of contents with the least action necessary to resolve the situation be used. In both letter and spirit such inspection, monitoring, and disclosure are not to be "fishing expeditions."

5.0 Security, Records, and Archiving

5.1 Introduction

The security of electronic records is a paramount concern of the College. In the networked, interconnected world created by modern technologies (including the web), privacy and security of data and communications are very much under threat. These threats can be willful, as in the work of hackers, or accidental through careless users. They can be the result of the failure of complex systems or the lack of currency in security hardware, software, and guidelines.

5.2 User Responsibility

As in the case of privacy, the security of electronic communications begins and ends with the activities of responsible users. Sophisticated security systems cannot guard against the problems created by machines that are left running in a public place, by sloppy care of passwords, and by inattention to the cautions that working in a networked world dictate.

5.3 Access

Any access/use of College of DuPage electronic communications systems is restricted to duly authorized individuals only. The College can restrict usage at its relatively "open" facilities in public locations on the campus. Any unauthorized access/use by any individuals, including administrators, faculty, classified staff, students, and the public, of the computer systems, computer network, computer programs, computer software, computer supplies, documentation, data, and/or College electronic communication systems will be subject to disciplinary action, civil action, and or criminal prosecution.

5.4 Protected Data and Information Guidelines

5.4.1 Data and Information required to be protected by the College

The College has chosen to define protected data and information to include student personal and financial information required to be protected under the Family Educational Rights and Privacy Act (FERPA), the Gramm-Leach-Bliley Act (GLBA), Childrens Online Privacy Protection Act (COPPA), Fair and Accurate Credit Transactions Act (FACTA), Health Insurance Portability and Accountability Act (HIPAA), and the Payment Card Industry Data Security Standard (PCI-DSS) and all future information protected by new and updated laws and industry standards. In addition to educational records and student personal and financial information, the College has chosen to also include the personal and financial information of faculty members, staff members, alumni, and other donors in the definition of protected data and information. When in doubt as to whether a piece of data or information is to be protected, COD employees/contractors will err on the side that it is protected data and information. Protected data and information includes both paper and electronic records.

Examples of protected data and information that require protection at the College of DuPage is defined as an individual's **name (last name and first name or initial)**, in combination with **any** of the following data:

- Social security number
- Student education records
- Driver's license number or identification card number
- Financial account number, credit or debit card number with personal identification number such as an access code, security codes or password that would permit access to an individual's financial account.
- Home address or e-mail address
- Medical or health information
- Date of birth

5.4.2 Portable Media Usage Guidelines

Many College staff members use portable media, which includes but is not limited to laptops/notebooks/networks PC, smartphones, USB sticks, CDs, DVDs, and flash memory, to store and carry protected data and information. Many portable media do not provide a way to safeguard the information contained on that media. In addition, portable media is easy to lose and steal. Therefore, all College staff using portable media (which includes laptops) to transport and store College protected data and information must take the additional step to protect the data by encrypting it. Compliance with these guidelines is also required for the College to comply with Federal and State regulations, and industry standards that mandate protection of data and information that could be used for identity theft.

5.4.3 Portable Media Storage of Protected Data and Information

COD employees are allowed, but highly discouraged, to store protected data and information on portable media if they comply with the following requirements.

1. Must only be done for business reasons.
2. Storage of the data on the portable media must be in a security industry- accepted encrypted format. The encryption process must use 256-bit AES encryption to protect College protected data and information when stored on portable media. Most new USB drives have on-the-fly-encryption (OTFE) at 256- bit AES.

5.4.4 Transmission of protected Data and Information

Transmission of protected data and information is only allowed if:

1. Transmission is required for business purposes.
2. It is encrypted during transmission using a security industry-accepted encrypted format. It must never be sent through unencrypted email (i.e. in plain text). Secure HTTP is the dominant encryption format for website transmission. You will know if you are using secure HTTP if you see "https:// prefixing the current URL webpage address loaded into the viewing area of your browser. For file transfer secure FTP protocols (e.g. FTPS, SFTP, or Secure FTP) are widely available and use industry accepted encryption formats for sending files securely.

5.4.5 Where To Get Help

College staff members who are unsure about whether or not the encryption process meets the College of DuPage portable media standard or transmission standard for College protected data and information, can contact the Chief Security Officer, IT for clarification and approval.

5.5 Penalty for Violating the Electronic Communication Guidelines

Any purposeful or negligent misuse or breach of College computer or electronic communications security systems by faculty, staff, students, and/or members of the public can result in discipline that could include termination, expulsion, revocation of access to electronic communications, and other appropriate disciplinary actions. Some misuse or breach can result in criminal or civil remedies. Consistent intentional, accidental, or negligent misuse or breach in security can result in disciplinary measures that may result in suspension or termination.

5.6 Records and Archiving

A significant percentage of the College records exist only in electronic form. Given the volume of such data and information, it is unrealistic to think that these records can be translated to paper and stored. Therefore, users of electronic communications should know what records they are required to retain, to dispose of, to archive, or to pass on. Electronic records, such as paper files, can have an official status, and their willful destruction or misuse may be subject to the same discipline that governs a College staff person's use of paper records. These actions may also result in civil or criminal penalties.

6.0 Uses

6.1 Employee Training

These Guidelines will be part of new employee orientation and will become part of the on-going training for current College staff. Electronic communications technology and its proper use are necessary for staff to work effectively. These technologies are to be used to do the business and fulfill the mission of the College.

7.0 Appendix: Definitions

Access/Use

Access/Use means: to approach, to instruct, communication with, store data in, retrieve or intercept data from, or otherwise make use of, any resources of computer, computer system, computer network, or electronic communications device or system that is part of the College computing assets, whether or not owned by the College or on College property. Information that is the property of the College is also covered by this access/use definition even though that information may be on computing assets not owned by the College. Only authorized personnel can display, change, copy, duplicate, print, delete, destroy, and/or access data, documentation, and/or computer programs stored in any computerized form or make any authorized use of the computer system.

College Electronic Communications Record

A College record in the form of an electronic communication, whether or not any of the electronic communications facilities utilized to create, send, forward, reply to, transmit, store, hold, copy, download, display, view, read, or print the electronic communications record are owned by the College. This implies that the location of the record, or the location of its creation or use, does not change its nature: (1) as a College electronic communications record for purposes of this or other College guidelines; and (2) as having potential for disclosure under public law.

Until determined otherwise, or unless it is clear from the context, any electronic communications record residing on College-owned or College-controlled telecommunications, video, audio, and computing facilities will be deemed to be a College electronic communications record for purposes of this Guideline. This would include personal electronic communications. Consistent with the principles of least perusal and least action necessary and of legal compliance, the College must make a good faith effort to distinguish College electronic communications records from personal and other electronic communications in situations relevant to disclosures under public law and other laws, or for other applicable provisions of this Guideline.

College Electronic Communications Systems or Services

Electronic communications systems or services owned or operated by the College or any of its sub-units or provided through contracts with the College.

College Record

A "public record" is defined in College policy and public law. Public records include writing or other forms of recording that contain information relating to the conduct of the public's business in materials prepared, owned, used, or retained by the College regardless of physical form or characteristics. Except for certain defined situations, such College records are subject to disclosure under the College policies and public laws.

Records held by students, including electronic communications records, are not necessarily College records unless such records exist pursuant to an employment or agent relationship the student has, or has had, with the College.

Compelling Circumstances

Circumstances in which failure to act might result in significant bodily harm, significant property loss or damage, loss of significant evidence of one or more violations of law or of

College policies, and/significant liability to the College or to members of the College community.

Electronic Communications

Any communication that is defined as interactive and one-way electronics services that include, but are not limited to, voice telephony, voice mail, FAX services, teleconferencing, video conferencing, electronic mail, instant messaging, social networking sites, bulletin boards, list-serves, newsgroups, Internet access, web pages, traditional print information published electronically and electronic broadcasting in radio and television.

Electronic Communications Facilities

Any combination of telecommunications equipment, transmission devices, electronic video and audio equipment, encoding or decoding equipment, computers and computer time, data processing or storage systems, computer systems, servers, networks, input/output and connecting devices, and related computer records, programs, software, and documentation that supports electronic communications services.

Electronic Communications Records

Electronic transmissions or messages created, sent, forwarded, replied to, transmitted, distributed, broadcast, stored, held, copied, downloaded, displayed, viewed, read, or printed by one or several electronic communications systems or services. This definition of electronic communications records applies equally to the contents of such records, attachments to such records, and transactional information associated with such records such as headers, summaries, addresses, and addressees.

Electronic Communications Systems or Services

Any messaging, collaboration, publishing, broadcast, or distribution system that depends on electronic communications facilities to create, send, forward, reply to, transmit, store, hold, copy, download, display, view, read, or print electronic records for purposes of communication across electronic communications network systems between or among individuals or groups, that is either explicitly denoted as a system for electronic communications or is implicitly used for such purposes.

Emergency Circumstances

Circumstances in which time is of the essence and there is a high probability that delaying action would almost certainly result in compelling circumstances.

Holder of an Electronic Communications Record or Electronic Communications Holder

An electronic communications user is one who, at a given point in time, is in possession (refer to definition below) or receipt of a particular electronic communications record, whether that electronic communications user is the original creator or a recipient of the content of the record.

Official Communications

Electronic communications, or any other form of communications, that supports College business and impacts the entire college staff.

Possession of Electronic Communications Record

An individual is in possession of an electronic communications record, whether the original record or a copy or modification of the original record, when that individual has effective control over the location of its storage or access to its content. Thus, an electronic

communications record that resides on an electronic communications server awaiting download to an addressee is deemed, for purposes of this Guideline, to be in the possession of that addressee. Systems administrators and other operators of College electronic communications services are excluded from this definition of possession with regard to electronic communications not specifically created by, or addressed to, them. Electronic communications users are not responsible for electronic communications records in their possession when they have no knowledge of the existence or contents of such records.

Substantiated Reason

Reliable evidence indicating that violation of law or of College policies probably has occurred, as distinguished from rumor, gossip, or other unreliable evidence.

Time-Dependent, Critical Operational Circumstances

Circumstances in which failure to act could seriously hamper the ability of the College to function administratively or to meet its instructional obligations, but excluding circumstances pertaining to personal or professional activities, or to faculty research or matters of shared governance.

User of Electronic Communications Services

An *Electronic Communications User* is an individual who makes use of electronic communications services; whether the purpose is to create, send, forward, reply to, transmit, store, hold, copy, download, display, view, read, or print electronic communications with the aid of electronic communications services.

Receipt of electronic communications prior to actual viewing is excluded from the definition of "use" to the extent that the recipient does not have advance knowledge of the contents of the electronic communications record.

Web-Portal System

A web-portal system presents information from diverse sources in a unified way. Apart from the standard search engine feature, web portals offer other services such as e-mail, news, stock prices, information, and entertainment. Portals provide a way for enterprises to provide a consistent look and feel with access control and procedures for multiple applications, which otherwise would have been different entities altogether. Examples of a web portal are MSN, Yahoo!, AOL, or Google.

Web-Based System

A web-based system is an application that is accessed via a web browser over a network such as the Internet or Intranet.

Emergency, Disaster and Evacuation Plan

1. Emergency Response Plan

   The College of DuPage Police Department is responsible for the development and periodic review of the *Campus Emergency Operations Plan* which will include emergency, disaster and evacuation response information. A copy of this plan will be available electronically and will also be available at the College of DuPage Police Department located on the Glen Ellyn campus.

   All College administrators are responsible for reading and understanding the plan and assuring implementation by informing the staff for whom they are responsible.

2. Faculty and Staff Emergency Response Handbook

   The College of DuPage Police Department is responsible for the development and maintenance of the *Campus Faculty and Staff Emergency Response Handbook* based on the College's *Emergency Operations Plan*.

   All College employees are to familiarize themselves, and to comply, with the *Campus Faculty and Staff Emergency Response Handbook*. This document is intended for use by faculty, staff and students as a quick reference in emergency situations.

   Being prepared physically and mentally to assist (to the extent of each person's abilities) with emergencies is an individual, as well as an organizational, responsibility.

3. Coordination of Emergency Response

   The College of DuPage Police Department and other College departments will be required to work closely with any local, county, state and/or federal agencies that may require assistance prior to, during or after, a national, regional or College emergency situation.

Adopted: 10/01/09	Reviewed:	Amended:

Campus Security Enhancement Act Policy

The College of DuPage Police Department is responsible for compliance with the *Campus Security Enhancement Act* as it pertains to emergency response through Board Policy and Administrative Procedure 10-135, Emergency, Disaster and Evacuation Plan.

The Human Resources Department will be responsible for handling procedures to comply with the criminal background investigations for employee applicants through Board Policy and Administrative Procedure 15-45, Background Screening Policy.

Adopted: 10/01/09	Reviewed:	Amended:

TRAFFIC, PARKING CONTROL AND OFFENSE FINES

A citation will be issued by the College of DuPage Police Department. Fines and penalties will be in accordance with the following schedule:

IMPROPER PARKING — LOADING ZONE	$ 15.00
IMPROPER PARKING — ONE WAY ROADWAY	$ 15.00
IMPROPER PARKING — BUS STOP	$ 15.00
IMPROPER PARKING — YELLOW CURB	$ 15.00
IMPROPER PARKING — PERMIT	$ 25.00
IMPROPER PARKING — OVERTIME	$ 15.00
IMPROPER PARKING — STRIPED AREA	$ 15.00
IMPROPER PARKING — FIRE LANE	$ 25.00
IMPROPER PARKING — LANDSCAPED AREA	$ 25.00
IMPROPER PARKING — FIRE HYDRANT	$ 25.00
IMPROPER PARKING — WHERE SIGNS PROHIBIT	$ 25.00
IMPROPER PARKING — NOT ADHEREING TO DIRECTIONS	$ 25.00
IMPROPER PARKING — DUE TO SNOW PLOWING	$ 25.00
IMPROPER PARKING — OTHER VIOLATIONS	$ 25.00
IMPROPER PARKING — HANDICAPPED SPACE	$100.00

OTHER VIOLATIONS AS DEFINED BY THE ILLINOIS VEHICLE CODE:	
EQUIPMENT VIOLATION	$ 15.00
MOVING VIOLATION	$ 25.00
FAILURE TO WEAR SEAT RESTRAINTS	$ 15.00
FAILURE TO SECURE PASSENGER IN SEAT RESTRAINT	$ 15.00
	$ 15.00
ANIMALS ON CAMPUS VIOLATION	$ 15.00
USE OF TOBACCO PRODUCTS VIOLATION	$ 15.00
TRESPASSING	$ 15.00

1. Students

   A. A fine must be paid in one of the following ways:
      1) Brought to the Cashier's Office.
      2) Mailed to the Cashier's Office.
      3) Deposited in the Cashier's Office night depository.

   B. A citation issued to a student must be paid for, or appealed, within five (5) days of the date of issuance. While an appeal is pending, no hold will be placed on a student's record.

   C. Appeal forms are available in the Cashier's Office. One appeal form must be completed for each citation being appealed. A student wishing to file an appeal will be given an appeal

form at the time of filing. The appeal must be written or typed and presented to the *Student Appeals Committee** through the Office of the Vice President of Student Affairs within five (5) days of the date the citation was issued. If no appeal form is filed, the student is responsible for payment of the fine.

D. The *Student Appeals Committee** will meet regularly to review student appeals. This committee consists of College of DuPage staff members, students and a non-voting chair designated by the Vice President of Student Affairs. The committee will announce its findings in writing. A student found guilty as charged is required to pay the fine at the Cashier's Office within ten (10) business days of receipt of the findings. Failure to pay the fine within ten (10) business days will result in a hold being placed on the student's record until the debt is satisfied.

2. Employees

A. A citation issued to a College employee must be paid within five (5) days of the date of issuance, or a written appeal may be filed with the College of DuPage Police Department within five (5) days of the date of issuance. One appeal form must be completed for each citation being appealed. The appeal must include the citation number, date, time and location of the violation. An employee is *not* required to pay the citation prior to appeal.

B. The *Faculty/Staff Appeals Committee** will meet periodically to review employee appeals. This committee consists of six (6) College of DuPage staff members: two (2) administrators, two (2) faculty and two (2) classified staff members. They are appointed by the Vice President of Administrative Affairs from a recommended list of individuals provided by the leaders of the three constituency groups. In addition, the Vice President of Administrative Affairs will appoint a non-voting chair of the committee. The committee will announce its findings to the employee in writing. An employee found guilty as charged is required to pay the fine within thirty (30) days of receipt of the findings.

3. Visitors and Guests

A. A citation issued to a visitor or guest must be paid, or appealed, within five (5) days of the date of issuance. A visitor or guest may appeal in writing to the College of DuPage Police Department supervisor. The *Faculty/Staff Appeals Committee** will meet periodically to review visitor and guest appeals. The committee will send its written findings to the visitor or guest. A visitor or guest found guilty as charged is required to pay the fine within thirty (30) days of receipt of the written findings.

B. A fine not paid within ninety (90) days of receipt of the written findings will be turned over to the Accounts Receivable Office for past due billings and collection. Accumulated fines that have not been paid by a visitor or guest may be turned over to a collection agency.

4. Overnight Parking and Snow Plowing Considerations

A. No vehicles may be left overnight on College property unless first obtaining permission from the College of DuPage Police Department.

B. To facilitate snow plowing, when a snow fall is anticipated to reach two (2) inches or more, all vehicles parked on campus must be moved to allow for uniform plowing. Any vehicle unable to be moved by the driver may have their vehicle towed to allow for snow plowing, and the driver will be issued a citation for Improper Parking.

* In addition to traffic violations, both the *Student Appeals Committee* and the *Faculty/Staff Appeals Committee* will also act as the appeals committee for other types of violations to Board Policy.

Adopted: 10/01/09	Reviewed: 08/24/09	Amended:

Tobacco-Free Campus

1. Prohibition
   The College of DuPage strictly prohibits the use of tobacco and tobacco-related products, including electronic cigarettes, on all College of DuPage premises.

2. Applicability
   This Procedure applies to all College of DuPage premises and to all employees, students and visitors. All employees, students, and visitors are responsible for being familiar with and complying with these requirements and related policies. Exceptions may be granted when tobacco must be used as part of College sponsored presentations.

3. Definition
   Tobacco and Related Products – Includes but is not limited to the burning of any type of cigar, cigarette, pipe, electronic cigarette, or any other smoking equipment. The use of smokeless/chewing tobacco and improper disposal of tobacco is also prohibited.

4. Enforcement
   The College of DuPage Police Department in cooperation with all College employees are responsible for enforcing compliance with Board Policy 10-160, Tobacco Free Campus and this Administrative Procedure. Enforcement of the Board Policy and procedure depend on the cooperation of all College of DuPage faculty, staff, and students not only to comply with them but also to encourage others to comply with the Board Policy and Administrative Procedure in order to promote a safe, clean, and healthy learning environment.

   A. Citations and Fines
      Violators will be issued a citation by the College of DuPage Police Department and charged a fine. Fines and payment will be in accordance with Board Policy and Administrative Procedure 10-155, Traffic, Parking Control and Offense Fines.

   B. Appeals Process
      An appeals process is also established in accordance with Board Policy and Administrative Procedure 10-155, Traffic Parking Control and Offense Fines.

   C. Repeated Offenses
      1. For students, all citations shall be reported to Student Affairs. Offenses are in violation of the Student Code of Conduct and could lead to administrative actions.
      2. For employees, all citations shall be reported to Human Resources and the employee's immediate supervisor. Repeated offenses are in violation of Board Policy and subject to disciplinary action.
      3. For visitors and guests, repeated offenses will be subject to appropriate College of DuPage Police Department enforcement procedures.

Adopted: 8/9/12	Reviewed:	Amended:

Animals on Campus

The College of DuPage Police Department may require any individual with a service animal to present credentials for inspection; such credentials must be issued by a school for training such service animals.

Any individual intending to use an animal for instructional purposes must obtain prior written authorization from the College of DuPage Police Department.

Laboratory faculty or Deans may authorize the use of animals for laboratory use.

Any approved groups intending to bring animals on campus must obtain prior written authorization from the College of DuPage Police Department. Such use must be germane to the group function and will be approved at the sole discretion of College of DuPage.

The individual responsible for any animal on campus is responsible for all acts of the animal, including cleaning up after the animal.

Any animal authorized on campus for any purpose will be treated in compliance with the *Animal Welfare Act*.

Violation of this Board Policy and Administrative Procedure may include fines as outlined in Administrative Procedure 10-155, Traffic, Parking Control and Offense Fines; employees could be subject to additional disciplinary action.

Adopted: 10/01/09	Reviewed:	Amended:

Business Enterprise Program

College of DuPage acknowledges that a portion of its funding comes from local taxpayer dollars and recognizes the opportunity to contribute to the economic growth of the business community through contracts with minority- and women-owned, disadvantaged and local businesses within Illinois Community College District 502.

College of DuPage is committed to developing its business activities with minority- and women-owned, disadvantaged and local businesses that offer supplies, materials, services, construction and professional services that are competitively priced and that provide high quality services and performance.

The College will recognize the following types of businesses in support of a Business Enterprise Program:

1. Minority- and Women-Owned Businesses – A business concern that:
   - Is at least 51 percent (51%) owned by one (1) or more minority persons or females; or
   - In the case of a corporation, at least 51 percent (51%) of the stock of which is owned by one (1) or more minority persons or females, and the management and daily business operations of which are controlled by one (1) or more minority individuals or females who are the owners; and
   - Has a current certification from an authorized public agency.

2. Disadvantaged Businesses – A business concern that:
   - Is independently owned and operated; and
   - Has been in business less than five (5) years; and
   - Has gross sales and receipts that are less than one million five hundred thousand dollars ($1.5 million) annually which is confirmed through an independently audited financial statement; and
   - That has a current certification from an authorized public agency.

3. Local Businesses – A business concern that:
   - Maintains a permanent place of operation within the geographic boundaries of Illinois Community College District 502; and
   - Contributes taxes to Illinois Community College District 502; and
   - Is duly licensed and authorized to do business in the State of Illinois.

Business Enterprise Program efforts are a College-wide initiative, and success requires the cooperation and support of all employees. In particular, those who have budgetary and management responsibilities for programs and activities are encouraged to contribute to the Business Enterprise Program efforts.

The College will establish and maintain an active recruitment and assistance program for minority- and women-owned, disadvantaged and local vendors in an effort to increase their participation.

The aim of such recruitment will be to inform these types of vendors about the commodity needs of the College and to educate them about how they may compete for College business.

The College will actively and diligently identify minority- and women-owned, disadvantaged and local sources of supplies and materials for the procurement of facilities, equipment, supplies and services. The Purchasing Department will maintain and update a list of such sources and reference this list as a source of potential vendors for expenditures exceeding the bid limit. A minimum of fifteen percent (15%) of vendors solicited will be from such sources, or the reason for non-compliance must be noted.

An annual record will be maintained by the Purchasing Department on the amount of purchasing and professional service contracts that were solicited and awarded to these types of vendors. In addition, the Facilities, Planning and Construction Department will maintain a similar record on the amount of professional and construction service contracts that were awarded, including breakout of sub-contractors utilized. Records of solicitation and responses from such sources will be maintained for at least three (3) fiscal years.

Adopted: 10/01/09	Reviewed:	Amended:

Privatization of College Services

1. Provider Selection

   College of DuPage values service to students and community and will exercise integrity and responsibility in considering the needs of the larger community in decisions to privatize College services. The Board of Trustees authorizes the College administration with the responsibility of managing contract services for the support of students, community members and employees in all College facilities. The administration will arrange for the establishment of contract services through a competitive process in accordance with applicable laws. The administration will then submit a recommendation to the Board of Trustees for approval when revenues or expenditures exceed the dollar value of the established bid limit.

   All contractual agreements will be awarded in accordance with evaluation criteria specified in the *Request for Proposal* that considers a vendor's ability to meet the performance, capacity and service quality requirements of the College in a satisfactory manner while providing for reasonable financial fees or revenues. The contractual agreements between the College and each vendor will serve as the procedures for administering the contract services provided.

2. Financial Operation

   Revenue realized from the operation of any contract service will be utilized to improve overall College services, provide for equipment purchases, replacement, maintenance or repair, administrative support services or other purposes as determined by the College administration.

Adopted: 10/01/09	Reviewed:	Amended:

Equal Employment Opportunity and Affirmative Action

1. Definitions

For purposes of this policy, the government has set forth the following definitions:

A. *Ethinicity* – Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race.

B. Race:

1) White (Non-Hispanic) – All persons having origins in any of the original peoples of Europe, North America, and the Middle East (except those of Hispanic origin).

2) Black (Non-Hispanic) – All persons having origins in any of the black racial groups of Africa.

3) Asian or Pacific Islanders – All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.

4) American Indian or Alaskan Native – All persons having origins in any of the original peoples of North America.

C. *Color* – A person's skin pigmentation.

D. *Religion* – Includes all aspects of religious observance and practice as well as belief or non-belief.

E. *Creed* – A system of religious beliefs, including moral or ethical beliefs, about right and wrong, which are sincerely held with the strength of traditional religious views.

F. *National Origin/Ancestry* – The place in which a person or an ancestor was born.

G. *Sex* – The status of being male or female.

H. *Age* – Those individuals who are at least forty (40) years old.

I. *Marital Status* – The legal status of being married, single, separated, divorced or widowed.

J. *Sexual Orientation* – Actual or perceived status of heterosexuality, homosexuality or bisexuality.

K. *Gender Identity or Gender Expression* – Gender related identity, whether or not traditionally associated with the person's designated sex at birth.

L. *Arrest Record* – Includes, but is not limited to, information indicating that an individual has been questioned, apprehended, taken into custody, held for investigation, arrested, charged with, indicted or tried for any felony, misdemeanor or other offense pursuant to any law enforcement or military authority.

M. *Unfavorable Military Discharge* – Discharge from the Armed Forces of the United States, their Reserve components, or any National Guard or Naval Militia which are classified as RE-3, or the equivalent thereof, but does not include those characterized as RE-4 or "Dishonorable".

N. *Citizenship Status* – All United States citizens or non-U.S. citizens legally eligible to work in the United States.

O. *Use of Lawful Products while not at Work* – The Illinois Workplace Privacy Act of 1986 prohibits an employer from discriminating against an applicant because of their use of lawful products off the employer's premises during non-working hours (for example, cigarettes).

P. *Disability* – An individual with a disability is one who: (1) has a physical or mental impairment that substantially limits one or more major life activities; (2) has a record of having such an impairment; or (3) is regarded as having such an impairment.

2. Dissemination of Equal Employment Opportunity (EEO) and Affirmative Action Policy Statement and Program

The effectiveness of a Policy is directly related to the degree to which it is known and understood by all. In order to ensure the effectiveness of the College of DuPage Equal Employment Opportunity (EEO) and Affirmative Action Board Policy and Administrative Procedure, the following steps have been taken, and will be continued, to bring about the desired increase in understanding and, hence, results.

A. Internally:

1) The measurable results of the Affirmative Action efforts will be compiled annually, and the Affirmative Action Plan will be updated at that time. All members of the Affirmative Action Committee will receive a copy of the plan, and the plan will be easily available to others who may review it upon request.

2) The Equal Employment Opportunity/Affirmative Action Employer Policy Statement will be included in all College employee guidebooks.

3) Each new employee will be provided with a statement of the College's Equal Employment Opportunity (EEO) and Affirmative Action Board Policy.

4) This Statement of Policy will be communicated to all employees through College publications, access on the College website and by posting on prominent bulletin boards throughout the College campus.

5) The Affirmative Action Committee: The charge of this committee is to advise the Affirmative Action Officer in the performance of the responsibilities of Board Policy and Administrative Procedure 15-05. The Committee will review the Affirmative Action Plan and make recommendations to the Senior Management Team as appropriate. A chairperson will be elected by the Affirmative Action Committee and periodic meetings will be held.

B. Externally:

1) The College will notify its recruiting sources, either verbally or in writing, of the College's Equal Employment Opportunity (EEO) and Affirmative Action Board Policy.

2) The College will incorporate the EEO clause in all purchase orders, leases, bids and contracts covered by Executive Orders 11246 and 11375, the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Act of 1974, and their implementing regulations. The College wil also request that appropriate action be taken on their part in compliance with these acts.

3) The College will communicate its EEO Board Policy when working with any organizations, community agencies, community leaders, and educational institutions which specialize in the placement of minorities, women, Vietnam era or disabled

veterans, and other individuals with disabilities. Present employees will also be encouraged to refer such applicants.

4) The College will communicate to prospective employees the existence of the Equal Employment Opportunity (EEO) and Affirmative Action Board Policy through the Equal Employment Opportunity/Affirmative Action Employer Policy Statement on all recruitment advertising and applications for employment.

5) The College will frequently use pictures of minorities, women and individuals with disabilities in its publications, recruitment and consumer advertising.

6) All government-prescribed notices pertaining to the employment of minorities, women, Vietnam era or disabled veterans, and other individuals with disabilities will be posted in places visible to employees and applicants for employment.

7) The College will post open position announcements fon the College's online applicant tracking system.

3. Assignment of Responsibility

A. The Affirmative Action Officer – The responsibilities for the establishment and effective maintenance of the Affirmative Action Program rest with the Affirmative Action Officer, who is the Vice President of Human Resources. The Officer is charged with the responsibility of assuring the compliance with Equal Employment Opportunity and Affirmative Action laws, Executive Orders and their implementing regulations, and the Equal Employment Opportunity (EEO) and Affirmative Action Board Policy of College of DuPage and reporting said compliance to the College President. In particular, the Affirmative Action Officer, or designee is responsible for:

1) Developing Policy statements, Affirmative Action programs, and internal and external communications.

2) Assisting management in the identification of opportunities for improvement.

3) Assisting management with audit and reporting systems that will:

a) Measure effectiveness of the College's program.

b) indicate need for appropriate action.

c) Determine the degree to which the College's commitment to Equal Employment Opportunity and Affirmative Action has been attained.

4) Serving as primary liaison between the College and enforcement agencies.

5) Coordinating liaison between community action groups concerned with employment opportunities of minorities, women, veterans and individuals with disabilities.

6) Advising management with respect to current developments in the Equal Employment Opportunity and Affirmative Action area.

7) Reviewing the qualifications of employees who apply for internal opportunities to ensure that all are provided opportunity for transfer and promotion.

8) Providing for career counseling services for all employees upon request.

9) Providing minorities, women, veterans and individuals with disabilities opportunities to participate in all College-sponsored educational training and recreational and social activities.

10) Ensuring that posters and Board Policies are properly displayed and that non-segregated facilities are maintained.

B. Administrators, Managers and Supervisors are responsible for:

1) Ensuring the continued success of the Affirmative Action plans. Specifically, they are aware of such responsibility and fully cognizant of their obligation in hiring activities including, but not limited to, compliance with Board Policy 10-5, Equal Employment Opportunity and Affirmative Action, Board Policy 15-10, Prohibition of Discrimination and Harassment and Board Policy 15-11, Prohibition of Sexual Harassment.

2) Assisting in the identification of problem areas, the resolution of such problems and the prevention of harassment of employees who are placed by Affirmative Action efforts.

C. Audit Procedure

The President will direct the Director, Internal Audit to perform an audit every two (2) years to assess the progress toward meeting the goals of the Affirmative Action Plan.

4. Program Implementation

In order to implement the Equal Employment Opportunity (EEO) and Affirmative Action Board Policy, the following will be accomplished:

A. College of DuPage will establish and annually update an Affirmative Action Program to perform job group analyses in order to determine the utilization levels of minorities and females.

On the basis of the utilization analysis, corrective objectives will be established and monitored on an annual basis.

B. With respect to Affirmative Action on behalf of individuals with disabilities and disabled veterans, College of DuPage will ensure the following:

1) That job qualifications, descriptions and applications will not violate the ADA.

2) That confidentiality of any post-offer and/or post-employment medical examinations will be maintained, and that all reports and records received from such examination will be placed in a confidential medical file. Because an employee's supervisor, manager and/or safety personnel may need to know about an employee's medical condition and the work restrictions thereof, such individuals may be advised of an employee's medical condition consistent with the ADA.

3) That the availability of position openings for hiring, promotion and transfer are posted and advertised in a way that is not discriminatory against individuals with disabilities in accordance with the ADA.

4) That reasonable accommodations are made which are necessary to enable a qualified applicant or employee to perform the essential functions of the position. The College is not obligated to provide an accommodation which would impose an undue hardship upon the College in accordance with the ADA. The College will document in an employee's medical file any accommodation undertaken due to an employee's disability.

5) That the College considers recruiting sources of veterans and individuals with disabilities within the labor area, and enlist, if needed, the assistance of those sources in recruiting, counseling following job placement, technical guidance and advice concerning accommodations.

6) That the compensation of an individual with a disability or a veteran will not be reduced because of any disability income, pension or other benefit from another source.

7) That the College will post notice of the employment provisions of the ADA, along with the name and telephone number of the Employment ADA Coordinator, in a place accessible to individuals with disabilities.

5. Corrective Action

Where any individual believes that the College of DuPage Equal Employment Opportunity (EEO) and Affirmative Action Board Policy has been violated, including any request for reasonable accommodation of a disability, that individual should refer such matter to the College's Affirmative Action Officer/Employment ADA Coordinator.

Upon receipt of such complaint, the complaint will be reduced to writing and an immediate investigation will be made into the allegations. If the complainant is an applicant for employment, the Affirmative Action Officer/Employment ADA Coordinator's decision regarding the complaint will be final. If the complainant is a current employee and is unsatisfied with the decision of the Affirmative Action Officer/Employment ADA Coordinator, the complainant may appeal the decision through the College's appropriate internal procedure.

6. Reports and Records

A. The College online application will be utilized. Applications will be maintained for a period of at least two (2) years.

B. Personnel activity reports will contain provisions to monitor the participation of minorities, women, and veterans.

C. The Affirmative Action Officer will submit an Affirmative Action Plan to the President on an annual basis, which will include an affirmative action progress report.

D. The College will maintain records pertaining to complaints of discrimination and actions taken thereof for a period of at least two (2) years.

7. Hiring Practices: Managerial and Classified Staff, FOP and Operating Engineers

A. Recuritment and Selection Processes:

1) Replacement and reallocation of staff positions is within the authority of the President or designee.

2) Hiring needs for the coming year, identified by the Senior Management Team, will be forwarded to the President for discussion if there is a proposed increase in the level of staffing.

3) Notices of open positions are posted on the College website.

4) The College will ensure that the applicant pool and selection procedures comply with the College's commitment to Equal Employment Opportunity (EEO) and Affirmative Action.

5) Internal Applications – College of DuPage employees will be given first consideration for new opportunities. Positions may be posted internally and externally concurrently, but only internal candidates will be considered for the first seven (7) working days.

6) External Advertisements - External applications received during the initial seven (7) day job posting will be held for consideration until the internal consideration process is complete. If no internal applicant is selected at that time, the hiring manager will place the internal applications with those of external applications for consideration.

7) Advertisements – The Human Resources Office will advertise vacancies internally and externally, including advertising vehicles such as: websites, specialty websites, periodicals, trade jornals, social networking sites or other appropriate candidate

sourcing opportunities. Sourcing vehicles targeting divrse candidates will be utilized. The Human Resources Office will determine the placement and type of advertisements with input from Administrators and Managers as appropriate. Lead time must be allowed to place advertisements. Equal Employment Opportunity (EEO) will be made a part of all advertisements by listing "Equal Opportunity/Affirmative Action Employer".

8) Applicant Screening – The Human Resources Office screens all applications and forwards those meeting minimum requirements to the hiring manager. A good-faith effort will be made to include minority candidates in the applicant pool. The hiring manager reviews the applications, selects candidates for interview and checks references.

9) *A deadline **may** be set when each position will be closed for applications. If so established, a time limit will be arranged with the Human Resources Office.*

10) Search Committees – Some positions are screened by committees as determined by the department head. Selection of the search committee members is the responsibility of the department head. If a search committee is used, the department head makes the final selection from the search committee's recommended candidates.

11) Once a candidate has been selected, the hiring manager will submit a letter to the Human Resources Office summarizing the reasons for the recommended candidate, along with the request for salary determination.

12) Unsuccessful Applicants – All unsuccessful applicants are notified verbally or with letters of regret from the hiring manager, or from the Human Resources Office.

13) Advertising Costs – All advertising costs will be charged to the Human Resources Office budget. Every attempt will be made to be economical; i.e., placing several positions in one advertisement, etc. If a sufficient pool of qualified potiential applicants is available from existing applications, it may not be necessary to advertise.

14) Candidate Expenses – The type and amount of expenses, transportation, etc., that will be reimbursed to candidates must be discussed with and approved by the Human Resources Office prior to advising the candidates. Approved expenses will be charged to the Human Resources Office budget.

    Guidelines for travel expenses for prospective candidates will be consistent with Board Policy and Administrative Procedure 15-55. Reimbursement of Travel Expenses for Prospective Candidtes. Exceptions to this may be recommended by the appropriate supervisor, with final approval by the Vice President of Human Resources.

15) Relocation Expenses - Reimbursement of relocation moving expenses for Managerial and Classified employees in the top three (3) published pay ranges will be consistent with Board Policy and Administrative Procedure 15-60, Reimbursement of Moving Expenses for New Employees. Exceptions to this may be recommended by the appropriate supervisor, with final approval by the Vice President of Human Resources.

8. <u>Hiring Practices: Full-Time Faculty and Administrators</u>

   A. Recruitment

      1) Administrators recommend desired staff additions for the year to their appropriate Vice President and to the President for approval.

      2) Replacement positions are identified by the Senior Management Team for staffing. Employees on a one (1) year appointment as a replacement must re-apply if the position is subsequently opened as a regular position, and if they wish to be considered.

3) Hiring needs for the coming year, identified by the Senior Mangement Team, will be forwarded to the President for discussion if there is a proposed increase in the level of staffing.

4) Replacement and reallocation of Faculty and Administrator positions is within the authority of the President or designee.

5) The Human Resources Office will advertise vacancies internally and externally concurrently, and College of DuPage employees will be given first consideration for the first seven (7) days. The appropriate Administrator will send the Human Resources Office the qualifications necessary for staff additions, including suggested advertising mechanisms. A deadline **may** be set when each position will be closed for applications. If so established, a time limit will be arranged with the Human Resources Office.

6) Advertising vehicles such as: websites, specialty websites, periodicals, trade jornals, social networking sites or other appropriate candidate sourcing opportunities will be utilized, including sourcing mechanisms targeting divrse candidates. The Human Resources Office will determine the placement and type of advertisements with input from Administrators, as appropriate. Lead time must be allowed to place advertisements. Equal Employment Opportunity (EEO) will be made a part of all advertisements by listing "Equal Opportunity/Affirmative Action Employer".

7) The College will ensure that the applicant pool and selection procedures comply with the College's commitment to Equal Employment Opportunity (EEO) and Affirmative Action.

   a) Candidates who previously applied for open positions may apply again as new positions become available.

   b) The online application provides applicants the opportunity to voluntarily self-identify Affirmative Action information.

8) Applications are sought on a national basis, when deemed necessary.

B. Selection

1) For administrator positions, screening of eligible candidates will be carried out by Search Committees appointed by the Senior Management Team member or designee. Search Committees for Full-time Faculty will be appointed by the Vice President of Academic Affairs or designee, and may include: Dean, Associate Dean/Director, the Coordinator, Faculty, and/or other professional personnel with the expertise in areas related to the respective discipline/department. The Associate Dean/Director, in most instances, will chair Search Committees for Full-time Faculty.

   a) If the loss or dismissal of a current employee necessitates the hiring of a full-time replacement faculty or administrator, an interim appointment may be made to fill the post while a formal candidate search and review is planned and performed. Such an interim appointment will generally last one (1) academic term and will not extend more than one (1) academic year, unless approved by the Vice President of Human Resources.

2) A good-faith effort will be made to include qualified diverse individuals in the applicant pool.

3) Finalists recommended for employment as Administrators will be interviewed by the appropriate Senior Management Team member, and references of any recommended finalist will be verified.

4) Finalists recommended for employment as a Full-time Faculty member will be forwarded to the Vice President of Academic Affairs.

5) The Vice President of Academic Affairs or designee will interview the finalists for Full-time Faculty members..

6) Applications of recommended candidates must reach the Human Resources Office in accordance with established guidelines for the next Board of Trustees Meeting.

7) Candidates for administrative positions below the Vice Presidential level, and candidates for Full-time Faculty positions, will be screened by the proper administrative personnel.

8) Once a candidate has been selected, the hiring administrator will submit a letter to the Human Resources Office summarizing the reasons for the recommended candidate, along with the request for salary determination.

9) The names of the final candidates will be presented by the President to the Board of Trustees for appointment.

10) The Human Resources Office will provide support to the Dean/Director or department head to inform unsuccessful candidates.

C. Appointment

1) In the case of selected candidates, the Human Resources Office will:

a) Obtain official transcripts and other necessary documents from the candidate.

b) Prepare evaluations for salary placement.

c) Verify that reference checks have been made by the appropriate administrator or designee.

2) Upon acceptance by the candidate, the Human Resources Office will prepare:

a) A "Recommendation for Appointment" sheet for each selected candidate.

b) A composite information sheet will be submitted to the Office of the President, and thereafter to the Board of Trustees, for all Faculty and Administrators who will be considered for appointment at a given Board of Trustees Meeting. This information sheet will contain information regarding salary placement and a summary of education and experience.

3) Upon appointment by the Board of Trustees, the Human Resources Office will:

a) Prepare a "Letter of Appointment" to be signed by the President.

b) Inform the candidates and the appropriate Administrators of the action of the Board of Trustees.

4) In the case of candidates not selected, the Human Resources Office or the Chair of the Search Committee will:

a) Inform the candidates of the status of their applications.

b) Maintain a record of all candidates in the online applicant tracking system for at least two (2) years.

D. Advertising Costs – All advertising costs will be charged to the Human Resources Office budget. Every attempt will be made to be economical; i.e., placing several positions in one advertisement, etc. If a sufficient pool of qualified potential applicants is available from existing applications, it may not be necessary to advertise.

E. Candidate Expenses – The type and amount of expenses, transportation, etc., that will be reimbursed to candidates must be discussed with and approved by the Human Resources Office prior to advising the final candidates. Approved expenses will be charged to the Human Resources Office budget.

   Guidelines for travel expenses for prospective candidates will be consistent with Board Policy and Administrative Procedure 15-55, Reimbursement of Travel Expenses for Prospective Candidates. Exceptions to this may be recommended by the appropriate supervisor, with final approval resting with the Vice President of Human Resources.

F. Relocation Expenses – Reimbursement of relocation moving expenses for Full-time, Tenure Track Faculty members and full-time Administrators will be consistent with Board Policy and Administrative Procedure 15-60, Reimbursement of Moving Expenses for New Employees. Exceptions to this may be recommended by the appropriate supervisor, with final approval resting with the Vice President of Human Resources.

Adopted: 10/01/09	Reviewed: 5/14/14	Amended:6/16/14

Prohibition of Sexual Harassment

1. Employee Complaint against another Employee or Student Complaint against an Employee

   A. Oral complaints from an alleged victim made to any supervisor or other College employee should be referred to the Affirmative Action Officer or designee. The Affirmative Action Officer will request the supervisor to confer with the alleged offender and, if the offense is substantiated by the supervisor, warn the offender.

   B. Oral complaints from an alleged victim may be made to the Affirmative Action Officer or designee and will be handled as noted above.

   C. Signed written complaints from an alleged victim will be referred to the Affirmative Action Officer or designee. The Affirmative Action Officer will contact the supervisor of the alleged offender. If the complaint is substantiated by the supervisor, there will at least be a written warning placed in the offender's file, along with the complaint by the victim. If the offender disagrees with the allegation, an appeal may be made to the appropriate review board (FARB for Faculty and Administrators; CABA for Classified) for a determination on the factual grounds of the complaint and whether harassment occurred. The extent of discipline will be subject to administrative decision.

2. Student Complaint against a Student or Employee Complaint against a Student

   A. Oral complaints from an alleged victim made to any member of the College community will be referred to the Vice President of Student Affairs or designee. The Vice President of Student Affairs will recommend action to be taken by another, or take action on the authority of the office, up to a verbal warning.

   B. Signed written complaints by an alleged victim will be referred to the Vice President of Student Affairs or designee for action up to, and including, recommendation from the President for dismissal from the College. The alleged offender may appeal to the Judicial Review Board.

3. Employee and/or Student Complaint against a Visitor

   All complaints from an alleged victim will be directed to the College of DuPage Police Department who will assess the nature and severity of the complaint and will take action, from a minimum of a verbal warning up to, and including, expulsion from all College facilities.

4. General Guidelines

   Any office receiving a complaint of harassment will consult with the Affirmative Action Officer or designee for direction in the investigation of the complaint to determine if the conduct is unreasonably interfering with work performance or creating an intimidating, hostile or offensive environment. Meetings with the complainant and accused will generally be scheduled within

five to ten (5-10) working days of receipt of the complaint, with the understanding that the most immediate time possible will be utilized. If the allegation is factual, appropriate corrective/disciplinary action will be taken immediately based on the facts and circumstances in each case. The Affirmative Action Officer or designee will work with the office receiving the complaint in the disposition of the case.

If a College employee or student is charged with, or is a victim of, harassment, he/she may appeal a final decision to FARB (for Faculty and Administrators), CABA (for Classified), or the Student Judicial Review Board (for students). The normal procedures of each appeal process will be followed.

Should an alleged victim elect to challenge a decision in any administrative or judicial proceeding or forum other than the procedure herein, the alleged victim waives the right to utilize this procedure to resolve such matters or, if already resolved in the alleged victim's favor, to forego the implementation of such award.

At any time, an employee may refer the complaint to the College-designated Employee Assistance Program (EAP) provider for consultation and advice.

5. Information Distribution and Training

The Affirmative Action Officer is charged with distributing this Board Policy and Administrative Procedure to the College community. The Affirmative Action Officer, along with the Teaching and Learning Center (TLC), is charged with providing appropriate sexual harassment prevention training. Because the College prohibits all types of harassment, employees are encouraged to attend all available training. Employees should understand that they could be personally liable for violations of this Board Policy and Administrative Procedure or violations of the law.

Adopted: 10/01/09	Reviewed:	Amended:

Communicable Diseases – Employees

1. Review Procedures

   A. *Reporting*
   Upon being informed they have or are a carrier of a reportable communicable disease, an affected employee (or other informed party) will notify the Office of Risk Management of the condition.

   B. *Initial Evaluation*
   The Risk Manager will make a written report and submit a copy to the Human Resources Benefits Manager. The Risk Manager will require written verification from a physician of the employee's condition.

   Due to medical necessity or public health and safety concerns, an employee diagnosed with or as a carrier of a reportable communicable disease may, at any time, be temporarily excluded from work by the Vice President of Human Resources, based upon a review of the case. During any period of temporary exclusion, the employee is entitled to be paid at the employee's regular rate of pay by using accumulated paid time off.

   If requested by the College, each employee diagnosed with or as a carrier of a reportable communicable disease will submit to a physical examination provided at the College's expense.

   C. *Ongoing Evaluation*
   The Risk Manager will review the employee's condition at least once each term, if needed. A written report will be sent to the Human Resources Benefits Manager with a recommendation from the employee's physician:
   1) To exclude the employee from work, or
   2) To return the employee to work.

2. Confidentiality
   Adhering to the provisions of the Health Insurance Portability and Accountability Act (HIPAA) regulations regarding Protected Health Information (PHI), the employee's medical condition will be disclosed only to the extent necessary to minimize health risks to the employee and others.

   The Risk Manager will report, by mail or telephone, each suspected or diagnosed case of a Class I or Class II communicable disease to the DuPage County Public Health authority.

Adopted: 10/01/09	Reviewed:	Amended: 5/23/11

Related Party Transactions

All related party transactions will be considered arms-length if the following take place:

1. A member of the Board of Trustees will abstain from voting to approve any purchase of goods or services involving a related party.
2. An employee may not approve a requisition or charge any budget account for goods or services purchased from a related party.
3. All purchase requisitions must go through the Purchasing Department.
4. Authorized signators must file a *Statement of Economic Interests* annually with the DuPage County Clerk's Office.

Adopted: 10/01/09	Reviewed:	Amended:

Confidential Reporting of Wrongdoing

1. General
   College of DuPage encourages all employees, students and community members acting in good faith to report serious violations of the law, College Board Policies and Administrative Procedures, or the improper use of College property or authority.

   The intent of this Board Policy and Administrative Procedure is to encourage the disclosure of Wrongful Conduct to the appropriate officials so that prompt and appropriate corrective action may be taken.

2. Wrongdoing – Wrongdoing as used in this Board Policy and Administrative Procedure includes:
   A. A serious violation of College Board Policy and Administrative Procedure
   B. A violation of applicable state and federal law
   C. The use of College property, resources or authority for personal gain or other non-institutional-related purposes
   D. Fraud, financial irregularity or falsification of College records
   E. Corruption, bribery, kickbacks or blackmail
   F. Abuse of students, staff, patrons, College guests or visitors

   The definition of Wrongdoing is not intended to be an exclusive listing of the illegal or improper activities encompassed by this Board Policy and Administrative Procedure.

3. Acting in Good Faith
   Anyone filing a complaint of Wrongdoing must be acting in good faith and have reasonable grounds for believing the information disclosed indicates Wrongdoing. Any allegations made by an employee that prove to be unsubstantiated and which are knowingly false or malicious in nature will be viewed as a serious disciplinary offense.

4. Reporting of Wrongdoing
   College of DuPage encourages its employees to share their questions, concerns, suggestions or complaints with someone who has the authority to address them properly. A concern should be addressed to a supervisor or to one of the administrators listed below who are designated to handle specific concerns. The administrators designated below are according to the normal reporting procedures and may also be used for reporting Wrongful Conduct as described herein. Any type of Wrongdoing may also be reported directly to the College of DuPage Internal Auditor.

   Reports are encouraged to be made in writing to assure a clear understanding of the issues raised; however, they may be made orally. Such reports should be factual rather than speculative or conclusory, and should contain as much specific information as possible to allow for proper assessment of the nature, extent and urgency of preliminary investigative procedures. A person reporting Wrongdoing is encouraged to provide the background and history of the concern, including the reason(s) for the concern, the date(s) of the alleged incident(s) and the name(s) of any and all person(s) involved in the incident(s).

Reports may be made anonymously. Anonymous reports must provide sufficient corroborating evidence to justify the commencement of an investigation. Because of the inability of investigators to interview anonymous reporters, it may be more difficult to evaluate the allegations and, therefore, less likely to cause an investigation to be initiated.

Oral or written reports may be directed to any of the following:

A. Academic/Faculty Related
   *Vice President of Academic Affairs**
B. Student Related/Student Code of Conduct/Academic Honesty/Medical or Health Matters
   *Vice President of Student Affairs**
C. Criminal Matters
   *Chief of Police, College of DuPage Police Department**
D. Employment Matters/Illegal Discrimination or Harassment
   *Vice President of Human Resources**
E. Financial Matters/All Other Matters/Any Matters
   College of DuPage Internal Auditor

*Note: If the administrators identified above are not preferred, any matter may be reported directly to the *College of DuPage Internal Auditor.*

5. Reporting Responsibility
   It is the responsibility of all employees to report Wrongdoing in accordance with this Board Policy and Administrative Procedure.

6. Retaliation
   This Board Policy and Administrative Procedure is intended to encourage and enable employees and others to raise serious concerns regarding Wrongdoing within College of DuPage prior to seeking external resolution. The College will not tolerate:
   A. Any retaliatory actions against any employee or constituent for making a good faith report of Wrongdoing.
   B. Direct or indirect use of influence of an employee's position for the purpose of interfering with the rights of another employee or constituent to make a good faith report of Wrongdoing. The promise of protection against retaliation does not include immunity for any personal Wrongdoing.

7. Confidentiality
   Reports of Wrongful Conduct or suspected Wrongdoing will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Adopted: 10/01/09	Reviewed:	Amended:

Drug and Alcohol Free College

1. Employees
Final applicants for any regular full-time position will be disqualified from further consideration for employment under the following circumstances:

   A. Refusal to submit to a required drug test; or
   B. A confirmed positive drug test indicating drug use.

   No employees will unlawfully or inappropriately possess, use, be under the influence of, dispense, distribute or manufacture any controlled substances, illegal drugs or alcohol in the workplace or in any College-sponsored activity or function.

   Any employee who is convicted of unlawfully possessing, using, dispensing, distributing or manufacturing any controlled substances, drugs or alcohol in the workplace must notify the Vice President of Human Resources in writing within five (5) calendar days of the conviction.

   Employees who violate this procedure are subject to discipline, up to and including dismissal. Employees may also be referred to appropriate authorities for criminal prosecution. The appropriate disciplinary action will be evaluated on a case-by-case basis with regard to the severity of the violation and the conduct of the employee.

   At the College's discretion and upon approval of the Vice President of Human Resources, satisfactory participation in a drug abuse assistance or rehabilitation program designated by the College and approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency may be required as a condition of continued employment. Satisfactory participation will be evaluated on a case-by-case basis depending on the extent of debilitation and the nature of the program.

   The College will institute and maintain a drug awareness program to inform employees about:

   A. The dangers of controlled substances, illegal drugs or alcohol abuse in the workplace;
   B. College Policy on maintaining a drug free workplace;
   C. Controlled substances, illegal drugs, alcohol counseling rehabilitation and employee assistance programs;
   D. The criminal sanctions and discipline that may be imposed on employees for controlled substances, illegal drugs or alcohol abuse violations; and
   E. The health risks associated with the use of controlled substances, illegal drugs, and alcohol abuse.

   Referrals to rehabilitation services and/or counseling for issues related to the use of controlled substances, illegal drugs and/or alcohol abuse are available through the College's Employee Assistance Program (EAP).

   Information regarding items A, C, and E above will be distributed annually by Health Services.

Information on items B and D above will be placed in all employee guidebooks.

Special Provision for Grant Employees:
In the case of a federal grant or contract in excess of $25,000, the College will notify the appropriate federal contract or grant agency within ten (10) calendar days of receiving notification of a controlled substance, illegal drug or alcohol conviction.

Nothing in this procedure is meant to diminish the normal course of discipline as described in employee guidebooks and agreements.

2. Students

No student will unlawfully or inappropriately possess, use, dispense, distribute or manufacture any controlled substances, illegal drugs or alcohol on campus or in any College-sponsored activity or function.

Any student who is convicted of unlawfully possessing, using, dispensing, distributing or manufacturing any controlled substances, illegal drugs or alcohol on campus or in any College activity or function must notify the Vice President of Student Affairs in writing within ten (10) calendar days of the conviction.

Violations of this Board Policy and Administrative Procedure 15-30 will be handled in accordance with Board Policy and Administrative Procedure 20-30, Student Rights and Responsibilities, as set forth in the College Catalog. Disciplinary action may range from a written warning to expulsion.

At the College's discretion and upon agreement of the student, satisfactory student participation in a rehabilitation program may be required before the student will be readmitted to classes. Said rehabilitation program must have been approved by the College for such purposes. Required student participation will be at the student's expense. Upon agreement, the student must begin participation in said rehabilitation program within thirty (30) days of receiving notice from the Vice President of Student Affairs.

The College will institute and maintain a drug awareness program to inform students about:

A. The dangers of controlled substances, illegal drugs and alcohol abuse;
B. College Board Policy and Administrative Procedure on maintaining a drug-free College;
C. Available drug counseling, rehabilitation and detoxification programs;
D. The penalties that may be imposed on students for controlled substances, illegal drugs and alcohol abuse violations;
E. The health risks associated with the use of controlled substances, illegal drugs and alcohol abuse; and
F. Appropriate drug education courses offered in the Human Services area.

Information will be available through Health Services.

The Vice President of Student Affairs will ensure that an annual distribution of information will be made to students in accordance with federal regulations.

Nothing in this Administrative Procedure is meant to diminish the scope of Board Policies and Administrative Procedures 20-30, Student Rights and Responsibilities, and 20-40, Student Discipline.

3. Definitions

The terms "controlled substances" or "drugs" will be defined as the term "controlled substances" found in Schedules I through V of The Controlled Substances Act (21 U.S.C. 812) and as further defined by regulations in 21 CFR 1308.11 through 1308.15.

The terms "employee" and "employees" will mean all full-time or part-time employees, temporary workers, student workers, independent contractors and their agents and employees.

The term "student" will mean any person enrolled in one or more courses at College of DuPage.

The term "conviction" will mean a finding of guilt (including a plea of nolo contendere), or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of federal or state criminal drug statutes.

The term "workplace" will mean any site where College employees perform work for, or related to, the College.

The term "campus" will mean the main campus, auxiliary campuses and other locations where College of DuPage programs or activities are offered.

The term "under the influence of" will mean any of the following:

A. Observation of behaviors which lead the supervisor to believe, in conjunction with Health Services, that the ability of the employee to perform the duties of the position is impaired;
B. Any employee who has a blood alcohol level of one-half (½) of the legal limit for motor vehicle operation; or
C. Any employee who has any level of a controlled substance not authorized by a current physician's prescription.

Adopted: 10/01/09	Reviewed:	Amended:

Employment of Related Parties

The written approval of the President will be necessary in making exceptions to this Board Policy and Administrative Procedure.

Considerations in enforcing or making exceptions to this Board Policy and Administrative Procedure include, but are not limited to, the following:

1. The availability of employees with required specialized skills in the job market
2. The duration of employment
3. The person who will evaluate the employee
4. The person who will oversee the work of the employee
5. The relationship between the supervisor and the employee
6. Any change in status of employees

An employee who violates Board Policy and Administrative Procedure 15-35 will be subject to disciplinary procedures up to, and including, termination of employment.

Adopted: 10/01/09	Reviewed:	Amended:

Possession or Use of Weapons

For individuals other than authorized current or retired law enforcement officers, any device defined as a weapon that is required on College of DuPage premises for any purposes must be pre-approved in writing through the College of DuPage Police Department, and all proper safety requirements must be taken by the responsible individual. Approval may be denied on the basis of the weapon posing a potential danger to the College population.

Any authorized current or retired law enforcement officer, not in full uniform when carrying a weapon on his/her person, should carry the weapon in an inconspicuous manner hidden from sight. Authorized current or retired law enforcement officers must have in their possession valid identification authorizing their law enforcement status. The College reserves the right to confirm the authorization with the authorities.

Legal defensive devices, such as pepper sprays, mace, etc., will be allowed unless used in an offensive manner.

Individuals who violate this Board Policy and Administrative Procedure will be subject to disciplinary action, up to and including dismissal or expulsion, may be barred from the College and will be reported promptly to the law enforcement authorities for prosecution. Being under the influence of controlled substances, illegal drugs and/or alcohol does not excuse the individual from violation of this Board Policy and Administrative Procedure.

Background Screening

1. Background Checks

In accordance with the Job Opportunities for Qualfied Applicants Act, the College will inquire into the criminal history of an applicant after he/she has been chosen for an interview. An interview is defined, but not limited to, the following: telephone; in-person, skype, video, etc. The College reviews conviction records of all candidates who are selected to fill positions. The background check will occur after a conditional offer has been made by the hiring authority and accepted by the candidate. No selected candidate may commence any work for the College until the Vice President of Human Resources or designee from the Human Resources Office has confirmed that a satisfactory background report has been received. This requirement applies to persons who are candidates for benefited full-time positions and for any designated part-time and student worker positions. If the person who has received a conditional job offer does not receive a satisfactory background report, the job offer will be withdrawn and the candidate may not be hired into the position.

Current employees who transfer into one of the following departments are subject to background checks:

Buildings & Grounds	Finance Office	Regional Centers
Cashier's Office	Horticulture	Registration
Child Care*	Information Technology	Theatre Arts Box Office
Custodial Operations	Mail Room	Warehouse
Engineering	Police Department**	Youth Services
SLEA	Records	Financial Assistance

Additional departments or positions may be added as needed to protect College property, employees and information.

All final candidates being considered for positions requiring background checks will complete the Authorization to Release Information Form at the time of the offer of employment. The prospective employee may not begin working in the position until the investigation has been completed and the review is considered to be satisfactory.

The College may use an external agency to collect any information and/or to do all, or part of, the background check. If the College uses an external agency to conduct the search, the College will comply with the federal Fair Credit Reporting Act.

*Background checks for child care employees are performed by the Department of Children and Family Services (DCFS); not by the College.

**Background checks for law enforcement staff are requested through the LEADS system accessed by the College of DuPage Police Department.

If the background check does identify any conviction(s), the Vice President of Human Resources or designee will discuss with the hiring manager whether the candidate is eligible to be hired. This review will be individualized based upon specific circumstances at issue, which may include but are not limited to the specifics of the position, the nature and severity of the offense, the date of the offense, subsequent employment history, and whether the conviction was or should have been disclosed in the hiring process.

For the purposes of this Board Policy and Administration Procedure, the term "conviction" will be interpreted consistent with applicable federal and state laws.

The Human Resources Office will consult with the College of DuPage Police Department for interpretation of any criminal record relevant to the position.

2. Applicant Drug Testing

The final candidate for any benefited, full-time position at College of DuPage will be required to be drug tested by a College-designated lab or health facility as a condition of employment at the College. The drug test will occur after a conditional offer has been made by the hiring authority and accepted by the candidate. All records pertaining to the drug test will remain confidential and will not be provided to other employees or agencies without the written permission of the person whose records are sought.

No selected candidate may commence any work for the College until the Human Resources designee has confirmed that the candidate has received a negative result on the test. If the test is positive, the candidate may request a retest within three (3) days of receipt of notice of the positive result. The retesting will be at the candidate's expense. If the second test produces a negative result, the candidate will be reimbursed the cost of the second test. If the final candidate refuses to submit to the required drug test, or if the candidate has received confirmation of a positive drug test indicating drug use that is prohibited, then the job offer will be withdrawn and the candidate will not be hired.

Current College of DuPage employees may be required to be drug tested if transferring to another position within the College.

3. Summary

Employment applications will include notification to applicants that they are required to authorize College of DuPage to request background checks and conduct drug testing. The College will only inquire into the criminal history of an applicant after he/she has been chosen for an interview. The background check will commence after a conditional offer has been made by the hiring authority and accepted by the candidate.

Failure to make full disclosure, or to falsify an employment application, will be reason to deny employment or may result in termination if employment has commenced.

A candidate for a position who is not hired because the College received an unsatisfactory background report may request a copy of the report for his/her personal review. A candidate who believes his/her background information or drug test is not correct will not be eligible for hire or appointment to a position with the College until the official records utilized by the College confirms the correction to the information. The College will not hold a position, or an offer, open to allow such a candidate to correct his/her record.

If the results from the background check or the drug test indicate that the candidate's record is unacceptable for the position, the candidate will be rejected prior to the start date.

If the background check and the drug test are satisfactory, the Human Resources Office will notify the hiring manager. The hiring process may be completed at this point, thereby lifting the conditional nature of the offer of employment.

The Vice President of Human Resources or designee will have final determination of hire for a candidate whose background check or drug test is unsatisfactory.

Adopted: 10/01/09	Reviewed: 10/22/13, 11/10/14	Amended: 11/22/13, 12/22/14

Medical Examination for Current, Transferred and Prospective Employees

1. Current Employees Unable to Perform Job-Related Duties

   A. When a current employee appears unable to perform his/her job or may pose a direct threat to the employee or others, the employee may be required to submit to a medical examination after consultation with, and approval of, the Vice President of Human Resources. In addition, a nurse from Health Services may also be called to help evaluate the condition of the employee, when possible.
   B. The provider will notify the College of DuPage HIPAA (Health Insurance Portability and Accountability Act of 1996) Privacy Officer of the results of each examination. The results of any medical examination will be kept confidential, on a need-to-know basis, in accordance with HIPAA Privacy Rules.
   C. The medical examination will be paid for by the College by direct billing to the College Human Resources Office.
   D. A meeting will be held with the employee, the supervisor and the Human Resources designee to determine the employee's ability to perform the essential functions of the job.

2. Transferred and Prospective Employees

   After a position has been offered to a transferred or prospective employee, but before being accepted for employment in a particular assignment, an individual may be required to submit to a medical examination demonstrating the ability to perform the essential functions of the position.

   A. Medical examinations are required of all transferred or prospective employees in particular positions as assigned by the Human Resources Office.
   B. Human Resources or the supervisor will notify transferred or prospective employees in the areas specified that a medical examination is required.
   C. The transferred or prospective employee selected to fill a specific position will use a provider recommended by the College for the examination, which will cover areas specified on the Medical Examination Form provided by the College.
   D. The provider will notify the College of DuPage Privacy Officer in Human Resources of the results of each examination. The results of any medical examinations will be kept confidential in accordance with HIPAA Privacy Rules.
   E. Upon receipt of the Medical Examination Form from the provider, Human Resources will notify the appropriate supervisor that the transferred or prospective employee is eligible, or ineligible, for hire.
   F. The medical examination will be paid for by the College by direct billing to the College Human Resources Office.
   G. The unit manager of the area will call the Recruitment Specialist in the Human Resources Office with the information of the date the employee is to start work.

Adopted: 10/01/09	Reviewed:	Amended:

Travel Expenses For Prospective Candidates

1. The College will pay up to one hundred percent (100%) travel expenses for one interview for out of town candidates who live seventy-five (75) miles or more from the College. Approved transportation is either a regular round-trip coach airfare* or the current mileage rate reimbursement designated by the Finance Office. Candidates are expected to use the most reasonable cost alternative. In addition, the final candidate for each position may be reimbursed for a second interview, if approved by the Vice President of Human Resources.

2. Round-trip ground transportation to and from the College and to and from the candidate's home will be reimbursed when flying.

3. The College may pay up to one-hundred percent (100%) of one day's food and lodging expenses in connection with scheduled interviews for open positions.

4. No international travel expenses will be reimbursed.

5. The above applies to administrative and tenure-track full-time faculty hires and to full-time classified positions Range 14 and above.

6. Exceptions to this Board Policy and Administrative Procedure may be recommended by the appropriate dean and approved by the Vice President of Human Resources.

*Candidates will use the College-designated travel agent.

Adopted: 10/01/09	Reviewed:	Amended:

Reimbursement for Employee Business and Travel Expenses

Purpose

1. It is the policy of the College to reimburse employees for necessary and reasonable business and travel expenses incurred in the course of conducting College business.
2. To communicate procedures for employees to follow when travel is required for purposes of attending seminars, training programs, professional development and other College approved activities and to provide guidelines for determining allowable employee business expense for reimbursement (both travel & non-travel related).

Definitions

1. Business Expenses – Travel and non-travel expenses incurred by employees for College approved business activities.
2. Chicago Metropolitan Area – Cook, DeKalb, DuPage, Grundy, Kane, Kendall, Lake, McHenry and Will counties in Illinois.
3. Commuting – Trips to and from the employee's home to their normal work location.
4. Concur – "Concur Travel Management System" (CTMS) used by COD for requesting authorization for travel and/or attendance at professional development programs/ conferences/training/meetings; booking travel arrangements; and submitting the expense reimbursement report along with receipts and other required documentation.
5. Group Travel – College sponsored group travel programs for Field Studies, athletic, and educational programs. (Refer to Board Policy 20-105).
6. Per Diem Rates – Per diem rates for lodging, meals and incidental expenses (MI&E) developed by the Federal government's General Service Administration (GSA) department. See www.gsa.gov/perdiem.
7. Incidentals – Tips for porters, baggage carriers, bellhops and hotel housekeeping staff; beverages and snacks outside of meals; and transportation between places of lodging or business location and places where meals are purchased.
8. Mileage Reimbursement – Employee reimbursement for use of personal automobile for College related business purposes calculated using actual miles traveled multiplied by the current IRS "Standard Mileage Rate".
9. Out of State Travel – Travel outside State of Illinois.
10. Professional Development Program – College benefit program for employee professional development with benefit amounts. (Refer to Board Policy 15-141).
11. Registration Fees – Fees paid to third parties for seminars, training and other professional development programs.
12. Sales Tax Exemption – College of DuPage exemption from Illinois sales taxes.

Authorization of Business Expense and Travel

1. Travel
   A. Employees must obtain authorization for any planned business trips outside the Chicago Metropolitan area prior to travel.
   B. Travel authorization requests and electronic approvals are processed through CTMS. Information required includes:
      1) Travel purpose, justification, location, and dates.
      2) Estimated costs including travel, lodging, meals, registration fees, etc.
      3) Authorization requests should be processed at least ten (10) days prior to departure.
   C. Approval is required by the employee's immediate supervisor and department authorized signer; and if estimated expenses are over $1,000, the department Vice President. Travel outside the continental United States requires approval by the College President.
   D. A travel control number (TCN) will be issued for each travel authorization request in CTMS.
   E. Written authorization or preapproval through CTMS is not required for mileage reimbursement for business travel within the Chicago metropolitan area.
2. Seminars, Conferences, Training and Professional Development Programs
   A. Employees must obtain authorization from the employee's immediate supervisor and department authorized signer; and if estimated expenses are over $1,000, the department Vice President, for attendance at seminars, conferences, training, and professional development programs prior to registration.
   B. Authorization requests are processed through CTMS.
   C. Meal reimbursement is eligible within the Chicago metropolitan area up to $30 per day.
3. Business Expense (non-travel) - Paid for by Employee
   A. Employees must obtain verbal authorization from their immediate supervisor and department authorized signer for any planned business expense less than or equal to $500 prior to making the expenditure. For non-travel expenditures exceeding $500, please refer to the *Advances* section of this procedure, or the employee can request that the non-travel expense be paid directly by the College using a Purchase Order (See Administrative Procedure 10-60, Purchasing) or a Check Request (See Administrative Procedure 10-65, Vendor Payment – Check Request).

Travel Arrangements

1. Travel authorization must be obtained prior to booking any trips outside the Chicago Metropolitan area.
2. All travel including air fare, lodging, and car rentals must be booked through CTMS.

   Exceptions may be granted due to extenuating circumstances.
3. Employees having difficulty making reservations may call Concur, or the College's designated travel agent, American Express.

Allowable Business and Travel Expense

1. Air Fare
   A. Airfare must be booked through CTMS.
   B. Flight arrangements must be booked based on choosing the lowest fare for a direct flight from the airport requested within one hour of the departure time requested.
   C. Employees must book economy or coach fares.
   D. Reimbursement is limited to one checked bag per flight. Additional bags, oversized or overweight baggage charges are at the traveler's expense unless it can be documented to be due to necessary business materials needed for the trip.
2. Personal Car
   A. Employee may use their personnel car for travel or conference/meeting attendance within the state of Illinois or neighboring states.
   B. Employee must have a valid driver's license and automobile insurance.
   C. Use of personal car for travel is permissible as long as this mode of transportation is cheaper than flying economy or coach combined with the related transportation costs to and from the airport. The cost comparison with documentation should be attached.
   D. Reimbursement will be based on the IRS "Standard Mileage Rate" with mileage documentation calculated through CTMS less commuting mileage from home to regular work location.
   E. Reasonable parking fees and highway tolls are eligible for reimbursement.
   F. Employees are responsible for fines incurred for parking and moving violations.
3. Ground Transportation
   A. Transportation to and from airports, and between hotel and meeting locations is eligible for reimbursement.
      1) Public transportation is encouraged.
      2) Taxi costs (when appropriate) are eligible for reimbursement.
      3) Limousine service to and from airports is eligible if reasonable and comparable to taxi cost.
      4) Remote parking at airports is allowable if reasonable but should not be substantially more than taxi or limo costs (double the taxi or limo fare would be considered substantial).
      5) Original receipts required.
   B. Transportation from hotels and business locations to restaurants is included in the per diem meal and incidental rates (MI&E), and is not eligible for separate reimbursement.
   C. Rentals cars are allowable for reimbursement.
      1) Rental cars shall be used only when necessary and when it makes economic sense.
      2) Hotel shuttles or cabs should be used unless travel is required to locations other than hotel.

3) Midsize car rate is to be used unless justification is provided for a larger car.

4) No insurance should be taken from the rental car agency (will not be reimbursed).

5) Gasoline, tolls and reasonable parking fees are eligible for reimbursement. Employees are encouraged to fill up the tank prior to return of the car unless gas rates charged by the rental car company are cheaper or comparable to prevailing prices.

6) Employees are responsible for fines incurred for parking and moving violations.

7) Car rental agreement and original receipts are required for reimbursement.

8) Employee must have a valid driver's license and appropriate insurance coverage.

4. Lodging

A. Employees must book lodging through CTMS with the exception of hotel reservations already included in conference registration fees or that are offered at special rates for the conference.

B. Rooms selected should not exceed 150% (excluding taxes) of the GSA per diem lodging rates. (Exceptions would include hotels listed by the event organizer because of close proximity to the event location.)

C. Lodging is eligible for reimbursement the night prior to the start of the event, if the traveler cannot reasonably arrive on the day of the event prior to the event's start time.

D. It is expected that the employee will depart from the travel city on the day the event ends barring any extenuating circumstances.

E. Itemized hotel bill and original receipts are required for reimbursement.

F. Costs will not be reimbursed for room upgrades, additional guests, souvenirs and personal purchases.

G. The College will not reimburse expenses due to a traveler's failure to cancel guaranteed room reservations except under extenuating circumstances.

5. Meals

A. Travel Meals

1) A travel meal is defined as a meal that takes place while the employee is on College approved travel status outside the Chicago Metropolitan area.

2) Employee will be reimbursed for the travel meal and incidental expenses at no more than the GSA per diem MI&E rate for the travel city. Receipts and detailed documentation are not required.

3) Reimbursement is limited to 75% of the MI&E rate for the day of travel departure and the day of travel return.

4) If meals for individuals other than the employee are included on the reimbursement request, the names, title, and organizational relationship to COD must be provided along with the business purposes of the meal. Original receipts are required for the guests, with costs not to exceed the per diem rate per person (with meals as proportioned below) for the travel city.

5) Meal reimbursement will be reduced proportionately for meals that are provided for (whether taken or not) in registration and hotel fees as follows: 20% for breakfast, 30% for lunch, and 50% for dinner.

B. Business Meals (Non-Travel)

1) Business meal can be defined as follows:

a. A meal meeting that includes two or more persons where College business takes place, which can include only employees or employees with outside business guests.
b. A meal at a conference or training program within the Chicago Metropolitan area.

2) Department Business meals with College employees are permissible for reimbursement at on-campus College restaurants for special business purposes. These are limited to no more than twice a year unless approved by the Vice President.

3) Business meals are allowable for employee reimbursement while at attendance at local conference, seminars, training, and other professional development programs.

4) The College's catering service should be utilized for business meals provided for training events on campus, special functions and meals with external guests such as visiting business leaders, local college administrators, or faculty. An outside caterer can be used if Dining Services approves a waiver.

5) Business meals must be supported by original itemized receipts and will be reimbursed based on actual costs.

6) College funds may be utilized for refreshments on campus for department special events and for college-wide events with approval of the Senior Management team.

7) Supervisors may have refreshments, such as a cake, or take an employee out for lunch at the College campus restaurant to celebrate a significant service anniversary (10, 15, 20, 25 and 30 years of service) for employment at the College.

6. Registration Fees for Conferences, Seminars, Training and Professional Development Programs

A. Fees for conferences, seminars, training and professional development programs are eligible for reimbursement.

B. The content of such programs should be substantive in nature relating directly to the employee's job responsibilities, and the cost of the program should be carefully weighed as compared to the benefits to the College.

C. Prior authorization is required through CTMS for attendance at all such programs.

D. Conference agenda and paid receipts are required for reimbursement.

E. Reimbursement for Professional Development must meet the requirement of Board Policy 15-141, Professional Development.

7. Membership and Dues

A. Membership and dues are allowable for reimbursement under the Professional Development Board Policy, 15-141.

B. Authorization is required by immediate supervisor and department authorized signer, obtained though CTMS electronic workflow.

8. Office and Business Supplies

   A. Office and business supplies should be purchased through suppliers with whom the College has annual purchase orders. Employees should limit their purchases outside of these annual orders to emergencies or circumstances where the needed items are not able to be supplied.

9. Miscellaneous Business Expenses

   A. Other expenses included but not limited to postage, photocopies, faxes, etc. are eligible for reimbursement with original receipts and business purpose explanations.

10. Sales Tax Exemption

    A. COD is exempt from Illinois sales tax and employees will not be reimbursed for payment of such taxes. Employees should obtain a copy of the COD sales tax exemption form from Accounts Payable prior to making any College related business purchases. (Exception for business meals.)

11. Expenses Exceeding Guidelines

    A. Expenses that exceed these guidelines may be approved for reimbursement with the respective Vice President approval.

<u>Unallowable Business and Travel Expenses</u>

1. Expenses that are not approved or are inadequately documented may not be reimbursed.
2. Expenses that are not allowable for reimbursement include, but are not limited to:

   A. All personal expenses

   B. Parking or moving violation tickets

   C. Internet fees not required for COD business purposes

   D. Costs incurred due to employee failure to cancel transportation or hotel reservations

   E. Entertainment, alcoholic beverages and mini-bar refreshments

   F. Sundry expenses including toiletries, health club fees, laundry, dry cleaning, etc.

   G. Spousal or family expenses

   H. Lost baggage

   I. Expenses for refreshments, gifts and supplies for employee related birthdays, marriages, bereavements, etc., unless specifically approved by department Vice President

   J. Office furniture and décor, appliances including refrigerators, microwaves, coffee makers, etc.

   K. Repeated expenditures for items which considered together exceed the PO policy (Chaining).

   L. Refreshments/supplies for daily or weekly consumption by department personnel including coffee, beverages, napkins, creamers, etc.

   (If an item is not included on the above list, it does not mean it is automatically allowable.)

Group Travel

1. College sponsored group travel for academic or athletic programs follow the *Group Travel Guidelines.* (Refer to Administrative Procedure 20-105, Group Travel.)

Professional Development Program

1. Benefit for employee professional development based on Professional Development Board Policy,15-141.

Advances

1. Employee Expense Advances
   A. Expense advances are limited to College sponsored athletic, academic, and other group related school travel events with students.
   B. Advance requests are processed through CTMS.
   C. Advances are limited to 90% of estimated costs to be paid direct by employee for group travel only, with special arrangements to be made for "large" dollar advances.
   D. Advances for individual travel are not allowed.

Reporting Business Expenses

1. Within fifteen (15) days from travel return or incurrence of business expenses, the employee should submit the expense reimbursement through CTMS.
2. Original receipts and other required documentation should be attached to all employee reimbursement requests (except for per diem MI&E).
3. All trip related expenses (including those paid separately via check request, P-Card or on a purchase order) must be itemized on the expense account form and submitted for each travel trip whether reimbursement is received or not.
4. Required receipts (both travel and non-travel) for lodging, air fare, ground transportation, business meals, and other business related purchases should be imaged and uploaded by the employee through CTMS. (Credit card statements by themselves are not acceptable.)
5. Receipts for per diem M&IE are not be required as these expenses are reimbursed using GSA per diem rates.
6. Authorized signer needs to approve the expense report. Any exceptions to these guidelines need the Vice President's approval.
7. For professional development programs, proof of attendance and proof of paid registration fees and agendas must also be submitted. (Refer to Board Policy 15-141, Professional Development.)
8. Reimbursement for expenses that are not in compliance with this procedure will be reduced or rejected.
9. An employee payroll deduction will be made for reimbursement to the College for advances provided to the employee if expense report is not filed within 15 days from return of trip.

Adopted: 01/22/14	Reviewed:	Amended:

Reimbursement of Moving Expenses for New Employees

Eligible newly hired employees may request moving expense reimbursement if they relocate within the proximity of the College district from a distance of more than seventy-five (75) miles away.

1. Requests for reimbursement of moving expenses should be made in writing and directed to the Human Resources Office.

2. Eligible expenses are those involved in one move of household effects only. No reimbursement is available for expenses related to travel/food/lodging or labor for packing or unpacking.

3. Reimbursement is fifty percent (50%) of actual expenses paid when receipts from a commercial mover are produced after the move has been completed.

4. The move should occur after the appointment date and can be deferred for up to one year.

5. If a commercial moving company is not used, the College will reimburse seventy-five percent (75%) of expenses incurred for rentals from a business establishment for a self-move. No personal services or expenses are reimbursable.

6. The Human Resources Office will prepare the requisition for reimbursement supported by the employee's receipts. The requisition will be forwarded to the Finance Office for payment.

Adopted: 10/01/09	Reviewed:	Amended:

Tax Sheltered/Deferred Income Plans

Any employee, except student employees, may select a tax sheltered program provider from a list of providers and elect to make contributions through payroll deduction. The Human Resources Office will accept payroll deduction forms and administer the program.

1. The employee will complete and sign the Statement of Understanding and Hold Harmless Agreement regarding the program which will be submitted to the Human Resources Office

2. Eligible 403(b) providers will complete the responsibility certification required by the College.

3. Eligible 457 providers will enter into an acceptable agreement with the College.

The list of providers will be limited to ten (10) companies. All companies must provide certification that it is following IRS guidelines for administrating 403(b) and 457 programs.

Adopted: 10/01/09	Reviewed:	Amended: 7/01/10

Employment Verification and Reference Check

The Employment Record Disclosure Act (June 13, 1996) shields employers from potential liability for employment-related statements made concerning employees.

1. Reference Statements
   The Human Resources Office and supervisors are allowed to release truthful job performance-related information about a current or former employee, either verbally or in writing, to an employment-related inquiry. Any written response by a supervisor should be copied to Human Resources. College-authorized employees, presumed to be acting in good faith, are immune from civil liability for any disclosure and any consequences thereof, unless the disclosure is overcome by a preponderance of differing evidence. The information provided must be the answer to an inquiry; not volunteered information.

   Inquiries to other employees not authorized to respond should be referred to Human Resources or the current or former employee's supervisor. Employees not authorized to respond who do so may be subject to disciplinary action, up to and including termination of employment.

2. Violent or Criminal Behavior
   Supervisors will refer employment-related inquiries regarding terminated employees with documented violent or criminal behavior to the Human Resources Office.

   Human Resources will release information on documented violent or criminal behavior of an employee. Suppressing this information from a future employer may put the College at risk. To be considered documented, evidence must exist in the employee's personnel file.

3. Termination Agreements
   The Human Resources Office will notify a supervisor if a termination agreement is executed between an employee and Human Resources which prohibits the College from giving out any information on an employee. New supervisors should contact Human Resources prior to giving out references to verify if a previous agreement exists.

4. Record Keeping
   The Human Resources Office will keep a record stating the reason for termination. If no reason is given by the employee for a voluntary resignation, the reason will be recorded as *personal reasons*.

Adopted: 10/01/09	Reviewed:	Amended:

Employees Engaged in Federally Funded Programs

In accordance with federal regulations to avoid conflicts of interest, College of DuPage requires key personnel involved in federally funded programs to complete a Report Form for Financial Disclosure (attached).

Conflict of Interest Definition

A "conflict of interest" is defined as a situation in which persons affiliated with a project funded by federal sources may have the opportunity to influence the project's business decisions in ways that could lead to personal gain or give improper advantage to themselves, their spouses or dependent children. Such conflicts could affect the design, conduct or reporting of project results.

All project investigators – including the project directors, principal s and any other key personnel who are responsible for the design, conduct or reporting of a research project funded or proposed for funding by a federal agency – must complete the Report Form for Financial Disclosure. Also, any subgrantees, contractors or collaborators must certify that they are in compliance with federal policies designed to avoid conflicts of interest in federally funded programs.

All project investigators must report their significant financial interests that would reasonably appear to be affected by the project. In addition, all project investigators must report the significant financial interests of their spouses and dependent children that would reasonably appear to be affected by the project.

Financial Interest Definition

A "financial interest" is defined as anything of monetary value received from non-College of DuPage sources that would reasonably appear to be affected by the project including, but not limited to, salary or other payments for services (e.g., consulting fees or honoraria), equity interests (e.g., stocks, stock options or other ownership interests) and intellectual property rights (e.g., patents, copyrights and royalties from such rights). Salary, royalties or other payments are significant when the aggregated amount for the investigator, the investigator's spouse and dependent children over the next twelve (12) months are anticipated to exceed ten thousand dollars ($10,000). An equity interest is significant when aggregated for the investigator, the investigator's spouse and dependent children: (1) exceeds ten thousand dollars ($10,000) in value as determined through reference to public prices or other reasonable measures of fair market value; or (2) represents more than a five percent (5%) ownership interest in any single company.

A Significant Financial Interest does *not* include, and a project investigator does *not* report, the following:

1. Salary, royalties or other remuneration from College of DuPage;

2. Any ownership interests in a company that is an applicant under the Small Business Innovation Research (SBIR) Program;

3. Income from seminars, lectures or teaching engagements sponsored by public or nonprofit entities;

4. Income from service on advisory committees or review panels for public or nonprofit entities;

5. Aggregated family income below ten thousand dollars ($10,000), and equity valued below ten thousand dollars ($10,000) or five percent (5%) ownership.

6. Income that could never be affected by the project (i.e., mutual funds, stocks unrelated to the project, etc.).

All regular employees of College of DuPage will comply with all conflicts of interest requirements.

Report Forms for Financial Disclosure will be obtained from the Resource Development Office. These completed Report Forms will be returned to the Associate Vice President for Development/Executive Director of the College Foundation who will determine whether any of the reported financial interests could directly and significantly affect the design, conduct or reporting of the research or project activities. If a potential conflict of interest exists, the Vice President of Administrative Affairs will review the Report Form and recommend action. According to federal regulations, records of all financial disclosures and all actions taken by the College with respect to each conflicting interest will be retained for at least three (3) years from the date of submission of the final expenditures report. Records will be confidential and securely maintained by the Human Resources Office.

The College must, prior to any expenditure of awarded funds, report the existence of such conflicting interests to the funding body and act to protect the research or project activities from bias due to the conflict of interest. The Vice President of Administrative Affairs will recommend what actions should be taken by the College to manage, reduce or eliminate such conflicts of interest. Examples of conditions or restrictions that might be imposed to manage conflicts of interest include, but are not limited to:

1. Public disclosure to the agency of significant financial interests;

2. Monitoring of research or project activities by independent reviewers;

3. Modification of the research or activity plan;

4. Disqualification from participation in all, or a portion of, the funded research or activities;

5. Divestiture of significant financial interests; or

6. Severance of relationships that create actual, or potential, conflicts.

College of DuPage employees, sub-grantees, contractors or collaborators who know, or could reasonably have been expected to know, of a potential conflict of interest and deliberately fail to respond appropriately will be subject to disciplinary action ranging from reprimand to discharge. The nature and severity of the disciplinary action will be consistent with established disciplinary procedures.

The report must be updated annually by October 1, or when additional potential conflicts arise during the year.

College of DuPage
Report Form for Financial Disclosure

College of DuPage personnel associated with projects funded by federal agencies are referred to the College of DuPage Board Policy and Administrative Procedure 15-160, Employees Engaged in Federally Funded Programs. Those who are defined therein as "investigators" must provide the information requested below. Please complete, sign and return this form to the Associate Vice President for Development/Executive Director of the College Foundation in the Resource Development Office in an envelope marked "Confidential".

Name	
Title	
Department	
Project Title	
Funding Agency	
Role in the Project	
Project Dates (start-end)	

I have read the Board Policy and Administrative Procedure 15-160, Employees Engaged in Federally Funded Programs, and I (check A. or B.):

_____ **A. Do *not* have any Significant Financial Interests to report for myself, my spouse or my dependent children that would reasonably appear to be affected by the project.**

_____ **B. Do have Significant Financial Interests to report for myself, my spouse or my dependent children that would reasonably appear to be affected by the project.**

If you checked A, simply sign the form and return.

If you checked B, check all of the following that apply, attach requested documentation, sign the form and return it to the Associate Vice President for Development/Executive Director of the College Foundation in the Resource Development Office.

_____ 1. Salary or other payments for services (e.g., consulting fees or honoraria) anticipated over the next twelve (12) months that exceed ten thousand dollars ($10,000) when aggregated for the investigator and the investigator's spouse and dependent children.

Attach information including:

A. Description of the services to be performed
B. Name of the organization for which services will be performed
C. Date of service
D. Amount of payment expected

_____ 2. Equity interests (e.g., stocks, stock options or other ownership interests) that, when aggregated for the investigator and the investigator's spouse and dependent children, exceed ten thousand dollars ($10,000) in value, or which represents more than a five percent (5%) ownership interest in any single entity.

Attach information including:
A. Description of the type of equity interest
B. Name of the entity in which equity interest is held
C. Amount of the equity interest or percentage of ownership interest

_____ 3. Intellectual property rights (e.g., patents, copyrights and royalties)

Attach information including:
A. Description of the property rights
B. Amount of any payment received

_____ 4. Participation (as an officer, director, partner, trustee, employee, advisory board member or agent) in an entity providing funding for, or providing goods and services to, a project

Attach information including:
A. Description of the type of participation
B. Name of the entity

_____ 5. Other Significant Financial Interests

Attach information including:
A. Description of the interests
B. Names of organizations or entities involved
C. Amount of payment received or value of the interest

I have answered fully and to the best of my ability, and I will update promptly if my circumstances change. This is page _____ of a total of _____ pages which I am enclosing.

_____ _____
Signature Date

Please return this completed form to the Associate Vice President for Development/Executive Director of the College Foundation in the Resource Development Office in an envelope marked "Confidential".

Adopted: 10/01/09	Reviewed:	Amended:

Institutional Exchanges

1. Institutional

   A. Participants will submit a rationale for participation in, together with a brief outline of, the exchange program to the area President's Cabinet member. The rationale will include benefits to be derived by the individual and the College. It will also indicate the length of commitment and location of commitment.

   B. Only those exchanges which serve the best interests of College of DuPage will be granted.

   C. A recommendation from the area President's Cabinet member will be made to the President. The decision will be made by the President for all exchanges.

   D. A written report of the exchange experience will be submitted to the supervisor and the President within three (3) months of completion of the program.

   E. The participant will be under the jurisdiction of the host institution as far as institutional policies and procedures are concerned. Host institution's load norms will be used for faculty, and host institution's job descriptions will be used for administrators and classified staff.

   F. Salary, fringe benefits and all rights of employment will remain intact during the exchange experience and are the responsibility of the sending institution.

   G. All exchanges will be on a one-for-one basis and will not exceed a duration of one (1) academic year for administrators and faculty or three (3) months for classified staff. Absent a one-for-one exchange, time away from campus to work with someone from another school will be limited to two (2) weeks or less.

   H. A clear understanding of the duties to be performed by participants will be established in advance.

   I. Arrangements for visas, United States social security numbers and passports will be handled by the individuals involved.

2. Administrative Staff Exchange

   A. An individual interested in participating in an administrative exchange program with another institution must have at least three (3) years of service credit.

   B. If an administrator is approved for the exchange program and decides to withdraw without Board of Trustees approval after partially completing the term (except in emergency or life threatening situations), his/her action will be interpreted as a termination of employment.

C. Exchange experiences will count toward seniority at College of DuPage.

3. Administrative Exchange Visitor to College of DuPage

   A. An administrator selected for an exchange experience with College of DuPage must have the necessary qualifications and experience for the position being filled.

   B. An administrator selected for an exchange experience at College of DuPage will be aware of, and concerned with, the wide variety of needs of community college students and the wide range of students' individual capacities for growth.

   C. Foreign exchange visitors will be eligible for health leave and health insurance when provided by specific exchange agreements.

4. Faculty Staff Exchange

   A. Only tenured faculty members are eligible for an exchange. The faculty member will coordinate such efforts through the supervisor and the President or designee.

   B. Only those requests which carry the recommendation of the supervisor will receive favorable consideration.

   C. If a faculty member, approved for the exchange program and teaching in it, decides to withdraw without Board of Trustees approval after partially completing the term (except in emergency or life threatening situations), his/her action will be interpreted as a termination of employment.

   D. Exchange experience will count toward seniority at College of DuPage.

5. Faculty Exchange Visitor to College of DuPage

   A. Faculty to be selected for an exchange experience at College of DuPage must have the necessary qualifications and experience in the subject area being taught.

   B. Faculty selected for an exchange experience with College of DuPage will be aware of, and concerned with, the wide variety of needs of community college students and the wide range of students' individual capacities for growth.

   C. Foreign exchange visitors will be eligible for health leave and health Insurance when provided by specific exchange agreements.

6. Classified Staff Exchange

   A. An individual interested in participating in a classified staff exchange program with another institution must have at least three (3) full years of service credit. The individual will coordinate such efforts through the supervisor, area administrator, and the President or designee.

   B. Only those requests which carry the recommendation of the supervisor and area President's Cabinet member will be eligible to receive a favorable consideration.

C. If a classified staff member, approved for the exchange program and working in it, decides to withdraw without Presidential approval after partially completing the term (except in emergency or life threatening situations), his/ her action will be interpreted as a termination of employment.

7. Classified Exchange Visitor to College of DuPage

A. A classified staff member selected for an exchange experience at College of DuPage must meet the minimum qualifications and experience required for the position being filled.

B. A classified staff member selected for an exchange experience with College of DuPage will be aware of the expectation for cooperative and professional interactions with all levels of College staff, students and the public.

C. Foreign exchange visitors will be covered by health insurance as provided by specific exchange agreements.

Adopted: 10/01/09	Reviewed:	Amended:

Reduction in Force Based on Financial Exigency

1. Financial Exigency – Upon evidence of a condition of financial exigency, the President will inform the College community of the condition.

   A. The President and/or his delegated representative may consult with leaders of the constituent groups about methods of alleviating the financial exigency.

   B. Recommendations from the consultation with the leaders of the constituent group will be reviewed by the President. However, the recommendations will be advisory and the President shall make final determination.

2. Reduction-in-Force – The President will determine whether a reduction-in-force of College personnel is necessary to alleviate the financial exigency. The President's Cabinet will advise the President as to positions to be eliminated. Administrative, classified and part-time faculty positions will be considered before the termination of full-time faculty positions.

3. Non-Tenured Administrators and Non-Tenured Track Faculty – After the initial decision to terminate a non-tenured administrator or non-tenured track faculty member, the administration will make a reasonable effort to place the affected individual in a vacant position within the institution. The placement is dependent upon the need for the other position and the qualifications of the full-time non-tenured administrator or non-tenured track faculty member.

4. Seniority for Full-Time Faculty and Administrators with Faculty Tenure

   A. Seniority will be defined by the tenured track hire date.

   B. The Vice President of Human Resources will compile and maintain a master seniority list as described in the Illinois Tenure Act.

   C. Institutional seniority will be counted in complete years of service credit at the College. In case of a tie, the following tie-breaking procedures will be used in the order in which they are listed:

      1) Date of the Board of Trustees Meeting at which employment was approved.
      2) Random procedures.

5. Full-Time Faculty and Administrators with Faculty Tenure – Full-time faculty members to be terminated will be done so in accordance with the applicable sections of the current collective bargaining agreement.

   A. Full-time faculty and administrators with faculty tenure who are qualified for any teaching or counseling position at the College will not be terminated prior to the termination of members with less seniority holding any of those positions. To be qualified for a teaching or counseling position, the individual must have completed at least one (1) satisfactory year of full-time service in that position at the College.

   B. After the initial decision to terminate a tenured full-time faculty member or administrator with faculty tenure, the administration will make a reasonable effort to place the affected individual in a vacant position within the institution. The placement is dependent upon the

need for the other position and the qualifications of the affected individual for that position, according to the hiring guidelines.

C. Terminated full-time faculty members or administrators with faculty tenure may, or may not, be offered part-time faculty opportunities. The acceptance or refusal of such opportunities will have no affect on the affected individual's rights of reinstatement as described by this Board Policy and Administrative Procedure.

D. If the position of a full-time faculty member or administrator is reinstated within two (2) years of the termination, the affected terminated employee will have the right of first refusal, subject to the conditions listed below:

1) The right of recall will be in reverse order of termination; i.e., the last to be terminated will be the first recalled.
2) A thirty (30) calendar day period will be allowed for acceptance or rejection of the offer. Released full-time faculty members and administrators with faculty tenure, if interested in recall positions, must keep the College informed of their current address.
3) Reinstatement, should it occur, will be made at the same placement on the salary schedule that would have been offered in the period following termination. Credit earned, or appropriate experience acquired, during the lay-off period that would qualify for advanced placement will be evaluated on the same basis as that applied to continuing faculty members or administrators.
4) All benefits will be reinstated which existed at the date of termination, assuming the benefits still exist at the time of reinstatement.
5) Tuition reimbursement for courses taken after termination (maximum of two [2] years) will be made following reinstatement, provided that established procedures are followed.

6. Non-Tenured Administrators and Classified Staff – Unless contrary to current collective bargaining agreements, terminations will be decided on a case-by-case basis. The Board of Trustees reserves the right to terminate employees as stipulated in this Board Policy and Administrative Procedure based on need, without regard to seniority.

7. Classified Staff – The classified staff termination process will utilize the Classified Employee Guidebook (refer to, but not limited to, "Discontinued Positions").

8. Benefits upon Termination – Full-time faculty members, classified staff and administrators who are terminated under the above Administrative Procedures will be entitled to the following benefits:

A. Continuation of medical/dental and life insurance will be available for a period of one (1) year on the following basis:

1) The College will continue to pay its portion of the premium for a period of three (3) calendar months.
2) The terminated employee may elect to pay the full premium, at the group rate, for an additional nine (9) months.
3) After one (1) year, the former employee may elect the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) insurance for eighteen (18) months.

B. Preference will be given to the terminated employee in granting a part-time assignment in an area for which the individual is qualified.

C. The College will provide assistance to terminated employees in locating opportunities for other employment.

Adopted: 10/01/09	Reviewed:	Amended: 7/01/10

Separation of Employment

Employees who are resigning from their positions are required to submit their letter of resignation to their immediate supervisor at least two (2) weeks in advance of their termination date. The supervisor will immediately forward a copy of the resignation letter to the Human Resources Office.

The supervisor will be responsible for accounting for any College property that has been signed out to the employee such as cell phone, laptop, etc. The supervisor will complete an *Employee Termination Clearance Form* and forward the completed form to Human Resources within one (1) week of the end of the employee's employment.

Benefited Employees: On their last day of employment, the Human Resources Benefits Manager will meet individually with terminating employees for an exit interview. At the meeting, the terminating employee will turn in their College ID card, parking pass and any College issued keys. Human Resources will contact the Finance Office for any outstanding Travel Advances. Information Technology will be notified by Human Resources to terminate computer access, phone and voice mail.

Part-Time Non-Benefited Employees: The terminating employee's supervisor is responsible for collecting the employee's College ID, keys and parking pass and forwarding them to the College of DuPage Police Department. For Part-Time Faculty, grades must be turned in to the Records Office prior to termination.

All Employees: If there are any outstanding obligations to the College or any unreturned College property, the last paycheck may be held by the Payroll Department for up to an additional two (2) weeks. The check will be released as soon as the outstanding obligations are met. If the Employee Termination Clearance Form is not received by Human Resources, the cost of unreturned materials and outstanding obligations will be deducted from the employee's last paycheck.

Human Resources will provide a SURS (State Universities Retirement System) Separation Refund Fact Sheet that explains retirement annuity and refund options, upon receipt of a resignation letter.

Adopted: 10/01/09	Reviewed:	Amended:

Responsibilities Related to Marketing of Instructional Materials

This document is designed to establish guidelines and procedures related to the marketing of instructional materials which are produced by the College of DuPage. These are intended for instructional materials owned by College of DuPage and/or those supplemental print or media materials sold through the College book store and customarily authored by College faculty or divisions.

The responsibility of managing the marketing of instructional materials resides with the Information Technology Office of Special Services. Specific responsibilities are detailed below:

Marketing of Instructional Materials:

1. All communications with the author/inventor related to the marketing of the product will be managed by the Information Technology Office of Special Services

2. All questions related to production and distribution will be managed by the Information Technology Office of Special Services.

3. All questions related to contracts and marketing agreements will be coordinated with the Vice President, Information Technology.

4. Responsibility for obtaining all legal releases and permissions rests with the unit, office, artist, producer, author, developer or other person who provides content for such products or produces product elements. Information Technology Office of Special Services will provide support and counsel for obtaining such releases as well as exemplars and templates of appropriate releases. Information Technology Office of Special Services will archive those releases.

5. The obtaining of all agreements with authors/inventors will be managed by the Information Technology Office of Special Services. All agreements must be approved by the Vice President, Information Technology and the Vice President of Administrative Affairs.

6. Determination of specific marketing arrangements of an instructional unit (including pricing) will be made by a material marketing team composed of the following:

    a) The Author/Inventor
    b) Director of Information Technology Office of Special Services
    c) Vice President, Information Technology
    d) Vice President of Administrative Affairs

Vice Presidents' Compensation

1. Salary Increases Subsequent to Hire

   A. Each May, the Board of Trustees will take action to authorize a maximum percentage or dollar increase available for the Vice Presidents.
   B. The President will determine individual increases based upon merit within that maximum.

2. Merit Determination

   Merit determination will include, but not be limited to:
   A. Increased skill on the job
   B. Professional development
   C. Goal achievement
   D. Representation of College of DuPage

3. Raises

   Raises will be distributed for fiscal years beginning July 1 of each year.

Adopted: 10/01/09	Reviewed:	Amended:

Administrative Assignment

1. Appointment

   A. Newly appointed administrators *with* faculty tenure will be considered for a one (1) year appointment subject to the recommendation of the supervisor and appropriate President's Cabinet member, and with the approval of the President and the Board of Trustees.

   B. Newly appointed administrators *without* faculty tenure will receive a one (1) year appointment subject to the recommendation of the supervisor and appropriate President's Cabinet member, and with the approval of the President and the Board of Trustees.

   C. Administrators new to the College will complete a formal orientation program.

2. Reappointment

   All administrators will be considered for reappointment annually.

   A. Administrators *with* faculty tenure will be eligible for a one (1) year appointment subject to the recommendation of the supervisor and appropriate President's Cabinet member, and with the approval of the President and the Board of Trustees.

   B. Administrators *without* faculty tenure, with less than three (3) years of satisfactory administrative service, will be eligible for a one (1) year appointment subject to the recommendation of the supervisor and appropriate President's Cabinet member, and with the approval of the President and the Board of Trustees.

   C. Administrators *without* faculty tenure, with more than three (3) years of satisfactory administrative service, will be eligible for a two (2) year appointment, renewable annually, upon the recommendation of the supervisor and appropriate President's Cabinet member, and with the approval of the President and the Board of Trustees.

3. Non-Renewal

   If the President fails to renew the appointment of an administrator, the following procedure will apply:

   A. If the Board of Trustees does not take action to renew the appointment of an administrator with faculty tenure, the administrator will be reassigned to faculty status.

   B. If the Board of Trustees does not take action to renew the appointment of an administrator without faculty tenure on a one (1) year appointment, the President will follow Board Policy 15-275, Administrator Separation.

C. If the Board of Trustees does not take action to renew the appointment of an administrator without faculty tenure on a two (2) year appointment for performance reasons, that administrator will be considered on probation. Each administrator on probation will receive a remediation plan from the administrator's supervisor. Probationary status will continue through the end of the current appointment. Administrators who satisfactorily complete the remediation plan will be eligible for reappointment. If reappointment does not occur, refer to Board Policy 15-275, Administrator Separation.

D. If the Board of Trustees does not take action to renew the appointment of an administrator without faculty tenure on a two (2) year appointment for reasons other than performance, refer to Board Policy 15-275, Administrator Separation.

4. Notice

Notice of the action of the Board of Trustees for reappointment or non-renewal of administrative appointments will be made to each administrator no later than the last day of each February.

Adopted: 10/01/09	Reviewed:	Amended:

Administrator Appeal Process

The Board of Trustees will determine, by majority vote, whether to hear an administrator appeal directly or to refer the case to a Board-appointed Hearing Officer. If the case is heard by a Hearing Officer, a written summary and tape recording of the hearing will be submitted to the Board for deliberation and decision in closed session. The Board may consult with its attorney, administrators or others deemed helpful to the deliberation process.

Within five (5) working days of the final decision on an appeal through the chain of command to the President, an administrator may request, in writing to the Board Secretary, a hearing before the Board of Trustees regarding the decision. The Board or the Hearing Officer will set a time and date for the hearing, which will be scheduled within thirty (30) working days of receipt of the employee's written request. The employee will receive written notice of the time and place of the hearing and the allegations of misconduct within ten (10) days of receipt of the request for the hearing. At the employee's request, the College will provide a description of any evidence to be presented at the hearing at least five (5) working days prior to the hearing.

Failure of the employee to appear will be considered a withdrawal of the appeal.

Hearing Procedures:

1. The hearing will be held in closed session.

2. The employee may be represented by up to two (2) other persons. Only one (1) representative may speak during the hearing.

3. If an employee is represented by legal counsel, the employee will be entitled to only one (1) additional representative.

4. Either the employee or the College representative may request the Board or the Hearing Officer to exclude all witnesses (if they number more than (1) one), so that one (1) witness will not hear another witness's testimony. If any witness is excluded, all witnesses will be excluded.

5. The hearing will be tape recorded.

6. The Board will pay the cost of a Hearing Officer, if applicable, and will pay the cost of a tape-recorded record. All other costs involved will be borne by the employee requesting the hearing.

7. The administrative representative and the employee will make short opening position statements on the charges of misconduct and on the recommended discipline.

8. The College will present information in oral or written form, by witnesses or through documents. The employee or designated representative will be given an opportunity to cross-examine.

9. The employee will present information regarding the matter similarly. The College will be given an opportunity to cross-examine.

10. Cross-examination and/or rebuttal of evidence put forth by either the employee or the College will be limited to the subject matter and the evidence previously put forth.

11. The College and the employee may make closing statements at the conclusion of the hearing.

12. The Board or the Hearing Officer will rule on the admissibility of all information. All pertinent and relevant information will be received by the Board or the Hearing Officer without strict adherence to the legal rules of evidence.

Adopted: 10/01/09	Reviewed:	Amended:

Administrator Compensation

1. Position Designation

Salary Range	*Title*
1	Associate Dean, Associate Director, Director, Assistant Dean, Internal Auditor
2	Director, Assistant Vice President, Chief Development Officer
3	Associate Vice President, Executive Director, Dean

2. Position Placement

The President will determine the range for each position using the following criteria:

A. Scope of job responsibility as defined in the position description.

B. Independent decision-making required of the position.

C. Supervisory activities involved in the position.

D. Influence of the position on the accomplishment of institutional goals.

3. Appointment/Contract Renewal

Also refer to Board Policy and Administrative Procedure 15-240, Administrative Assignment.

4. Annual Salary Review/Professional Compensation

The President will allocate total dollars to the Vice Presidents to be distributed to administrators' pay increases, as per this Administrative Procedure.

Pay increases may be awarded to individual administrators based on evaluations and educational merit.

Administrators being denied an annual salary increase due to failure to achieve a year of satisfactory service must be notified in writing. Such notification must reference specific reasons for the denial and the corrective actions which the administrator should take to satisfactorily complete service requirements.

5. Tenured Faculty and Administrative Position

Tenured faculty who are appointed as administrators will retain seniority in their discipline, and their current salary will be considered in making a placement into the appropriate range. Upon return to faculty status, the administrator will return to the step and range placement on the faculty salary schedule most appropriate, without a reduction in salary.

Tenured faculty who become administrators will not lose their tenure.

6. Non-Tenured Faculty and Administrative Position

Non-tenured faculty appointed as administrators will follow the same procedure as tenured faculty except that the time spent as an administrator will not count toward tenure.

7. Appeals Process

Compensation appeals will be handled as follows: (1) first to the supervisor, (2) then, if not satisfied, to the unit's Cabinet Officer, and (3) if not satisfied, to the President for final decision.

For other issues, the Faculty/Administrative Review Board (FARB) serves as the vehicle of appeal for cases where a violation of Board Policy is in question. Refer to Board Policy 15-340, Faculty Administrative Review Board (FARB).

8. Health/Dental/Vision Insurance

Administrators will receive equivalent Health, Dental, and Vision insurance and will make equivalent employee contributions to these benefits in the same manner as full-time faculty.

9. Retirement

Administrators who have completed at least ten (10) years of eligible full-time service with District 502 and who meet minimum requirements to receive a State Universities Retirement System (SURS) retirement annuity will be eligible for earned compensation projects within the guidelines of the SURS "Six Percent (6%) Rule". Administrators may qualify for other retirement benefits of health insurance and life insurance. All years of eligible full-time service will apply. Retirement benefits will be administered as per the Administrators' Guidebook.

10. Other Fringe Benefits

Administrators are eligible for other fringe benefits which include Tuition Scholarship and Development and Renewal Funds, as per the Administrators' Guidebook.

Adopted: 10/01/09	Reviewed:	Amended:

Compensation for Newly Hired Administrators

Procedure for Determination of Administrative Salary

1. Position Designation

Salary Range	*Title*
1	Associate Dean, Associate Director, Director, Assistant Dean, Internal Auditor
2	Director, Assistant Vice President, Chief Development Officer
3	Associate Vice President, Executive Director, Dean

2. Position Placement

The President will determine the salary range for each position using the following criteria:

A. Scope of job responsibility as defined in the position description.

B. Independent decision-making required of the position.

C. Supervisory activities involved in the position.

D. Influence of the position on the accomplishment of institutional goals.

E. When a position is vacated, the range assigned may be re-evaluated by the President.

3. Salary Placement of Newly-Appointed Administrators

Newly-appointed administrators will be placed in the appropriate range. Salary placement at the range midpoint or higher may be granted, based on the individual's experience and educational background. When it is deemed necessary by the appropriate Cabinet Officer to grant a salary placement above the range midpoint, approval by the President is required. A record will be kept of the reason for the exception.

Administrators who transfer from a full-time faculty position will have their current salary considered in making a placement into the appropriate range.

4. Outstanding Administrators – Merit Increase

Administrators who are deemed to be outstanding may be awarded a higher salary increase than that awarded to the majority of administrators upon the recommendation of the supervisor and appropriate Cabinet Officer and upon approval of the President.

5. Retirement

Administrators who have completed at least ten (10) years of eligible full-time service with District 502 and who meet minimum requirements to receive a State Universities Retirement System (SURS) retirement annuity will be eligible for earned compensation projects within the guidelines of the SURS "Six Percent (6%) Rule". Administrators may qualify for other retirement benefits of health insurance and life insurance. All years of eligible full-time service will apply. Retirement benefits will be administered as per the Administrators' Guidebook

6. Appeals Process

Compensation appeals will be handled as follows: (1) first to the supervisor. (2) then, if not satisfied, to the unit's Cabinet Officer, and (3) if not satisfied, to the President for final decision.

For other issues, the Faculty Administrative Review Board (FARB) serves as the vehicle of appeal for cases where a violation of Board Policy is in question. Refer to Board Policy 15-340, Faculty Administrative Review Board (FARB).

7. Appointment/Contract Renewal

Refer to Board Policy and Administrative Procedure 15-240, Administrative Assignment.

Adopted: 10/01/09	Reviewed:	Amended:

Vacation and Paid Holidays for Administrators

Administrators are entitled to vacation days according to the following schedule:

Number of Years Full-Time Service	Number of Vacation Days per Full Year
One but less than 15 years*	20 days
15 years but less than 20 years*	21 days
20 years or more*	22 days

*The number of years of full-time service is calculated according to the anniversary date of hire.

Administrators are encouraged to take vacation with supervisory approval on a current basis; however, when it is not convenient to take vacation because of job responsibilities, the unused vacation days may be carried over into the next appointment year. Carry over of vacation days may not exceed forty (40) days.

The following days will be observed as paid legal holidays:

- New Year's Day
- Martin Luther King's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The Friday after Thanksgiving Day
- The last working day before Christmas
- Christmas Day
- New Year's Eve Day
- The three (3) work days between Christmas Day and New Year's Eve Day

When any of the above holidays fall on Saturday, the preceding workday will be designated as a paid holiday. When they fall on Sunday, the following workday will be designated as a paid holiday.

If the College is open and classes are in session on any officially observed holiday, administrators will be granted a floating holiday in lieu of the official date.

An employee will not be paid for the above holidays if they are preceded or followed by an unapproved absence.

Vacation dates will be planned and scheduled by mutual agreement of the administrator and the administrator's supervisor. The needs of the College must be the first consideration in determining vacation dates.

1. Administrators will record days taken as vacation on Leave Reporting Forms and will submit the forms through their supervisor to Payroll Office for recording.

2. Each fiscal year, administrators will be allowed one (1) floating holiday (8 hours) to be used between July 1 and June 30. Unused floating holiday hours will *not* be paid out at retirement or separation of employment.

3. July 1 is the designated date from which accumulated days of vacation are computed.

4. A paid holiday falling within a vacation period will *not* constitute a vacation day.

5. *No* pay in lieu of vacation will be granted except upon retirement or separation.

6. In the event of termination or retirement, the final year's vacation time will be prorated from July 1 to the final date of employment. If more vacation time has been taken than was earned, the final paycheck will be adjusted accordingly.

Adopted: 10/01/09	Reviewed:	Amended:

Personal Leave For Administrators

Administrators are granted forty (40) hours of personal leave per fiscal year, deducted from their sick hours assessed each year. Unused personal time reverts to sick time at the end of the fiscal year.

Personal leave time is allowed for emergencies or for conducting business of a personal nature which cannot be scheduled outside of the normal workday. Administrators must submit a Leave Reporting Form forty-eight (48) hours in advance of the leave (with the exception of emergencies) certifying that the reason for the day(s) is of a personal nature and that the administrator cannot conduct this action outside of normal working hours. Two (2) of the days may be by notification, and the remaining days by prior approval.

Personal leave time may be appropriately used for:

- Legal holiday, not observed by the College
- Observance of religious holidays
- Medical and dental appointments
- Emergency family business
- Funeral (not covered by bereavement leave)

Phone calls, voice mail and or e-mail messages may be accepted for emergencies such as illness or death in the immediate family.

After the administrator's supervisor has approved the leave, a copy of the Leave Reporting Form stating the reason for the leave will be forwarded to the Payroll Office.

Personal leave days may *not* be taken immediately preceding or following a vacation period. This includes mid-week holidays, weekends annexed to holidays, or the first five (5) working days of each semester. However, exceptions will be made if the administrator receives permission from the President or designee due to the existence of extraordinary or emergency circumstances.

In cases where the five (5) personal leave days have been exhausted, the President may approve use of remaining health (sick) leave days, if any, to be used in the case of extraordinary and/or emergency circumstances.

Adopted: 10/01/09	Reviewed:	Amended:

Employment Outside the College – Administrators

1. Any administrator who intends to engage in employment outside of the College will submit a request to the President or designee through the employee's immediate supervisor and through the appropriate Vice President and indicate the following:

   A. The nature of the outside employment activities;

   B. The estimated amount of time which will be involved in the outside employment activities; and

   C. The specific times which will be spent in the outside employment activities, if possible.

2. The President or designee will determine if the proposed outside employment will interfere with the job and, if such is *not* the case, the President or designee may approve the outside employment and so inform the employee.

3. The administrator will annually submit to the President or designee, through the administrator's immediate supervisor, the actual date and amount of time spent in this outside employment.

Adopted: 10/01/09	Reviewed:	Amended:

Spoken English Proficiency for Faculty

Implementation of this Board Policy and Administrative Procedure falls into two categories: (1) Teaching faculty currently employed by College of DuPage, and (2) those who have not yet been employed by the College.

1. Current Faculty Members

   All supervisor evaluations of current teaching faculty will include an assessment of spoken English proficiency. The lack of a negative assessment made pursuant to such evaluations will be indicative of a satisfactory evaluation of spoken English proficiency.

   In the event of a negative assessment related to spoken English proficiency made pursuant to an evaluation of a current teaching faculty member, the faculty member will be referred to Section 3 of this Administrative Procedure (Evaluation Steps).

   In addition, two (2) incidents of complaints relative to spoken English proficiency of a teaching faculty within one (1) single term will result in referral to the initial assessment phase. This assessment will take place by the end of the current term, if possible.

2. Prospective Faculty Members

   All new personnel hired for full-time or part-time teaching assignments at the College will be required to attend screening interviews with the appropriate instructional dean or designee. Such interviews will be structured to include an appropriate evaluation of spoken English proficiency.

   Prior to any hiring decision, and during the interview, the spoken English proficiency form, Initial Assessment, will be executed by the interviewer and placed in the candidate's file in the Human Resources Office.

3. Evaluation Steps

   A. *Prospective Faculty Members*

      1) Initial Assessment: Upon assessment, the Initial Assessment spoken English proficiency form will be executed by the interviewer. A prospective faculty member deemed not proficient during the initial assessment will not be eligible for hire.

   B. *Current Faculty Members*

      1) Initial Assessment: Used when two (2) incidents of complaints are received on a current faculty member. Upon assessment, the Initial Assessment spoken English proficiency form will be executed by the interviewer.

      2) Assessment & Appeal Process: A faculty member deemed not proficient during the initial assessment may elect assessment by an ad hoc three (3) person committee

appointed by the President. At least one (1) faculty member from the related academic discipline will serve on the committee.

3) Test Assessment: If the faculty member is still determined not proficient in spoken English at the appeal assessment, the faculty member may elect to take a voluntary Foreign Service Institute Oral Assessment Test (or another standardized test if the Foreign Service Institute Oral Assessment Test is not available) to assess spoken English proficiency. If the faculty member fails the test, a voluntary plan for remediation will be given.

4) Protocols: Faculty who fail the initial or appeal phase of the procedure will be considered to be not proficient in spoken English at the time. Faculty who do not pass the test phase will be given a suggested remediation plan.

   - Part-time faculty who fail the test assessment step of the procedure will not be assigned to teach classes for a future term until they can be deemed proficient and until appropriate openings exist.

   - Full-time non-tenured faculty will be placed on non-instructional assignment at the end of the current term. If a full-time non-tenured faculty member is not deemed proficient on or before the next applicable date for notification of non-renewal of appointment, the faculty member appointment will not be renewed.

   - Full-time tenured faculty will be placed on non-instructional assignment at the end of the current term for up to two (2) terms until they can be deemed proficient. If the teaching faculty member is not deemed proficient at the end of (2) two terms, the faculty member will be evaluated by an ad hoc joint faculty/administrative committee of five (5) persons appointed by the President to determine eligibility for an additional one (1) term of non-instructional assignment pending remediation. At the end of the second or third term, if remediation has not occurred, the faculty member will be placed on suspension without pay. If the faculty member cannot pass the test within one (1) year from the beginning of suspension, employment will be terminated.

   A problem with spoken English proficiency related to medical problems, as certified by a College-approved physician, will be handled as a health leave.

Adopted: 10/01/09	Reviewed:	Amended:

Recruitment and Selection of Faculty

The Administrative Procedures for recruitment, selection and hiring of faculty as outlined in Administrative Procedure 15-5, Equal Employment Opportunity and Affirmative Action, will be used in the implementation of this Board Policy.

Adopted: 10/01/09	Reviewed:	Amended:

Initial Salary Placement of Faculty

Full-time faculty will be recommended by the President and appointed by the Board of Trustees.

1. Review of Transcripts and Related Experience – The Human Resource Office will review transcripts and related experience of the final candidate and consult with appropriate persons, if necessary, for assistance in determining applicability of education and experience to determine appropriate salary placement. The placement will not be less than step three (3) or more than step five (5) of the pay scale. (Upon recommendation by the appropriate President's Cabinet member, additional steps may be approved by the Board of Trustees. A record will be kept of the reason for the exception.)

2. Initial Salary Placement – Initial placement on the salary range schedule will be determined by educational qualifications, experience and other factors defined by the current faculty agreement and this Administrative Procedure. Educational credits must be substantiated by official transcripts from accredited institutions of higher education. Other experiences and qualifications, such as workshops, seminars and related experiences, must be documented.

   The normal minimum for initial placement on the salary schedule is a master's degree in the subject to be taught or an equivalent combination of education and experience. In exceptional cases for vocational/technical programs, a minimum of two (2) years of recent and directly related work experience may be used in lieu of a master's degree for initial placement.

   Any faculty member without a master's degree who is employed by the College will be required to have an approved three (3) year professional education plan on file with the appropriate dean. As part of the faculty member's evaluation, the immediate supervisor will include comments related to progress of this plan. Tenure will not be granted if this plan is not completed.

   All approved credit hours obtained after initial placement accumulated for purposes of range placement will be in accordance with the current Contractual Agreement between the Board of Trustees of College of DuPage and the College of DuPage Faculty Association IEA/NEA.

3. Criteria for Evaluation of Credits and Related Experience

   A. *Evaluation for Experience Factor*

      1) *Teaching Experience* – Years of teaching experience at the elementary, secondary, undergraduate or graduate level will be granted one (1) year for each full-time equivalent year of experience, including part-time teaching.

         Teaching experience of more than one-half (½) year, but less than an academic year, will be counted as one (1) year.

2) *Related Work Experience* – The first two (2) years of directly related work experience will be credited at one hundred percent (100%) for experience placement. Related work experience beyond the first two (2) years will be credited at fifty percent (50%).

3) *Teaching or Other Applicable Compensable Work during Full-Time Continuing Education* – Applicable work of at least half time in the instructor's subject area will be counted at fifty percent (50%) of a year for step placement.

4) *Teaching Full-Time while in Military Service* – Year-for-year teaching experience will be granted for teaching full-time in a related teaching field while in military service.

5) *Single Calendar Year Period* – In *no* case may a faculty member receive credit for more than a full year of experience in a single calendar year period.

B. *Evaluation for Credit toward Range Placement*

1) *Graduate Credit Hours* – Credit hours in a related field, including those earned at the graduate level after the master's degree has been conferred, will apply toward range placement. No graduate credit will be applied to credit beyond the master's except those earned subsequent to the date of the master's degree.
(Exceptions noted in 3. B. 3), 3. B. 4) and 3. B. 5) below.)

2) *Evaluation for Credits for Institutes, Workshops, Seminars and Undergraduate Courses* – The content and objectives of the training or coursework must relate directly to the faculty member's field of instruction. No credit for less than one (1) semester hour of equivalent credit will be granted. However, two (2) or more experiences may be combined to evaluate equivalency. In computing equivalency credit, the total number of hours actually spent in the alternative credit assignment will be divided by forty (40).

No credit will be applied to credit beyond the master's except those earned subsequent to the date of the master's degree.
(Exceptions noted in 3. B. 3) and 3. B. 4) below.)

3) *Minimum Required for Master's* – Graduate credit earned beyond the equivalent of a master's degree, plus six (6) semester hours in an approved doctoral program at a regionally accredited institution, will be used for placement beyond the master's if the institution does not award an interim master's degree.

In no case will more than fifteen (15) semester hours of dissertation credit be allowed beyond the master's degree when the doctoral degree is not completed.

4) *Terminal Master's Program* – In programs where the two (2) year (sixty [60] semester hours) master's degree is normally the highest degree obtainable in the academic or professional area, credit beyond a master's will be counted for all credit beyond the first thirty-six (36) graduate semester hours completed (provided all credits apply toward the degree).

Example – A Master's in Fine Arts (MFA) requires sixty (60) semester hours instead of the typical thirty-six (36) semester hours required for other masters' degrees. The additional twenty-four (24) semester hours will be counted as credit beyond the initial master's degree.

5) *Applicability of Graduate Work (for Candidates with a Master's Degree or Higher)* – Graduate work taken beyond the bachelor's degree and not counted toward, or taken while simultaneously enrolled in, a master's program will be applicable toward semester hours of preparation beyond the master's equivalency if taken in the faculty member's field of teaching (or a related field).

Example

- Hours in education for certification.
- Faculty in English - hours in English before starting master's.
- Faculty in biology - hours in chemistry and physics.

6) *Credits Earned in Unrelated Degrees* – Applicable courses taken in unrelated degrees will be evaluated on a course-by-course basis and may be used for placement purposes if received from an accredited institution of higher education.

7) *Credit Hours Earned or Submitted After Initial Placement* – Applicable credit hours earned and/or documented and submitted after initial placement will entitle the faculty member to credit if transcripts are submitted and the request is made not later than twenty (20) working days following the commencement of the first term appointment period.

8) *Credentialing* – When credentialing, such as certification or licensing, is the minimum written qualification for a specific position, credits earned subsequent to that qualification may be considered for advanced placement.

9) *No Advanced Placement Credit* – No advanced placement credit will be granted at the time of employment for persons without a master's degree.
(Exceptions noted in 3. B. 3) and 3. B. 8) above.)

C. *Approval by the Board of Trustees* – The Human Resource Office will prepare the necessary resolutions and documents for final approval by the Board of Trustees.

Adopted: 10/01/09	Reviewed:	Amended:

Employment Outside the College – Full-Time Faculty

1. Any full-time faculty member who intends to engage in employment outside of the College during the academic year will submit a request to the President or designee through the faculty member's immediate supervisor and through the appropriate Vice President and indicate the following:

   A. The nature of the outside employment activities;
   B. The estimated amount of time which will be involved in the outside employment; and
   C. The specific times which will be spent in the outside employment, if possible.

2. The President or designee will determine if the proposed outside employment will interfere with the job and, if such is *not* the case, the President or designee may approve the outside employment and so inform the employee.

3. The faculty member will annually submit to the President or designee, through the faculty member's immediate supervisor, the actual date and amount of time spent in this outside employment.

Adopted: 10/01/09	Reviewed:	Amended:

Part-Time Faculty Assignments and Pay Rates

The dean of each division will submit a list of part-time faculty needs to the Human Resources Office.

Applications for candidates will be solicited by, and available in, the Human Resources Office.

The dean of each division or designee will be responsible for interviewing, screening, checking references and hiring part-time faculty.

A letter of confirmation will be sent from the dean to newly hired part-time faculty. The letter will request the following information be sent to the Vice President of Human Resources:

1. The latest transcripts verifying receipt of the highest degree held;
2. Any credit hours earned beyond this degree; and
3. Other required Human Resources forms which must be completed.

All applications are to be returned to the Human Resources Office clearly indicating any action taken by the division office.

All credit and non-credit, non-classroom assignments will be included in determining eighty percent (80%)* of a normal working load.

*Part-time faculty who teach a twelve (12) base class load are limited to twenty-one (21) credit hours, or eighty-seven and one half percent (87.5%).

Adopted: 10/01/09	Reviewed:	Amended:

Appeal Process – Part-Time Faculty

The Board of Trustees will determine, by majority vote, whether to hear a Part-Time Faculty appeal directly or to refer the case to a Board-appointed Hearing Officer. If the case is heard by a Board-appointed Hearing Officer, a written summary and tape recording of the hearing will be submitted to the Board for deliberation and decision in closed session. The Board may consult with its attorney, administrators or others deemed helpful to the deliberation process.

Within five (5) working days of the final decision on an appeal through the appropriate appeal routes*, a part-time faculty member may request, in writing to the Board Secretary, a hearing before the Board of Trustees regarding the decision. The Board or Hearing Officer will set a time and date for the hearing, which will be scheduled within thirty (30) working days of receipt of the part-time faculty member's written request. The part-time faculty member will receive written notice of the time and place of the hearing and the allegations of misconduct within ten (10) days of receipt of the request for the hearing. At the part-time faculty member's request, the College will provide a description of any evidence to be presented at the hearing at least five (5) working days prior to the hearing.

Failure of the part-time faculty member to appear will be considered a withdrawal of the appeal.

Hearing Procedures:

1. The hearing will be held in closed session.

2. The part-time faculty member may be represented by up to two (2) other persons. Only one (1) representative may speak during the hearing.

3. If a part-time faculty member is represented by legal counsel, the part-time faculty member will be entitled to only one (1) additional representative.

4. Either the part-time faculty member or the College representative may request the Board or Hearing Officer to exclude all witnesses (if there is more than one [1] witness) so that one witness will not hear another's testimony. If any witness is excluded, all witnesses will be excluded.

5. The hearing will be tape recorded.

*Appropriate Appeal Routes:

- *Part-time Faculty* – Administrative chain of command to the President.
- *CODAA Part-Time Faculty* – College of DuPage Adjuncts Association (CODAA) grievance and appeal procedure.

6. The Board will pay the cost of a Hearing Officer, if applicable, and will pay the cost of a taped record. All other costs involved will be borne by the part-time faculty member requesting the hearing.

7. The administrative representative and the part-time faculty member will make short opening position statements on the charges of misconduct and on the recommended discipline.

8. The College will present information in oral or written form, by witnesses or through documents. The part-time faculty member or designated representative will be given an opportunity to cross-examine.

9. Similarly, the part-time faculty member will present information regarding the matter. The College will be given an opportunity to cross-examine.

10. Cross-examination and/or rebuttal of evidence put forth by either the part-time faculty member or the College will be limited to the subject matter and the evidence previously put forth.

11. The College and the part-time faculty member may make closing statements at the conclusion of the hearing.

12. The Board or Hearing Officer will rule on the admissibility of all information. All pertinent and relevant information will be received by the Board or Hearing Officer without strict adherence to the legal rules of evidence.

Adopted: 10/01/09	Reviewed:	Amended:

Assignment of Employees

The College will adhere to all other Board Policies and Administrative Procedures for the recruitment and selection of personnel.

The procedures of the Classified Employee Guidebook will be used for the administration of this Procedure.

Adopted: 10/01/09	Reviewed:	Amended:

Reclassification and Reduction In Force – Classified Employees

Upon termination of employment, the benefited classified employee will lose employee benefits.

Information regarding benefits and options to continue coverage on an individual basis will be discussed at an exit interview conducted at the time of termination. The terminated employee will be advised on the following benefits:

1. Health Insurance including medical, dental and vision.
2. Life Insurance.
3. Voluntary Long-Term Disability.
4. Vacation balance hours – These hours will be paid following the last regular paycheck.
5. State Universities Retirement System (SURS) – If the terminated employee is not eligible for SURS retirement, information on how to request a refund or rollover contributions to another qualified plan will be given to the employee.

Adopted: 10/01/09	Reviewed:	Amended:

College of DuPage Police Department Employee/Applicant Drug and Alcohol Testing Program

1. Definitions

   A. *Employees* – For this Board Policy and Administrative Procedure only, full- and part-time employees working in the College of DuPage Police Department, excluding administrative assistants.

   B. *Supervisors* – Those employees assigned to a position having day-to-day responsibility for supervising subordinates or who are responsible for commanding a work element.

   C. *Drug Test* – A hair sample, urine or blood test. In the case of a final applicant, a drug test will mean hair strand testing.

   D. *Alcohol Test* – A blood or breath alcohol test.

   E. *Reasonable Cause/Suspicion* – Reasonable cause or suspicion exists if the facts and circumstances warrant a rational inference that a person is either impaired by alcohol or controlled substances or has violated the prohibitions contained in this Board Policy and Administrative Procedure. Reasonable cause/suspicion must be based on specific, objective facts and any rationally derived inferences from those facts about the conduct of an individual that would lead a reasonable person to suspect the individual is either impaired by alcohol or controlled substances or has violated the prohibition contained in this Board Policy and Administrative Procedure. Objective facts include, but are not limited to, observable phenomena such as appearance, behavior, speech and body odors of the person and information provided by an identifiable third party which is independently corroborated or is from a source which is credible based on the providing of previous corroborated tips or information.

   F. *Under the Influence of Alcohol* – A person is deemed to be under the influence of alcohol if test results show an alcohol concentration of .02 (point zero two) or more based upon the grams of alcohol per one hundred (100) milliliters of blood, or if a breath alcohol test result is .02 (point zero two) or greater.

   G. *Probationary Employee* – For the purposes of this Board Policy and Administrative Procedure only, a probationary employee will be considered to be any person who is conditionally employed with the College of DuPage Police Department and has not completed their probationary period.

2. Rules

A. *Applicant Drug Testing*

1) The final applicant for a position in the College of DuPage Police Department will be required to be drug-tested by hair strand analysis as a condition of employment as part of a post-offer medical examination.

2) Applicants will be disqualified from further consideration for employment under the following circumstances:

a. Refusal to submit to a required drug test; or
b. A confirmed positive drug test indicating drug use prohibited by this Board Policy and Administrative Procedure.

B. *Probationary Employee Drug Testing*

1) All probationary employees will be required, as a condition of employment, to participate in any unannounced mass/mandatory drug or alcohol tests scheduled during the probationary period. The frequency and timing of such tests will be determined by the College of DuPage Police Chief or designee.

2) In addition, where the probationary employee has a past history of drug or alcohol use, that probationary employee will be required to submit to random testing until the probationary period is successfully completed. The frequency and timing of such testing will be determined by the College of DuPage Police Chief or designee.

3) Refusal to submit to testing may subject the probationary employee to discipline.

C. *Employee Drug and/or Alcohol Testing*

Employees will be required to take drug and/or alcohol tests as a condition of continued employment in order to ascertain prohibited drug and/or alcohol uses, as provided below:

1) *Employee Drug Testing*

a. The College of DuPage Police Chief or designee may order an employee to take a drug test when there is reasonable cause or suspicion to believe that the employee is, or has been, using illegal drugs or has been using legal drugs in an amount beyond the recommended dosage which results in impairment while on duty.

b. A drug test will be administered as part of any regular physical examination required by the College of DuPage Police Department.

c. All employees will be uniformly drug-tested during any unannounced, mass/mandatory testing required by the College of DuPage Police Department.

c.1. The Chief or designee will determine the frequency and timing of such tests.
c.2. Testing may be done on a unit-by-unit basis.

d. A drug test will be considered as a condition of application to the specialized units within the College of DuPage Police Department and will be administered as part of the required physical examination for a position within this department.

2) *Employee Alcohol Testing*

The Chief or designee may order an employee to take an alcohol test when there is reasonable cause or suspicion to believe that the employee is then under the influence of alcohol while on duty.

3) *Employee Meeting with Police Chief*

The Chief or designee will meet with the employee in the presence of at least one (1) confidential witness in order to explain why the employee is being asked to submit to a drug/alcohol test. A summary of the facts supporting the order will be made available to the employee prior to the actual test. Refusal to submit to testing may subject the employee to discipline.

D. *Hair Strand Drug-Testing Procedures*

1) Hair strand drug-testing procedures will follow the guidelines and safeguards as provided by the vendor/laboratory engaged by the College to do the testing.

2) The hair strand drug screening tests selected will be capable of identifying, at a minimum, the following substances: ecstasy, marijuana, cocaine, methamphetamine, opiates and PCP. In-house medical personnel will be adequately trained in collection procedures.

3) Positive results, indicating concentrations of a drug present in the employee's* test results, will be confirmed using a GC/MS test on the sample specimen that tested positive by using a technologically different screening method.

4) The vendor/laboratory selected to conduct the analysis will be experienced and capable of quality control, documentation, chain-of-custody, technical expertise and demonstrated proficiency in hair analysis testing.

5) Employees* having negative drug hair strand test results will receive a letter stating that no illegal drugs were found. If the employee requests, a copy of said letter will be placed in the employee's personnel file.

6) If the result of the primary specimen is positive, the employee* may request a "safety net" retest within three (3) days of receipt of the notice of the positive test result. The retesting will be at the employee's* expense. If the second test produces a negative result, the employee* will be reimbursed for the cost of the second test; if the employee was suspended without pay, the employee will be reinstated with back pay.

If an employee* has *not* contacted the College within three (3) days for the retest, the employee* may present information to the College which documents that serious illness, injury, inability to contact the College, lack of actual notice of the verified positive test, or other circumstances unavoidably prevented the employee* from contacting the College within the required three (3) day period. If the College concludes that the employee's*

failure to contact the College was legitimate, the College will direct that the employee* be retested at the employee's* expense.

The result of the retest will be transmitted to the Human Resources Office.

7) Any employee who breaches the confidentiality of testing information will be subject to discipline.

*or applicant(s)

E. *Urine and Blood Testing Procedures*

Urine and blood testing procedures will follow the standards established by the National Institute of Drug Abuse.

F. *Chain-of-Evidence Storage*

Each step in the collection and processing of drug and alcohol tests will be documented to establish procedural integrity and the chain of custody.

G. *Drug and Alcohol Test Results*

1) All records pertaining to drug and alcohol tests required by the College of DuPage Police Department will remain confidential and will not be provided to other employers or agencies without the written permission of the person whose records are sought.

2) Drug and alcohol test results and records will be stored and retained in compliance with state law or, where there is no applicable state law, for five (5) years.

H. *Discipline*

1) *Applicants* testing positive for illegal or controlled substances will *not* be hired.

2) *Probationary employees* testing positive for illegal or controlled substances will be terminated.

3) *Regular employees* testing positive for illegal or controlled substances or found to be under the influence of alcohol while on duty may, but are *not* required to, be provided an opportunity to undergo rehabilitation for a first offense. Circumstances will dictate if this option is in the best interest of the employee, the institution and the public or if the employee should be subjected to immediate discipline up to and including termination.

Action up to and including termination of employment, may result from positive results on an employee drug test or results from an alcohol test which indicates the employee was under the influence of alcohol in violation of this Board Policy and Administrative Procedure.

Adopted: 10/01/09	Reviewed:	Amended:

Externally Grant-Funded Employees

To the extent provided by a grant contract, full- and part-time grant employees are entitled to pay, benefits and working conditions equivalent to those of College-funded regular employees in similar status.

If an employee originally hired for a grant position subsequently accepts a regular College position, the employee will retain the original date of hire for purposes of vacation, salary placement and fringe benefits. If a grant employee is terminated for lack of funds and is rehired by the College within six (6) months, the employee will be treated as though there were no break in service.

Current regular full- and part-time employees who are assigned to work on a grant or an externally funded project, whose salary is wholly or partially funded by grant funds, will receive all benefits relative to the position classification held prior to the grant employment period. A full-time employee will retain the option of returning to the previous position, if available.

Persons not otherwise employed by the College who are hired to perform services funded by governmental or other external agency grants, and existing employees who voluntarily transfer to a grant-funded position or who request to be transferred and are approved to work on a project, are considered to be employees for a period *no* longer than the duration of the funding for the position or any extension thereof. Employment ends when the funding ceases, or sooner, in accordance with applicable College Board Policies and Administrative Procedures.

Adopted: 10/01/09	Reviewed:	Amended:

CDL Employee Drug Testing Program

1. Alcohol Testing

   A. *Post-Offer*
   Applicants or employee volunteers for positions which require a CDL (Commercial Driver's License) or CDL-P (Commercial Driver's License with Passenger endorsement) will be administered an alcohol concentration test by the College-authorized provider as a regular step in the hiring process. In order to qualify for employment, the test results must indicate an alcohol concentration of less than .02 (point zero two). In addition, the College must request and receive information on the alcohol testing record of the applicant for the previous two (2) year period. The information must be placed in the employee's personnel file within fourteen (14) days of hiring.

   B. *Reasonable Suspicion*
   When a reasonable suspicion exists, in the opinion of a supervisor or other trained employee, based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee during, just preceding or just after the employee performs a safety-sensitive function, an alcohol concentration test will be administered by a College-approved provider. Should the test results indicate an alcohol concentration greater than .02 (point zero two), the employee will be subject to the appropriate disciplinary sequence.

   C. *Random*
   Employees covered by this Board Policy and Administrative Procedure will be subject to unannounced alcohol testing at various intervals to occur at least annually. The College-selected provider will select the employees to be tested using a scientifically valid method which assures that all covered employees have an equal chance of being tested. Should test results indicate an alcohol concentration greater than .02 (point zero two), the employee will be subject to the appropriate disciplinary sequence.

   D. *Post-Accident*
   Within two (2) hours, but no later than eight (8) hours, after an accident, each covered employee will submit to an alcohol test. Should test results indicate an alcohol concentration greater than .02 (point zero two), the employee will be subject to the appropriate disciplinary sequence.

   E. *Return to Duty Testing*
   Any employee who has violated any of the alcohol misuse rules must undergo an alcohol test with a result indicating an alcohol concentration of less than .02 (point zero two) before returning to a safety-sensitive function.

   Drivers will make themselves readily available for testing after an accident or will be deemed to have refused to submit to testing. Drivers may leave the scene of an accident to seek assistance or medical attention for themselves or others. No driver will use alcohol for eight (8) hours after an accident, or until after the driver undergoes a post-accident alcohol

test, whichever occurs first. Post-accident tests conducted by authorized federal, state or local officials will fulfill post-accident testing requirements, provided they conform to the applicable legal requirements and the College's Board Policies, Administrative Procedures and requirements.

2. Controlled Substance Testing

Any College employee covered under this Board Policy and Administrative Procedure who is taking a controlled substance*, as directed by a physician, may not remain on duty unless the physician has advised the employee in writing that the substance will not adversely affect his/her ability to safely operate a commercial motor vehicle.

*The term "controlled substance" as defined in Section 802 of U.S. Code Title 21, Chapter 13, means a drug or other substance, or immediate precursor included in Schedule I, II, III, IV or V of Part B of the Chapter 13 subchapter. The term does not include distilled spirits, wine, malt beverages or tobacco.

A. *Post-Offer*
Applicants or employee volunteers for positions which require a CDL or CDL-P will be administered a controlled substance test by a College-authorized provider as a regular step in the hiring process. In order to qualify for employment, the test result must be negative. In addition, the College must require and receive information on the drug testing record of the applicant for the previous two (2) year period. The information must be placed in the employee's personnel file within fourteen (14) days of hiring.

B. *Reasonable Suspicion*
Where a reasonable suspicion exists, in the opinion of the supervisor or other trained employee, based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee during, just preceding or just after the employee performs a safety-sensitive function, a controlled substance test will be administered by a College-approved provider. If the test results are positive, the employee will be subject to the appropriate disciplinary sequence.

C. *Random*
Employees covered by this Board Policy and Administrative Procedure will be subject to unannounced controlled substance testing at various intervals to occur at least annually. The College-selected provider will select the employees to be tested using a scientifically valid method which assures that all covered employees have an equal chance of being tested. Should a positive test result occur, the employee will be subject to the appropriate disciplinary sequence.

D. *Post-Accident*
Within thirty-two (32) hours after an accident in which the employee was performing a safety-sensitive function with respect to the vehicle, and the accident involved loss of human life, or the employee receives a citation under state or local law for a moving traffic violation relating to the accident, each covered employee will submit to a controlled substance test. Post-accident tests conducted by authorized federal, state or local officials will fulfill post-accident testing requirements, provided they conform to the applicable legal requirements and the College's Board Policies, Administrative Procedures and requirements. Should test results show positive, the employee will be subject to the appropriate disciplinary sequence.

E. *Return to Duty Testing*
An employee who has violated any of the controlled substance use rules must undergo a return-to-duty controlled substance test with a result indicating a certified negative result for controlled substance use.

3. Disciplinary Sequence

A. *Alcohol*

1) Any person receiving an alcohol test under this Board Policy and Administrative Procedure with results greater than .02 (point zero two) but less than (point zero four) .04 will not drive a College vehicle or perform any safety-sensitive function for twenty-four (24) hours and will be provided information about the College Employee Assistance (EAP) Program through the Human Resources Office.

2) Any employee receiving an alcohol test under this Board Policy and Administrative Procedure with results greater than (point zero four) .04 will not drive a College vehicle or perform any safety-sensitive function and will serve an unpaid suspension from this position for sixty (60) consecutive calendar days. Before being permitted to return to work, the employee must:

a. Show satisfactory evaluation by a Substance Abuse Professional (SAP)[1] and complete any rehabilitation or treatment recommended by the SAP; and

b. Test less than .02 (point zero two) for the presence of alcohol.

An employee testing greater than .02 (point zero two) alcohol after the sixty (60) day suspension may be terminated upon consultation with the Medical Review Officer (MRO)[2].

3) Follow-up testing will occur for employees returning to work after testing .04 (point zero four) or greater for alcohol, and after being identified by a SAP as needing assistance in resolving problems with alcohol misuse. After such employees return to work, they are subject to unannounced testing no less than six (6) times in the first twelve (12) months after returning to work. Such employees may also expect testing at an increased level of frequency for an extended period of time not to exceed sixty (60) months. Follow-up testing will be conducted immediately prior to, during or immediately after the time the employee is performing safety-sensitive functions.

4) Any employee receiving alcohol testing under this Board Policy and Administrative Procedure with results greater than .04 (point zero four) on two (2) separate incidents will be terminated from his/her position with the College.

[1] A Substance Abuse Professional (SAP) may come from a broad group of professionals including physicians, social workers, psychologists or therapists specializing in substance abuse.

[2] A Medical Review Officer (MRO) will be a licensed physician with knowledge of substance abuse disorders.

B. *Controlled Substances*

Any employee receiving a positive controlled substance test result will be terminated. An exception to this rule will be in the case of an employee who has notified the Human Resources Office in writing of the use of a controlled substance pursuant to the instructions of a physician who has advised the employee that the substance will *not* adversely affect his/her ability to safely operate a commercial motor vehicle. It is the responsibility of the employee to inform the physician the type of work he/she performs and provide the required notification to the Human Resource Office.

4. Records

Employee drug and alcohol test results and records will be confidentially maintained and released in accordance with law. Upon written request, an employee may receive copies of any records pertaining to his/her use of drugs or alcohol, including any records pertaining to his/her drug or alcohol tests. Records will be made available to subsequent employers or other identified persons only as expressly requested in writing by the employee.

No person may perform a safety-sensitive function if unfit for duty because of any substance. This includes abuse of over-the-counter or prescription medications, or the use of medications that include a warning label for drowsiness or for operating heavy equipment or machinery. Abuse of over-the-counter or prescription medications may lead to termination upon consultation with an MRO.

A. All alcohol and controlled substance testing will be conducted by a College-authorized provider according to the Department of Transportation (DOT) guidelines.

B. Any employee refusing to be tested under this procedure will be subject to immediate termination of employment.

C. The College will maintain records of its alcohol and controlled substance program according to the DOT guidelines.

D. In any event where a test is not performed within the allotted time frame, a record stating the reasons the test was not promptly administered must be kept on file in the Human Resources Office, with a copy sent to the DOT.

Adopted: 10/01/09	Reviewed:	Amended:

Independent Contractors

1. Agreements with Independent Contractors

The College has determined that the following individuals are generally considered independent contractors, and payment can be made using the Independent Contractor Agreement:

A. Artists, musicians, singers, performers, professional guest directors, guest conductors, artistic designers and other artistic professionals.

B. Guest speakers and lecturers who provide information of a specialized nature which the College could not reasonably be expected to provide.

C. Officials and referees for College sporting events.

D. Professional service-providers such as doctors, lawyers and architects when they are providing those services. If the professional is providing a different service, such as instructing a class, they may need to be considered an employee.

All independent contractor agreements must include the scope of work to be performed, the product or service which will be provided and the schedule for completion of the agreement.

Any subsequent charges, penalties or interest to the College resulting from internal or external audits of Independent Contractor Agreements will be charged, in full, to the respective departments.

2. Independent Contractor Services of Less than Five Thousand Dollars ($5,000)

A. Agreements with independent contractors for services of five thousand dollars ($5,000) or less will be arranged through the use of an Independent Contractor Agreement to be signed by the contractor and the College representative before any work begins. The Independent Contractor Agreement also serves as a requisition and requires proper budget accounts and approvals.

B. For agreements totaling five thousand dollars ($5,000) or less, only one (1) payment is to be made for independent contractor services. This single payment will be made only after the completion of the contractual services.

3. Independent Contractor Services In Excess of Five Thousand Dollars ($5,000)

Agreements with independent contractors in excess of five thousand dollars ($5,000) will be arranged through the use of an Individualized Contractual Agreement which will delineate the payment terms.

4. Independent Contractor Services in Excess of Twenty-Five Thousand Dollars ($25,000)

Contracts in excess of twenty-five thousand dollars ($25,000) require approval by the Board of Trustees. The Office of the Vice President of Administrative Affairs will develop the contract which must be signed by the independent contractor and the College representative before any work or services are provided. A purchase order requisition must accompany the Individualized Contractual Agreement.

5. Agreements with College Employees for Additional Compensated Services

The College has determined that the following individuals are generally considered employees, and payment should be made through the regular payroll process:

A. Individuals who are assigned to provide instruction in credit or non-credit courses offered by the College in published course offerings. However, businesses or nationally recognized individuals that are retained to provide specialized instruction may be compensated through the purchase requisition process.

B. Retirees or terminated individuals who provide extra help, training or transition services that consist of the same duties which they previously provided to the College.

C. Any individual providing a service that consists of duties that are essentially the same as those of an established position within the College.

Agreements with College employees for additional compensated services will be arranged through the appropriate College offices through the Payroll Department except for payments under Intellectual Property Rights (Board Policy 15-195, Intellectual Property Rights). College offices should consult with the Human Resources Office if they are unsure of the employee status of a potential independent contractor.

6. Determination of Independent Contractor vs. College Employee

A. Before approving an Independent Contractor Agreement, or an agreement with an individual that exceeds five thousand dollars ($5,000), the authorized signer is responsible for determining whether the individual is appropriately classified as an independent contractor rather than an employee. To assist in making this determination, a table of factors to consider and characteristics of employees and independent contractors is provided in the Supervisors Manual.

B. The Vice President of Human Resources may provide additional guidance and assistance in making a determination for any of the issues in this Administrative Procedure.

Adopted: 10/01/09	Reviewed:	Amended:

Non-Discrimination Grievance Procedure (Student Complaint Procedure)

College of DuPage acknowledges that a student or group of students may have a difference of opinion with regard to policies, practices and procedures of the College. Assurance is given by Community College District 502 that should genuine grievances arise, students adhering to the following procedures have the right to a hearing and resolution of complaints in a prompt and fair manner without fear of retribution.

The Grievance/Student Complaint Procedure is not intended to limit the options of the College or of a student or group of students, but to resolve any difference mutually and informally.

Types of Complaints

Students may file a complaint for the following allegations:

- Academic regulations
- Privacy
- Administration of College of DuPage policy, practices, or procedures.
- Disciplinary charges
- Complaints about treatment of students by college employees (Filing a Complaint Against a College Employee)
- Discrimination because of race, color, creed, sex, sexual orientation, disability or national origin in regard to programs, courses, activities, facilities, financial aid, or student employment
- Sexual harassment
- Disabilities accommodations

Filing a Complaint against a College Employee

Every attempt will be made to resolve a complaint informally at the point of origin (instructor, counselor/advisor, staff person or person responsible for the area concerned). The procedures are listed in sequence as follows. The student can request support from the Dean of Students or the support person of his/her choice in this process:

- Within 20 school days of the situation, the student contacts with the individual or group with whom he/she has a complaint, in an attempt to resolve the issue.
- If there is no resolution of the issue, the student forwards the complaint in writing to the supervisor of the individual named in the complaint. The incident or situation should be described as specifically and completely as possible. A statement of the relief necessary to resolve the situation must be stated. It is the responsibility of the student to provide sufficient and tangible documentation or evidence to support his/her allegation.

Because the complaint involves a college employee, the supervisor should consult with the Manager of Employee Relations in Human to ensure that the interface between the student's right to a hearing of his/her complaint is balanced with the employee's contractual protections. The supervisor must respond to the student within 10 school days. Responses may include investigation and dismissal of the charge, mediation, discipline, or other. Confidentiality of personnel records prevents the outcome being reported to the complainant in most cases.

Filing a Complaint against a Student

Any member of the college community may file charges against any student for misconduct. A charge involving a student must be filed in writing with the Dean of Students within twenty (20) days of the alleged incident. Official incident reports from the College of DuPage police detailing on campus incidents may be considered as complaints. The Dean of Students must also notify the student accused of the infraction.

The Dean of Students (or designee) will make a preliminary investigation of the charge or the complaint to determine if the charges have merit and/or if they can be disposed of by mutual consent of the parties involved on a basis acceptable to the Dean of Students. If the charges cannot be disposed of by mutual consent, the Dean of Students may, after investigation, decide to warn and inform the student(s) involved, dismiss the charge, or call for a hearing.

Either party, the complainant or the accused, may waive the investigation and go directly to a hearing. The Dean of Students will inform the person accused of the investigation decision in writing either in person or by certified mail. A student may appeal the decision of the investigation and request a hearing.

Adopted: 4/7/2014	Reviewed:	Amended:

Communicable Diseases - Students

Upon being informed that a student is suspected of having a communicable disease, a staff member shall inform the Dean of Student Services or designee who may consult with appropriate College personnel, public health personnel, the College's legal counsel and the student. Pending determination, a student who has a chronic communicable disease, or is a carrier of a chronic communicable disease, or a student who is reasonably suspected of having a chronic communicable disease or being a carrier, may be temporarily excluded from the College.

Each student's case will be evaluated by the Dean of Student Services or designee. Upon completion of a case study evaluation, recommendation regarding the student's ability to attend College in accordance with standards set forth by factors such as: the risk of transmission of the disease to others; the health risk to the particular student; and resonable accommodations can be made without undue hardship to reduce the health risk to the student and others.

The decision shall be communicated to the student in writing.

If an emergency occurs, the Dean of Student Services or designee shall have the right to take appropriate action.

Confidentiality – The student's medical condition will be disclosed only to the extent necessary to minimize the health risks to the student and others at the College. The number of personnel aware of the student's condition will be kept to the minimum needed in order to assure proper care of the student and to detect situations in which the potential for transmission of the disease may increase. Persons deemed to have a direct need to know will be provided with the appropriate information.

Privacy of Student Education Records

1. Definition of Terms

   A. *Education records* will consist of all records that are directly related to a student or former student and are maintained by the College or a party acting for the College. A "record" includes any information or data recorded in any medium including, but not limited to, handwriting, print, tape, film, microfilm, microfiche and any form of electronic data storage. Education records do *not* include:

      1) Records of instructional, supervisory, administrative and certain educational personnel that are in the sole possession of the maker and are not accessible or revealed to any other individual, with the exception of a substitute who performs, on a temporary basis, the duties of the individual who made the records.
      2) Records maintained by the law enforcement unit of the College that were created by that law enforcement unit for the purpose of law enforcement.
      3) Records relating to an individual employed by the College (other than a student of the College) which pertain exclusively to such employment, are not otherwise used and are maintained in the normal course of business. (Records of individuals in attendance at the College who are employed as a result of their status as students are considered education records.)
      4) Records containing information as to activities of individuals after they have left the College.
      5) Certain medical treatment records.

   B. *Directory information* will consist of the student's name and community, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, terms attended, degrees and awards received, and the last educational institution attended by the student.

   C. A *student* is defined as any individual for whom the College maintains education records. A student does *not* include a person applying for admission or an individual who has not previously attended the College. A student is considered to be attending as of the date the student first attends a class at the College.

   D. A *parent* includes a natural parent, a guardian or an individual acting as a parent of a student in the absence of a parent or guardian. The College may presume the parent has the right to exercise parental authority unless the College has been provided with evidence that there is a state law or a court order governing such matters as divorce, separation and custody, or a legally binding instrument that provides to the contrary.

E. *Personally identifiable information* includes:

1) The name of a student,
2) The student's parent(s) or other family members,
3) The address of the student,
4) The student's social security or other identifying number
5) A list of personal characteristics (includes gender, race and ethnicity), or
6) Any other information which would make the student's identity easily traceable.

2. Custody of Records

The *Dean of Admissions Services and Registrar* is the official records custodian and will be responsible for: 1) the creation or retention of education records, and 2) preventing unauthorized access to, or dissemination of, education records according to state and federal student privacy laws.

3. Notification of Student Rights

A. The College will annually notify students in attendance of their rights under the *Family Educational Rights and Privacy Act of 1974* as amended (FERPA), the College Board Policy and Administrative Procedure and the location where copies of the Policy, Procedure and Regulations may be obtained, as well as the right to:

1) Inspect and review information contained in the student's education records within forty-five (45) days of the day the College receives the request.
2) Request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy rights.
3) Consent to disclosure, with certain exceptions as specified in FERPA, of personally identifiable information from the student's education records.
4) File complaints with the Department of Education concerning alleged failures by the College to comply with FERPA.

This notification of student rights may be made by publication in the College student newspaper, class schedule, catalog or other publications. Copies of the College's Privacy of Student Education Records Board Policy and Administrative Procedure will be available for review in the Records Office.

B. The College will give public notice on an annual basis of:

1) The types of personally identifiable information that the College has designated as directory information, and
2) The right of a student to refuse to permit the designation of any or all such information as directory information.

If a student does not inform the College by the fourth (4th) week of the term that any or all such information may not be so designated, the information will be designated as directory information and may be released to the general public without further notice to students.

Public notice to designate directory information may consist of a notice published in the College student newspaper, class schedule, catalog, other publications, or a notice given in any other reasonable manner believed to reach students in attendance.

Information from education records of former students may be designated as directory information without public notice.

4. Students Access to Their Education Records

A. *Students Right to Inspect, Review and Copy their Education Records* (except as specifically limited by federal law and/or regulations)

1) *Procedures for Inspection:*

a) *Written Request* – Students may exercise their rights to inspect their education records by presenting a written request to the Records Office specifying the education records to be inspected or copied. The examination or copying of the education records will be permitted within a reasonable time after the request and in no event later than forty-five (45) days thereafter, unless the parties agree otherwise. Identification or documentation may be requested of the person seeking to exercise inspection rights.

b) *Copies* – Upon request, the College will furnish copies of education records where failure to do so would effectively prevent a party from exercising the right to review education records. The College may charge a reasonable fee for copying the education records. A copy of the education records may not be denied if the student requesting inspection certifies, in writing, the student is unable to bear the financial cost of reproduction. The College may not charge a fee to search for, or to retrieve, the education records of a student.

2) *Assistance* – Upon request, the College will give the party reviewing the records a reasonable explanation and interpretation of the contents of the student's education records.

3) *Limitations* – A student may *not* inspect and review the following:

a) Financial records and statements submitted by parents.

b) Confidential communications placed in the records with respect to admission to the College, an application for employment, or receipt of an honor to which the student has waived the right to inspection and review.

c) Education records containing information about more than one (1) student; however, in such cases, the College must permit access to that part of the record which pertains only to the inquiring student.

B. *Students Waiver of Rights to Review* – Students may waive any or all rights to review confidential letters and statements of recommendation. The right of waiver is subject to the following conditions:

1) The College does not require waivers.
2) No College service or benefit is denied students who fail to supply waivers.
3) The documents to which students have waived the right of access are used only for the purposes for which they were collected.
4) The waivers are in writing and signed by the student.

C. *Release of Education Records*

1) *Consent* – Education records containing students' personally identifiable information will not be released without consent, except upon the terms and conditions set forth in Section 4. C. 3) below. Where consent is required, such consent must be in writing, signed and dated by the student giving the consent. The consent must include the following:

a) A description of the education records to be disclosed;
b) The purpose(s) of disclosure; and
c) The party (parties) to whom disclosure may be made.

Upon request, copies of the education records disclosed must be furnished to the student.

2) *Transfer to Officials of Another School Upon Student Request* – Upon request of a student to transfer education records to another school, the Records Office will release the education records of the student to the officials of the other school.

3) *Consent Not Required*

a) *Court Order or Lawfully Issued Subpoena*

i) *Court Order* – Upon receipt by the College of a court order for a student's education records, the College will make a reasonable effort to notify the student of the court order in advance of compliance therewith. A record will be maintained of the reasonable effort that the College has made to notify the student.

ii) *Lawfully Issued Subpoena* – Upon receipt of a lawfully issued subpoena, the College will make a reasonable effort to notify the student prior to compliance therewith. A record will be maintained of the reasonable effort that the College has made to notify the student.

iii) *Minor Student* – If the student is a minor, the College will make a reasonable effort to notify the student's parent or legal guardian. A record will be maintained of the reasonable effort that the College has made to notify the student's parent or legal guardian.

b) *Court Order Against Notification of the Student*

The student is *not* notified if a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, orders the College *not* to disclose the existence or contents of the subpoena.

c) *Legal Action*

i) If the College initiates legal action against a parent or student, the College may disclose to the court, without a court order or subpoena, the education records of the student which are relevant for the College to proceed with the legal action as plaintiff.

ii) If a parent or eligible student initiates legal action against the College, the College may disclose to the court, without a court order or subpoena, the student's education records which are relevant for the College to defend itself.

d) *College Employees* – Personally identifiable information from the education records of students may be made available to College employees who have a legitimate educational interest in such information as follows:

i) College employees – Personnel employed by the College in an administrative, supervisory, academic, research or support staff position.

ii) A person or company with whom the College has contracted (such as an attorney or auditor).

iii) A person serving on the Board of Trustees.

iv) A student serving on an official College committee (such as a disciplinary committee).

v) A student assisting a College employee in performing his/her tasks.

e) *Authorized Governmental Officials* – Authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the Department of Education, and state and local educational authorities will have access to student education records without student consent or notice, provided the records inspected or copied are used in connection with the audit and evaluation of federally- and state-supported educational programs or in the enforcement of, or compliance with, the federal legal requirements relating to such programs.

f) *Financial Aid* – Personally identifiable information from the education records of the student may be disclosed, without consent, only as may be necessary to determine:

i) The eligibility and amount of student financial aid;

ii) The conditions which will be imposed; and

iii) The enforcement of those conditions and terms.

g) *Educational Organizations Conducting Studies and Accrediting Organizations* – The term "organizations" includes, but is not limited to, federal, state and local agencies, and independent organizations.

Accrediting organizations may have access to education records in order to carry out their accrediting functions. Student education records may also be accessible to organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student financial aid programs or improving instruction. Such activities must be conducted in a manner that will not permit the release of the personal identification of students and their parents other than to representatives of the organizations. All personally identifiable data that is disclosed to these organizations must be destroyed after use.

h) *Parents* – Information from the education records of a student may be disclosed, without the written consent of the student, to the parents of a student who is a dependent as that term is defined in the Internal Revenue Code. If the College becomes aware that a parent of a student is a perpetrator of domestic violence, the College may deny the parent access to the student's education records.

i) *Emergency Situations* – Personally identifiable information from the education records of a student may be released, without consent, in an emergency situation if it is necessary to protect the health and safety of the student or other persons. In judging whether the student education records should be released, the following factors should be considered:

i) The seriousness of the threat to health or safety;

ii) The need for the information to meet the emergency;

iii) Whether the individual requesting the information has a role that will enable the individual to deal with the emergency; and

iv) The immediacy of the need for information.

j) *College Disciplinary Proceedings* – The College may disclose to the alleged victim and the public the final results of a disciplinary proceeding if the College has determined that the student is an alleged perpetrator of a crime of violence or a non-forcible sex offense and if the student has committed a violation of the College rules, Board Policies or Administrative Procedures with respect to the allegation. (Refer to Board Policy and Administrative Procedure 20-30, Student Rights and Responsibilities.) No other student, including a victim or witness, may be named in the proceeding, except for the alleged perpetrator, without prior written consent of that student. The College may disclose the final results, regardless of the outcome of the disciplinary proceeding.

i) An alleged perpetrator of a *crime of violence* is a student who is alleged to have committed acts that would, if proven, constitute any of the following offenses or attempts to commit the following offenses:

- Arson

- Assault offenses
- Burglary
- Criminal homicide-manslaughter by negligence
- Criminal homicide-murder and non-negligent manslaughter
- Destruction/damage/vandalism of property
- Kidnapping/abduction
- Robbery
- Forcible sex offenses.

ii) An alleged perpetrator of a *non-forcible sex offense* is a student who is alleged to have committed acts that, if proven, would constitute statutory rape or incest.

iii) *Final results* means the decision made by the entity authorized to resolve disciplinary matters and would include only the name of the student charged, the violation committed, and any sanction imposed by the College on the student.

k) *Alcohol or Drug Violations*

i) The College may notify parents, without a student's consent, when a student under the age of twenty-one (21) violates any federal, state or local law or any College Board Policy, Administrative Procedure or rule governing the use of alcohol or a controlled substance. The information may be disclosed without regard to whether the student is a dependent.

ii) The College may establish its own Board Policy and Administrative Procedure as to when parents should be contacted. The College is not required to alert students when parents have been notified, but the College is required to maintain a record of the disclosure to the parent and provide it to the student at the student's request.

iii) This item does not supersede any state law which prohibits an institution from disclosing this information.

l) *Veterans Administration Officials* – Not covered by FERPA but specified under Title 38, Section 1790c, United States Code.

m) *Designated Directory Information* – Information designated as Directory Information under Section 1.B. above, without objection, may be disclosed provided conditions under 3.A. above are met.

n) *Where permitted under the Health Insurance Portability and Accountability Act of 1996 (HIPAA):*

i) *Limitation on Redisclosure* – Personally identifiable information from the education record which is disclosed to an individual will not be redisclosed by the recipient to another individual without the written consent of the student.

A statement limiting re-disclosure of information will be included with all information from student education records that is disclosed.

ii) *Record of Disclosure Log* – A Record of Disclosure Log will be kept with the education records of each student that indicates each request for, and each disclosure of, personally identifiable information from such records. The Record of Disclosure Log will include names and address of the individuals who have requested or obtained such information and the legitimate interest such individuals had in requesting or obtaining such information. The following disclosures do not need to be recorded: (a) disclosures to students for their own use, (b) disclosure made with written consent of students, (c) disclosures to College employees as defined in Section 4.C.3)c) above, and (d) Directory Information as defined in Section 1.B. above.

The Record of Disclosure Log will be available for inspection to students, responsible College employees, and individuals who audit record-keeping procedures of the College and others, as prescribed by law.

5. Retention and Destruction of Education Records

Education records will be retained and destroyed according to the recommendations set forth by the Illinois State Archives Local Records Commission and the Family Education Rights and Privacy Act of 1974 as amended.

6. Amendment of Education Records

A. *Request to Amend Education Records* – A student who believes that information contained in the education records is inaccurate or misleading or violates privacy or other rights may request the College amend the education records.

A challenge to the education record, or a request to amend or correct the record, may be made by a student in writing to the Records Office at any time. The student must notify the College of the entry or entries challenged or sought to be amended or corrected and the grounds for the student's request. The College will decide whether to amend the education records in accordance with the request within a reasonable time after receipt of the request. The student will be notified of the decision. If the decision is in agreement with the student's request, the appropriate records will be amended.

B. *Hearing After Denial of Request* – If the College refuses to amend the education records in accordance with the request, the student will be informed and advised of the right to a hearing.

If a hearing is requested in writing, it will be held within a reasonable time after the College receives the request. The student will be given notice of the date, place, and time within a reasonable period prior to the scheduled hearing.

The hearing officer may be any party, including a College employee, who does not have a direct interest in the outcome of the hearing. The hearing officer will be appointed by the President.

At the hearing, the student will be given a full and fair opportunity to present relevant evidence and may be assisted or represented by individuals of choice including an attorney, at the student's own expense.

The College will make its decision in writing within a reasonable period of time after the conclusion of the hearing. The decision will be based solely on the information presented at the hearing and will include a summary of the evidence and the reasons for the decision. The decision will be delivered to all individuals concerned who have a legitimate educational interest.

If, after the hearing, the College decides to amend the education records of the student, the College will so inform the student in writing. If the College decides not to amend the education records, the College will inform the student of the right to place in such record a statement commenting on the information and/or setting forth any reason for disagreeing with the decision of the College. Any explanation placed in the education record will remain a part of the record so long as it is maintained by the College and will be disclosed if that education record is disclosed to any individual.

7. Computer Access and Legitimate Educational Interest

The ability of computer systems to provide education record information to an increasing number of College personnel creates a risk that such data may be disclosed to individuals who have no legitimate educational interest. Therefore:

A. College employees (4.C.3)c) who have legitimate educational access to education records will not transmit, share, or disclose any personally identifiable information (1.E.) from those records to a third party unless that party has a legitimate educational interest.

B. College employees (4.C.3)c) are responsible for the security of their computer system access password. They are liable for any unauthorized use of, or access to, information protected by the Family Educational Rights and Privacy Act by any other person accessing information via their password due to negligence or intentional disclosure.

   Liability for computer security is specifically addressed in "Electronic Mail and Electronic Communications Guidelines" and "Privacy of Student, Faculty, Staff and Alumni Nonpublic Information" located on the Information Technology website at www.cod.edu/IT in the "IT Security" section.

C. College employees (4.C.3)c) who communicate with a student about that student's education record through electronic modes, such as fax, phone and e-mail, must be reasonably certain that the person with whom they are communicating is the student.

8. Department of Education Review – Persons alleging violations of rights under FERPA, as amended, may file a written complaint with the Family Policy Compliance Office of the Department of Education.

9. Information Security Plan – In order to further protect students' personal and financial information and data, the College has adopted an Information Security Plan as required by the Gramm-Leach-Bliley Act.

Adopted: 10/01/09	Reviewed:	Amended:

Student Financial Aid Program

1. Financial Aid Application

   The Free Application for Student Financial Aid (FAFSA) worksheet is available from the Student Financial Aid Office, College of DuPage Centers and various other locations; e.g., high schools, libraries, community service agencies as well as on the web at www.fafsa.ed.gov.

   Students applying for financial aid must submit either a paper or electronic version of the FAFSA to the Federal Processor. Students are informed that it may take four (4) to six (6) weeks for the processing of their financial aid application, once the student has submitted all requested documents, depending on the edits generated by the Federal Processor and the corrections needed to their initial FAFSA.

2. Financial Aid Discontinuance

   Students who are placed on Financial Aid Discontinuance for noncompliance with the Minimum Academic Requirements of the Financial Aid Policy may submit an Appeal to the Financial Aid Committee. Students have two (2) weeks, after notification of discontinuance, to obtain and submit supporting documentation for the appeal to this committee. The committee meets three (3) to four (4) weeks after the posting of final grades to review appeals. Students will receive written notification of the committee's recommendation and/or decision.

Student Rights and Responsibilities

1. Freedom of Speech and Assembly

   A. Individuals are free to express their views on the campus in speech and in writing. An individual's expression will not be restricted on the basis of disapproval or fear of the individual's ideas or motives. Individuals may pursue interests in political action through speech and assembly on campus; however, they are accountable for obeying the laws of society and regulations of the College that reflect these constraints. Accordingly, civil or criminal misconduct under laws applicable to speech or assembly may be subject to institutional redress.

   B. College of DuPage has a serious obligation to protect the College from disruption and to protect the members of the academic community and all others authorized to use College facilities from harassment and coercion.

   C. Recognized student organizations should be allowed to invite and hear any person or to present any program of their choosing, subject only to routine procedures such as scheduling of facilities. Such an invitation does not imply that either the sponsoring group or the College approves or endorses the views expressed by the speaker or in the program. Guest speakers are accountable for their conduct under valid general laws and College regulations. However, if a student organization sponsors a speaker with the knowledge that the speaker intends to violate law or College regulations, and if such violation does occur, disciplinary action may be taken against the sponsoring student organization.

   D. Acting in its best interests, the College reserves the right to invite, acknowledge or deny requests for assemblage on campus as well as the right to control time, place and manner, which is determined by the Vice President of Student Affairs. (Refer to Board Policy 10-110, Assemblage on College Facilities.)

2. Freedom of Association

   A. Students should be free to organize and join organizations to promote their common interests. Membership in all College-related organizations will be open to any member of the College community who is willing to subscribe to the standard of the organization and its written objectives. Where College funds are involved, the College may require a reliable accounting procedure and a list of officers or other persons responsible for the overall conduct and fiscal accountability of the association; a list of the entire membership will not be required. While a staff advisor is required for each organization, the organization should not be subject to the control of its advisor. Affiliation of a voluntary student organization with extramural organizations will not disqualify the College-based student organization from College privileges.

B. The right to voluntary association is not limited to those groups that hold interests coincident with those of the College; however, College organizations will avoid any representation that their actions reflect the views of the institution.

C. Violations of College policies, procedures or rules by voluntary organizations may result in the imposition of sanctions against such organizations and not merely against their members as individuals. The College may not forbid freedom of association because of the general political or philosophical objectives of any particular group. Laws governing criminal solicitation, attempt at disruption and conspiracy are, however, equally applicable to students as well as to all others. Overt acts in material furtherance of an illegal objective may be subject to College discipline as well as redress under general law.

3. Freedom of the Press

A. Freedom of the press is protected under the first amendment of the United States Constitution. Thus, ideological censorship is to be avoided in the determination of printed material available on campus. Access to publications is not to be denied because of disapproval of their content. Regulation of student publications that operate on the same basis as other private enterprises should be subject only to such control as reasonable time, place and manner of distribution. Similarly, valid general laws proscribing willful defamation and other illegal acts apply equally to printed matter as well as to other forms of expression. The College discourages interference with speech and prohibits acts of vandalism or other misconduct that hinder the orderly distribution and availability of publications on campus. Student newspapers supported by compulsory student fees and other direct and indirect College subsidy may be integrated with the operations of the College in such a fashion that the College is accountable under the law for actionable statements injurious to others. The fact of College subsidy and liability does not warrant censorship of editorial policy. The College may provide for limited review, however, solely as a reasonable precaution against the publication of matter which would expose the College to legal suits.

B. Editors and managers of student publications should be protected from arbitrary suspension and removal from office because of student, faculty, administrative or public disapproval of editorial policy or content. Only for proper and stated causes, and then by orderly and prescribed procedures, should editors and managers be subject to removal.

C. When the student press is subsidized by the College, it may be subject to rules providing for a right of reply by a person adversely treated in its publication or in disagreement with its editorial policy or its treatment of a given event. Similarly, provision should be made for the publication of news and views offered by persons who feel that they are not adequately represented in the coverage of that press.

D. College-published and financed student publications will appropriately indicate that opinions expressed are not necessarily those of the College or the student body. Other student publications may be required to indicate that they are not published or financed by the College and that expressed opinions are without College endorsement.

Adopted: 10/01/09	Reviewed:	Amended:

Code of Student Conduct

The Code of Student Conduct was established to ensure the safety and welfare of the entire College of DuPage community; to educate students as to their rights and responsibilities as members of the College community; and to facilitate students' understanding of the balance between individual and College rights.

College of DuPage recognizes the rights of its students guaranteed by the Constitutions of the United States and the State of Illinois, which include the rights within the institution to freedom of speech, inquiry, assembly, peaceful pursuit of an education, and reasonable use of College services and facilities. In addition to their inherent rights and privileges as members of the College community, students voluntarily assume the obligation to fulfill the responsibilities of all citizens and to bear personal responsibility for their actions. Students agree to adhere to the rules, regulations and policies set forth in this Code and to comply with the standards of classroom behavior as stated in their individual course syllabi.

All students at College of DuPage are expected to demonstrate qualities of morality, integrity, honesty, civility, tolerance and respect. These values are essential to the learning environment and should be exhibited in the conduct of the entire College community, both in and out of the classroom setting.

In the interest of maintaining civility on campus and guaranteeing the broadest range of freedom, the Code of Student Conduct reasonably limits some activities and reasonably prohibits certain behaviors which interfere with the classroom setting, the normal operation of the College, and the pursuit of the College's goals and core values of Integrity, Honesty, Respect, and Responsibility.

Jurisdiction of the College

Disciplinary action may be imposed for conduct which interferes with the normal operational and educational process of the College or with the safety and welfare of the College community, whether that conduct occurs on College premises, at the Regional Centers, at any off-campus instructional sites, either owned, leased or rented, or at off-campus College-sponsored or supervised events.

Whenever possible, sanctions for violations of the Code of Student Conduct will be educational in nature. However, threats of violence are considered a serious infringement upon the learning environment and must be acted upon accordingly. Code violations that affect the safety and welfare of the College community are deemed to be the most serious. Thus, the College reserves the right to remove any individual from College premises who is physically or verbally disrupting a class or disturbing the peace. Acts of violence, threats or dangerous behavior may result in suspension or expulsion from the College.

Students should be aware that the Code of Student Conduct process is different from criminal and civil court proceedings. However, student conduct which involves an alleged violation of criminal law will be referred to the College of DuPage Police Department and appropriate civil authorities. Civil or criminal charges may occur concurrently with Code of Student Conduct charges.

Definitions

1. The term *College* means College of DuPage.
2. The term *student*, for the purposes of this Board Policy, Administrative Procedure and Code includes all persons applying for admission or taking courses provided by the College, for credit or non-credit, full- or part-time whether in a classroom setting or online format.
3. The term *faculty member* includes all persons who are full- or part-time instructors, counselors or librarians.
4. The term *College official* includes any person employed by the College performing assigned administrative or professional staff responsibilities.
5. The term *member of the College community* includes any person who is a student, faculty member, College official or any other person employed by the College. A person's status in a particular situation will be determined by the Vice President of Student Affairs.
6. The term *complainant* means any person who submits a charge alleging that a student violated the Code of Student Conduct. When a student believes that he/she has been a victim of another student's misconduct, the student believing he/she has been a victim will have the same rights under this Code as those provided to the complainant, even if another member of the College community submitted the charge itself.
7. The term *accused student* means any student accused of violating the Code of Student Conduct.
8. The term *College premises* includes all land, buildings, facilities and other property in the possession of, owned, used, leased or rented, or controlled by the College (including adjacent streets and sidewalks).
9. The term *Student Judicial Officer* means the Dean of Students or designee, authorized to conduct student judicial hearings and issue sanctions upon a student who has been determined to have violated the Code of Student Conduct.
10. The term *organization* means any number of persons who have complied with the formal requirements for College recognition.
11. The term *formal student judicial hearing* means a meeting between the Student Judicial Officer and an accused student for the purpose of determining whether a violation of the Code of Student Conduct has occurred.
12. The *Case Resolution Form (CRF)* means the form completed by the Dean of Students and given to the accused student at the completion of the judicial hearing. The CRF delineates the sanction(s) imposed for violation of the Code of Student Conduct.
13. The term *judicial body* means the Dean of Students, the Judicial Review Board or any person(s) authorized by the Dean of Students or the Vice President of Student Affairs to determine whether a student has violated the Code of Student Conduct.
14. The term *Judicial Review Board* refers to the appeal board composed of College faculty, administrators and a student who are appointed by the Vice President of Student Affairs.
15. The term *appeal hearing* means a meeting with the Judicial Review Board requested by an accused student for the purpose of appealing the decision or sanctions imposed by the Dean of Students.

16. The term *Behavioral Intervention Team* refers to the multi-disciplinary assessment group formed to prevent escalation of concerning behaviors on College premises and, when necessary, implement interventions that are in the best interest of the individual and the College.
17. The term *will* is used in the imperative sense.
18. The term *may* is used in the permissive sense.
19. The term *policy* is defined as the written regulations of College of DuPage as found in, but not limited to, the Code of Student Conduct, the online College catalog, the College of DuPage website, and the Board Policy and Procedures Manuals.
20. The *Dean of Students* is the person designated by the Vice President of Student Affairs to be responsible for the administration of the Code of Student Conduct.. The Dean of Students may designate other College officials to conduct student judicial hearings, if appropriate.

Student Rights and Responsibilities

All college regulations and policies pertaining to student discipline shall be published, distributed, or posted in such a manner as to furnish adequate notice of their content to students or to student organizations. Regulations and policies can be found in, but not limited to, the Code of Student Conduct, the online College catalog, the College of DuPage website, and the Board Policy and Procedures Manuals.

Each student is responsible for reading and complying with the Code of Student Conduct. Students shall be held accountable for their own conduct.

The College recognizes each student's procedural right to due process, which includes providing written notice setting forth the alleged violation(s) of the Code of Student Conduct, a prompt and fair hearing, and an appeal process.

A student facing possible disciplinary action is entitled to the following procedural rights:

1. The right to be notified in writing of the specific charges against him/her, and his/her rights under this Code.
2. The right to know the nature of the evidence against him/her (unless the release of the evidence would endanger the safety or welfare of victim(s) or witness(es).
3. The right to a prompt formal judicial hearing and to present information and witnesses relevant to his/her defense, except in cases where interim suspension is warranted for the safety and welfare of the College community.
4. The right to be provided a list of findings by the Dean of Students, including the sanctions imposed, if found in violation of the Code of Student Conduct.
5. The right to an appeal hearing by the Judicial Review Board (JRB) of the decision or sanctions imposed by the Dean of Students.

Code of Student Conduct Prohibited Behaviors

Behavior which violates the aforementioned standards of morality, integrity, honesty, civility, tolerance and respect, and for which discipline may be imposed, includes, but is not limited to, the following:

Acts of dishonesty, including, but not limited to:

1. Cheating, plagiarism, forgery, misrepresentation and all forms of academic dishonesty. For greater detail, refer to Board Policy and Procedure 20-41, Code of Academic Conduct.
2. Purposely furnishing false information to any College official, faculty member or office.
3. Knowingly instituting a false charge against another person.

4. Forgery, alteration or misuse of any College document, record, form or instrument of identification.
5. Permitting another to use his/her College identification card, impersonating another, or misrepresenting authorization to act on behalf of another.
6. Unauthorized or fraudulent use of the college name, seal, emblem, nickname or motto.
7. Theft, attempted theft, or mutilation of Library materials.
8. Possession of stolen items or the sale of stolen items from any source whatsoever.
9. Tampering with or engaging in voter fraud in the election of any College recognized student organization or the election of the Student Trustee.

Disruption or obstruction of any operation of the College including, but not limited to, teaching, learning, disciplinary proceedings, College activities, public service functions on- or off-campus, or other authorized non-College activities when the act occurs on College premises, at the Regional Centers, at any off-campus instructional sites, either owned, leased or rented, or at off-campus College-sponsored or supervised events.

Participation in a campus demonstration, or unauthorized assembly, that disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities on College premises; or intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on College premises.

Failure to comply with directions of College officials, faculty members, College staff and law enforcement officers acting in performance of their duties, and/or failure to identify oneself to these persons when requested to do so by presenting a valid I.D.

Intentional damage, destruction, or attempt to damage, destroy or deface College property or the property of a member of the College community.

Unauthorized possession, duplication, or use of keys to any College premises, or unauthorized entry to, or use of, College premises.

Unauthorized use, alteration, or in any way tampering with fire equipment, safety devices or safety equipment. Any action that causes or attempts to cause a fire, explosion, including bomb threats, or any intentionally false reporting of a fire, or the failure to leave College buildings during a fire alarm.

Unauthorized occupancy of College buildings or facilities other than during hours of operation.

Use or possession of a firearm, weapon or explosives, including, but not limited to, a pistol, revolver, rifle, shotgun, ammunition, switchblade or other dangerous knife, fireworks, any incendiary device, bomb or any object containing noxious or dangerous chemicals on College premises, at the Regional Centers, at any off-campus instructional sites, either owned, leased or rented, or at off-campus College-sponsored or supervised events, unless such use or possession is authorized by the College of DuPage Police Department.

Theft, or attempted theft, of College property or the property of College personnel, other students, or any other person or the property of independent contractors maintained or stored on College premises.

Solicitation, distribution, selling or promotion of materials on College of DuPage owned or controlled property. Distribution or placement of advertising flyers and related literature onto parked vehicles on campus. Exceptions include recognized student organizations after registering with the appropriate College official.

Violation of published College Board Policies as stated in the College of DuPage Board Policy Manual, College of DuPage Administrative Procedures, departmental policies and procedures, and College of DuPage Police Department procedures.

Verbal abuse, threats, use of offensive language, intimidation, bullying (including cyber-bullying), stalking, hazing, hate speech, coercion, lewd or indecent conduct, or other conduct that creates a hostile environment which threatens or endangers the safety and welfare of any person on College premises.

Physical abuse, assault, battery, fighting, or other conduct resulting in bodily harm which threatens or endangers the safety and welfare of any person on College premises.

Harassment, including, but not limited to:

1. Any verbal 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.
2. Any act, display, or communication that would cause a reasonable person to fear for his/her personal safety. This includes, but is not limited to, physical coercion and/or restraint.
3. Any act, display, or communication that causes substantial injury and/or distress on the part of the person or persons to whom it is specifically directed that results in the individual being deprived of educational activities or opportunities.
4. Any attempt to repeatedly make contact with a person over his/her stated objections, when such contact serves no legitimate purpose.
5. Refer to Board Policy 15-10, Prohibition of Discrimination and Harassment, for greater detail.

Sexual harassment or misconduct, which includes any unwelcome sexual advances or requests for sexual favors, or any conduct of a sexual nature. Refer to Board Policy and Procedure 15-11, Prohibition of Sexual Harassment, for greater detail.

The denial of services or access to activities to an individual because of his or her race, religion, age, national origin, gender, sexual orientation, marital status, or disability. Refer to Board Policy 20-5, Non-Discrimination Policy, for greater detail.

Use, possession, sale, attempted sale, barter, exchange, gift, or distribution of alcoholic beverages, except as expressly permitted by law and College regulations. Public intoxication while on College premises, at off-campus instructional sites, or at College-sponsored or supervised functions. Refer to Board Policy and Procedure 15-30, Drug and Alcohol Free College, for greater detail.

Use, possession, sale, attempted sale, barter, exchange, gift, or distribution of narcotic or other controlled substances, or drug paraphernalia, except as expressly permitted by law and College regulations. Refer to Board Policy and Procedure 15-30, Drug and Alcohol Free College, for greater detail.

Use of tobacco and tobacco-related products (including electronic cigarettes) on all College of DuPage premises, in all indoor College facilities, and in all College vehicles. Refer to Board Policy and Procedure 10-160, Tobacco-Free Campus, for greater detail.

Gambling of any kind, including unlawful games of chance for money or anything of value and the sale, barter, or other disposition of a ticket, order, or any interest in a scheme of chance by any name.

Participating in, making claims of, or claiming responsibility for terrorist activity (such as threats of bombs, biological weapons, et. al.), whether in fact or as a hoax.

Leaving minor children unattended on the College campus, at off-campus instructional sites, or at College-sponsored or supervised events. Children may not accompany students to class.

Deliberate attempts to use gang representation, signing, and recruitment.

Theft or abuse of College computers, facilities, network gear, applications, software, support systems, or data.

1. Abuses include (but are not limited to) unauthorized entry, access, or use of College networks, systems, applications, or transfer of data from College systems. Interfering with College security measures intended to protect data, systems, applications, and networks is also considered abuse.
2. Attaining unauthorized access to internet resources, disrupting the intended use of the internet, destroying the integrity of computer-based information, and/or compromising the privacy of users are abuses.
3. For Comprehensive Electronic Communications Guidelines which define the appropriate access, use, privacy, security, responsibilities, and limitations in the use of electronic communications at the College, including certain types of abuses that constitute criminal behavior, refer to "Electronic Communications Guidelines" located on the IT Security Website or Board Procedure 10-126, Electronic Communications Guidelines.

Unauthorized use of cellular phones, pagers, and other telecommunication/electronic devices in all instructional areas which include: all labs and classrooms during instructional sessions, the Library, Testing Center and other areas designated by the College of DuPage administration.

Unauthorized use of any form of technology for the purpose of photographing, videotaping, or audiotaping individuals in secured areas such as lavatories or locker rooms. Taking photographs, videos, or audio recordings of any individual while on College premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause distress or injury.

Behavior conducted online, such as harassment delivered by email. Blogs, web pages, social networking sites, and other modes of electronic communication are in the public sphere, are not private, and can subject a student to allegations of misconduct.

Abuse of the College of DuPage judicial system including, but not limited to:

1. Failure to obey the summons of a judicial body or College official
2. Falsification, distortion or misrepresentation of information before a judicial body
3. Disruption or interference with the orderly conduct of a judicial proceeding
4. Initiation of a judicial proceeding knowingly without cause
5. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during, the course of, the judicial proceeding
6. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding
7. Failure to comply with the sanction(s) imposed under the Code of Student Conduct
8. Influencing or attempting to influence another person to commit an abuse of the judicial system

Violation of federal, state, or local law on College premises, at off-campus instructional sites or at College-sponsored or supervised activities.

1. When a student is charged by federal, state, or local authorities with a violation of law, College of DuPage will not request or agree to special consideration for that individual because of his or her status as a student.
2. However, if the alleged offense is also the subject of a proceeding before a judicial body under the Code of Student Conduct, College of DuPage may advise off-campus authorities

of the existence of the Code and of how such matters will be handled internally within the College community.

3. College of DuPage will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators.
4. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Standard of Behavior in Common Areas Outside of the Classroom

Students must follow the rules posted in all Common Areas outside of the classroom. Common Areas include, but are not limited to, the Library, Student Services Center and Student Life Lounge. These rules are designed to maintain a comfortable environment where all students feel welcome and interact in a respectful manner, conducive to study, research or socialization. Failure to comply with the posted rules or the directions of College of DuPage officials is a violation of the Code of Student Conduct.

Charges and Hearings

Any individual may file charges against any student for misconduct. Charges will be prepared in writing via the Code of Student Conduct Violation Incident Report and forwarded to the Dean of Students, who, as the Student Judicial Officer, is responsible for the administration of the College judicial system. Any charge should be submitted as soon as possible after the event takes place, preferably within thirty (30) days. The Dean of Students will determine if the conduct is serious enough to warrant disciplinary action. Further investigation may be initiated to determine if the charges have merit. If the charges cannot be disposed of by mutual consent, a formal student judicial hearing will be held.

Notification to student of a Formal Judicial Hearing

1. In preparation for the formal judicial hearing, the Dean of Students will review the student's file to determine if this is a first offense.
2. The Dean will place the student's registration on temporary Hold, so that the student can neither withdraw from current courses nor register for future courses until the current matter is settled.
3. The Dean will notify the student in writing that the complaint has been filed:
    a. The student will be required to attend a formal judicial hearing.
    b. A copy of the Code of Student Conduct Violation Incident Report detailing the charges will be included with the hearing notice.
    c. A copy of the Code of Student Conduct Procedures will be included with the hearing notice.
4. If the student fails to attend the formal judicial hearing or if the student does not respond to the hearing notice, the student's registration record will remain on hold until the matter has been formally resolved.

Formal Student Judicial Hearing

1. During the hearing, the Dean of Students will review both the complaint and the Code of Student Conduct Procedures with the student to ensure the student understands them clearly and is aware of the possible consequences.
2. The student will have an opportunity to present evidence and/or makes statements on his/her behalf. However, admission of any other person to the student judicial hearing will be at the discretion of the Dean of Students.
3. In hearings involving more than one accused student, the Dean of Students may permit the hearings concerning each student to be conducted together.
4. Upon the agreement of the complainant and the student, the Dean of Students may act as

conciliator/mediator to resolve the complaint. After reviewing the evidence, the Dean of Students may decide to drop the complaint. If so, the Dean of Students will inform the person who filed the complaint and explain the decision.

5. At the conclusion of the hearing, the Dean of Students will complete the Case Resolution Form, assigning the appropriate sanctions(s).
6. In the event the student has been found at fault in an earlier incident involving a Code of Student Conduct violation, the Dean will determine the appropriate sanction(s).
7. If the student fails to appear for a scheduled student judicial hearing, the hearing may be held without the student's presence, and sanctions may be imposed. The student will be advised of the sanctions in writing via the Case Resolution Form.
8. Unless the student has been removed from the College pending the processing of the disciplinary complaint, the student may remain in attendance at College of DuPage.
9. If coursework has been missed as a direct result of the action taken against the student, appropriate action will be taken to assist the student to complete the course(es).
10. The Hold will be removed from the student's record, unless additional action on the student's part is required, such as Community Service or Restitution. If additional action is required, the Hold will be removed at its completion
11. If the student is charged with harassment, the victim will be notified of the outcome of the hearing.

Sanctions

The following sanctions may be imposed upon any student found to be in violation of the Code of Student Conduct. More than one of the sanctions listed may be imposed for any single violation.

A student may be required to participate in counseling, educational seminars, or to seek medical attention in lieu of, or in addition to, the imposition of sanctions.

Disciplinary Warning: A notice in writing stating the student has violated the Code of Student Conduct.

Disciplinary Probation: A reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is again found to be in violation of the Code of Student Conduct during the probationary period.

Disciplinary Loss of Privileges: Denial of access to privileges commonly available to applicants, students and alumni of College of DuPage; these may include, but are not limited to, access to particular student employee positions on campus, access to the Library, access to computer facilities, access to career and placement services, access to scholarships, access to academic honors, participation in clubs, organizations, athletics or campus activities. This loss of privileges may stand alone, it may accompany suspension, and it normally accompanies extended suspension.

Withdrawal from Class: Administrative withdrawal from a class or classes in which a student is enrolled for the current and/or subsequent semester. Administrative withdrawals do not provide for the refund of tuition and fees.

Limited Access: Administrative restriction to selected areas/locations of College facilities.

Restitution: Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

Community Service: A project to help make reparation to the community and demonstrate that learning has occurred.

Other Penalties: The student may be denied a transcript or degree until all of the obligations specified by the judicial body are met, or until other penalties are imposed as may be determined to fit the misconduct.

Disciplinary Suspension: Denial of permission to register for academic work at College of DuPage for a designated period of time, usually not more than one year. Conditions for readmission will be specified by the Dean of Students; students under this sanction must petition the Dean of Students in writing for readmission to College of DuPage.

Extended Disciplinary Suspension: Dismissal from College of DuPage for a designated period: students under this sanction must petition the Dean of Students in writing for readmission to College of DuPage.

Summary Disciplinary Suspension: If, in the opinion of the Dean of Students and/or the Behavioral Intervention Team (BIT), a student's conduct poses an immediate threat to him/herself, members of the College community or school property, or poses an on-going threat of disruption to the educational process, the student may be summarily suspended from the College without holding the student judicial hearing. In such an event, written notice sent by certified mail, return receipt requested, must be sent to the student on the date of the summary suspension. The notice will state the reason for the student's removal from the College and will request the student contact or meet with the Dean of Students within three (3) calendar days after the notice is received. The notice will also state that failure to respond to the letter within three (3) calendar days of receipt will constitute waiver of the right to the conference. If the student fails to respond to the notice or fails to attend the conference, it will be considered a waiver of the conference. A student who presents such a threat to the educational process may also be suspended by the Dean of Students after an informal conference, pending the review of the complaint by the Behavioral Intervention Team.

Expulsion: Permanent termination of student status from College of DuPage, with consequent loss of tuition and fees.

Appeals

A student who wishes to appeal the decision reached by the Dean of Students at the conclusion of a Judicial Hearing must appeal to the Judicial Review Board (JRB) within two business weeks of the date recorded on the Case Resolution Form received from the Dean of Students. Such appeals will be submitted in writing to the Vice President of Student Affairs.

The appeal must be addressed to the Vice President of Student Affairs; it must be typewritten; and must state the grounds for appeal. If the student wishes to appear in person before the Judicial Review Board, this must be indicated in the appeal letter. The Vice President of Student Affairs will arrange a meeting convenient to all parties. In the event of an appeal, the decision(s) of the Judicial Review Board will be final in all cases, other than suspension or expulsion (See Hearing Procedures for the Judicial Review Board below). In the event the student does not appeal within the required two business week period, the decision of the Dean of Students will be final.

Student Records

A student placed on Disciplinary Suspension, Extended Disciplinary Suspension or Summary Suspension from the College will have a statement attached to the transcript indicating the student has been found in violation of the Code of Student Conduct. This statement will remain in the student's file for up to seven years as determined by the Dean of Students. The student must petition the Dean of Students in writing to be readmitted.

A student who has been expelled from the College will not be readmitted.

Other than College Suspension and Expulsion, disciplinary sanctions will not be made part of the student's permanent academic record; however, a record of the judicial proceedings will become part of the student's confidential record maintained by the Dean of Students office for seven years.

Maintenance of Disciplinary Records

Except as specified above, disciplinary matters are kept confidential to the extent required by law. Disciplinary records will become part of the student's confidential record maintained by the Dean of Students Office and will be maintained for a period of seven years.

Judicial Review Board

Establishment of the Standing Judicial Review Board

A standing Judicial Review Board will hear cases and make recommendations on appropriate disciplinary cases referred to it by the Vice President of Student Affairs or appealed to it by students who are the subject of disciplinary actions involving disciplinary suspension and expulsion. The Judicial Review Board will be established each fall. It will be composed of the following persons:

1. Two (2) members of the administrative staff appointed by the Vice President of Student Affairs.
2. Two (2) members of the faculty appointed by the Vice President of Student Affairs.
3. One (1) member of the student body appointed by the Vice President of Student Affairs.
4. None of the above-named persons who are complainants or witnesses, or who have direct or personal interest, or who have previously acted in an advisory capacity to the student, may sit in any case. Decisions in this regard will be made by the Judicial Review Board as a whole. The Vice President of Student Affairs may appoint interim members as required.

Hearing Procedures for the Judicial Review Board

1. The hearing will be held in closed session.
2. The student shall be entitled to appear in person, present his/her defense to the Judicial Review Board, and may call witnesses in his/her behalf.
3. If the student is unable to attend or for some reason is unable to participate fully in the hearing, a designated representative may speak for the student.
4. Representation by legal counsel is restricted to disciplinary hearings at which the College is utilizing an attorney.
5. The hearing will begin with the College, followed by the student, making short statements on the charges of misconduct and on the recommended discipline.
6. The College will present its information first, in oral and written form, by witnesses or through documents. The student will be given an opportunity to question witnesses.
7. The student will present information, in oral and written form, by witnesses or through documents. The College will be given an opportunity to question witnesses.
8. The Judicial Review Board has the option to hear the testimony of witnesses separately, so that the witnesses will not hear each other's testimonies.
9. Pertinent and relevant information will be reviewed by the Judicial Review Board without regard for the legal rules of evidence.
10. The College and the student may make closing statements at the conclusion of the hearing on both the issue of misconduct and the issue of the recommended discipline.
11. An audio recording of the proceedings will be created and will be made available to both parties at their request.
12. The Judicial Review Board will render its written decision within fourteen (14) calendar days after the hearing. The decision will be either that the student has violated the Code of Student Conduct or has not. If the student is found to be in violation of the Code of Student Conduct, the Judicial Review Board will then determine or recommend a disciplinary action.
13. If the student is found not to be in violation of the Code of Student Conduct, and if

coursework has been missed as a direct result of the action taken against the student, appropriate action will be taken to assist the student in completing the course(s).

14. In all cases other than suspension or expulsion, the decision of the Judicial Review Board is final.
15. If the decision of the Judicial Review Board is to suspend the student, that decision will be transmitted to the Vice President of Student Affairs. The student will then have two business weeks after the decision to appeal to the Vice President of Student Affairs. The appeal will consist of the student's written statement of disagreement with the decision and argument for reversal, relevant documentation and the recording or transcript of the hearing. The Vice President of Student Affairs will review relevant information before making a decision. The Vice President of Student Affairs will render a decision to uphold the suspension or to take other appropriate action within twenty-one (21) calendar days after receiving the student's written appeal. If the Vice President of Student Affairs decides to impose a less severe sanction than suspension, the decision of the Vice President of Student Affairs is final. The Vice President of Student Affairs will not have the authority to increase the severity of the recommended sanction.
16. If the decision of the Judicial Review Board is to expel the student, that decision will be transmitted to the Vice President of Student Affairs. The student will then have two business weeks after the decision to appeal to the Vice President of Student Affairs. The appeal will consist of the student's written statement of the disagreement with the decision and argument for reversal, relevant documentation and the recording or the transcript of the hearing. The Vice President of Student Affairs will review the relevant information before making a decision. The Vice President of Student Affairs will render a decision to uphold the expulsion or to take other appropriate action within twenty-one (21) calendar days after receiving the student's written appeal. If the Vice President of Student Affairs decides to impose a sanction less severe than expulsion, the decision of the Vice President of Student Affairs is final.
17. If coursework has been missed as a direct result of the action taken against the student, appropriate action will be taken to assist the student to complete the course(es).
18. Any and all costs involved with proceedings of the Judicial Review Board will be borne by the party requesting or requiring the service(s)

Interpretation and Revision

1. This Code is designed to function in conjunction with other Board Policies and Procedures. Refer to the following Policies and Procedures for greater detail: **Board Policy and Procedure 10-126**, Electronic Communications Guidelines; **Board Policy and Procedure 10-160**, Tobacco-Free Campus; **Board Policy 15-10**, Prohibition of Discrimination and Harassment; **Board Policy and Procedure 15-11**, Prohibition of Sexual Harassment; **Board Policy and Procedure 15-30**, Drug and Alcohol Free College; **Board Policy and Procedure 20-5**, Non Discrimination Policy; and **Board Policy and Procedure 20-41**, Code of Academic Conduct;
2. Questions of interpretation regarding the Code of Student Conduct shall be referred to the Dean of Students.
3. The Code of Student Conduct shall be reviewed periodically under the direction of the Dean of Students.
4. If any provision in the Code of Student Conduct is, or shall be at any time, contrary to or unauthorized by federal or state law, then such provisions(s) shall not be applicable, performed, or enforced except to the extent permitted by law.

Policies are subject to change

All policies found in the Board Policy Manual are subject to change from time to time, as approved by the College Board of Trustees. The Dean of Students Office publishes revisions in Code of Student Conduct Policy and Procedures in the online College catalog, the College of DuPage website, and the Board Policy and Procedures Manuals.

Adopted: 10/01/09	Reviewed:	Amended: 4/07/14

Code of Academic Conduct

As members of the College of DuPage Community, we have expectations of faculty and students. Thus, there must be a shared commitment to the highest standards of learning. Faculty and students have mutual responsibility for establishing a clear understanding of the importance of honest academic behavior and for practicing the College of DuPage values of Integrity, Honesty, Respect, and Responsibility. Together we envision a positive learning environment that promotes the open exchange of ideas by practicing civility as defined in the Code of Student Conduct and ethical learning behaviors as defined in the Code of Academic Conduct.

Violations and Sanctions

Violations of the Code of Academic Conduct are activities (observed or reported) or materials that are deceitful and dishonest. Violations of the Code will be reported and determined in accordance with the processes described in the procedures relating to academic integrity. Sanctions for violations of the Code will be based upon the nature of the violation and may include any of the sanctions in the procedures relating to academic integrity.

Responsibilities of Students and Faculty

The objective of the Code of Academic Conduct is to sustain an environment in which students recognize and demonstrate the importance of being accountable for their academic behavior:

Students have the responsibility to:

1. Become fully knowledgeable of the Code of Academic Conduct
2. Produce their own work
3. Encourage honesty and integrity among their fellow students

Faculty members have the responsibility to:

1. Review classroom expectations with respect to all aspects of academic honesty
2. Describe those expectations clearly in the class syllabus
3. Inform the student directly of any charges of academic dishonesty
4. Apply Code of Academic Conduct Procedures in a consistent manner
5. Determine the academic consequence of the student's academic dishonesty

Definitions: Behaviors Covered by the Code of Academic Conduct

Students are expected to refrain from academic dishonesty in all forms, including, but not limited to:

- **Cheating** – Copying or attempting to copy from another student in any work submitted for evaluation, whether tests or assignments; intentionally using or attempting to use unauthorized materials, information, or study aids; use of any unauthorized assistance, resources, materials or electronic/cellular devices in taking quizzes, tests or examinations; altering graded work after it has been returned, then submitting the work to be re-graded.

- **Plagiarism** – The reproduction of ideas, words or statements of another person as one's own without acknowledgement, or use of an agency engaged in the selling of term papers or other academic materials.
- **Unauthorized Collaboration** – Intentionally sharing or working together on an academic exercise when such actions are not approved by the course instructor.
- **Furnishing False Information** – Intentional and unauthorized falsification or invention of any information or citation furnished to any college official, faculty member or office; misuse of identification with intent to defraud or deceive.
- **Facilitation of Academic Dishonesty** – Permitting or attempting to help another violate the Code of Academic Conduct; alteration or sabotage of another student's work, such as tampering with laboratory experiments.
- **Abuse of Academic Materials** – Destroying, stealing, or making inaccessible library, laboratory or other academic resource material, or attempting to do so; stealing or otherwise obtaining advance copies of placement tests; the acquisition, without permission, of a test or other academic material belonging to College of DuPage, to any department, or to any staff member; duplicating copyrighted software without authorization or using such software on College computers; "hacking" on College computers or installing "virus" programs.
- **Bribes, Favors and Threats** – Bribing or attempting to bribe, promising favors to, or making threats against, any person with the intention of affecting an evaluation of a student's academic performance; conspiring with another person who then performs one of these acts on one's behalf.
- **Complicity in Academic Dishonesty** – Helping another person commit academic dishonesty, especially providing material or information to another person with knowledge that this will be used deceitfully in an academic evaluation activity; permitting one's own work to be submitted by another person as if it were that person's original work.
- **Falsification of Records and Official Documents** – Altering transcripts, grade reports, or other documents affecting academic records; forging a signature of authorization or falsifying information on any academic document, such as permission forms, petitions, or other documents.
- **Personal Misrepresentation and Proxy** – Taking another person's place in an exam, placement test, or other academic activity, either before or after enrollment; having another person participate in an academic evaluation activity or evaluation in place of oneself.

Procedures: Violations of the Code of Academic Conduct

A. Discovery of Irregularity

As part of their responsibilities, faculty members must make judgments about the academic performance of their students, with regard to established standards of scholarship. During this process, a faculty member may discover that a student's activity or the material a student has submitted contains irregularities that appear to be violations of the Code of Academic Conduct. If no faculty is directly involved, such as in the Testing Center, the person who discovers the irregularity will notify their unit administrator, who will then be responsible for executing the Code of Academic Conduct duties normally assigned to the faculty member involved.

B. Notification to Student of Discovery of Violation(s) of the Code of Academic Conduct

When an irregularity is discovered, the faculty member will notify the student as promptly as reasonably allows, either orally or electronically, and will by means of this notification provide the student with a timely opportunity to meet and discuss the irregularity.

C. Initial meeting with student

At this meeting, the faculty member will decide whether or not an irregularity actually occurred. If so, the faculty member will then determine how the situation can be appropriately resolved: a) by further instruction (in which case it becomes a *learning opportunity)*; b) by the imposing of a sanction; or c) by requiring further investigation of the alleged violation.

At the conclusion of the meeting, or as soon thereafter as reasonably possible, the faculty member will inform the student of his/her determination. A student's failure to attend the meeting does not stop the process from going forward.

D. *Learning Opportunity*

When a faculty member determines a violation has occurred but is unintended (e.g., the result of the student's misunderstanding of the assignment or ignorance of research conventions), then, rather than invoke the Code of Academic Conduct violation procedure, the faculty member might use the opportunity to advance the student's learning by requiring a corrected redo of the work in question. In such a case, the instructor may choose not to impose any sanction.

1. *Learning Opportunities* are to be settled between the faculty member and the student. No report to either the Division Associate Dean or the Dean of Student Affairs is necessary.
2. If the student refuses the *Learning Opportunity* procedure, he/she must be informed that, as a consequence, the faculty may choose to file a complaint alleging academic dishonesty with the Dean of Student Affairs.

E. Informal Faculty Resolution of the Complaint

When a Code of Academic Conduct violation occurs, for which the student accepts responsibility, the faculty member and the student may resolve the complaint between them:

1. By discussing the violation.
2. If the faculty member is confident that the student understands and acknowledges that he/she violated the Code and the student is willing to accept the sanction considered appropriate by the faculty member (failure on the assignment; failure on the test; completion of an alternative assignment; or failure for the course), the matter can be resolved between the faculty member and the student.
3. The faculty member then completes the Academic Dishonesty form, which is signed by both the faculty member and the student. The incident will be recorded in the Judicial Database for information only. No further action is required.
4. The faculty member will keep the original, signed copy of the form and will give a copy to the student, the Division Associate Dean, and the Dean of Student Affairs.
5. The student will subsequently receive a letter from the Dean of Student Affairs office stating that the violation has been recorded in the Judicial Database.
6. If the Dean of Student Affairs office determines the student has been responsible for a prior violation, a Formal Hearing may be required. The student will be contacted by the Dean of Student Affairs office to initiate the process.
7. In this instance, the Dean of Student Affairs will meet with the student to address the repeated behavior and determine the appropriate sanction.

F. Formal Resolution of the Complaint

When the student denies complicity in an act of academic dishonesty or when prior methods to bring the issue to closure were not effective, a student must be afforded the due process of a Formal Judicial Hearing.

1. *Determination of the need for a Formal Judicial Hearing*
   a. If, after communicating with the involved student, the faculty member determines the situation involves an apparent Code of Academic Conduct violation for which the student denies responsibility or for which a sanction greater than failure of the course may be warranted, the faculty member will complete the Complaint portion of the Academic Dishonesty form, which requests a Formal Judicial Hearing.
   b. The form will describe the violation and relevant backup material will be attached.
   c. The form will be submitted to the Dean of Student Affairs office.
   d. At this time the faculty member will also notify the Associate Dean in that area.
2. *Notification to student of a Formal Judicial Hearing*
   a. In preparation for the Formal Judicial Hearing, the Dean of Student Affairs will review the student's file to determine if this is a first offense.
   b. The Dean will place the student's registration on temporary hold, so that the student can neither withdraw from the course in question nor register for future courses until the current matter is settled.
   c. The Dean will notify the student in writing that the complaint has been filed, enclosing a copy of the Academic Dishonesty Complaint form completed by the faculty, which details the academic sanction the faculty has imposed, along with the Code of Academic Conduct Policy and Procedure.
   d. The Dean will require the student to attend a Formal Judicial Hearing with the Dean or a designee.
   e. If the student fails to attend the Judicial Hearing or if the student does not respond to the Hearing notice, the student's registration record will remain on hold until the matter has been formally resolved.
3. *Formal Judicial Hearing*
   a. During the hearing, the Dean of Student Affairs or a designee will review both the complaint and the Code of Academic Conduct procedures with the student to ensure the student understands them clearly and is aware of the possible consequences.
   b. The student will have an opportunity to present evidence and/or make statements on his/her behalf.
   c. At the conclusion of the hearing, if the student now agrees that he/she was involved in a violation of the Code of Academic Conduct, the Dean or a designee will complete the Case Resolution Form, assigning the appropriate sanction(s).
   d. In the event the student has been found at fault in an earlier incident involving academic dishonesty, the Dean or a designee will determine the appropriate sanction(s).
   e. If the Dean or a designee has determined that no academic dishonesty has taken place, no sanction will be assigned. The student will then have the option of completing the class; transferring to another section of the same class, if that is possible; or withdrawing from the class.
   f. The hold will be removed from the student's record. In cases where the student is required to complete a Library plagiarism remediation module, the hold will be removed upon notification that the module has been completed.

g. If, at the conclusion of the Hearing, the Dean or a designee determines that a violation of the Code of Academic Conduct has occurred, one or more of the sanctions detailed below will be administered, based upon the Dean's or a designee's judgment concerning the nature of the violation.
h. A record of the judicial proceedings will become part of the student's confidential record maintained by the Dean of Student Affairs for seven years.
i. At this point, notice of academic dishonesty will not be recorded on the student's transcript. However, should the student require a transfer application to another institution or apply for an honor or award which require disclosure of the student's academic honesty within the seven-year period, such academic dishonesty will be disclosed.
j. At the conclusion of the Formal Hearing, the student will receive a Case Resolution Form which clearly states the nature of the violation and the sanction(s) imposed. Resolution information from this hearing will be shared with the faculty member making the original complaint, the Associate Dean in that area, and will be added to the Judicial Database.
k. A follow-up letter will be sent to the student reiterating the charge and the sanction(s) imposed.

4. *Formal Hearing Outcome*

At the conclusion of the Hearing, if the Dean or a designee determines that a violation of the Code of Academic Conduct has occurred, one or more sanctions will be administered, based upon the Dean's or a designee's judgment concerning the nature of the violation.

a. Sanctions – Definitions

1. *Plagiarism Remediation:* Successful completion of a Library plagiarism remediation module that educates students to recognize and avoid plagiarism.
2. *Disciplinary Warning*: A notice in writing stating the student has violated the Code of Academic Conduct.
3. *Disciplinary Probation*: A reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is again found to be in violation of the Code of Academic Conduct during the probationary period.
4. *Disciplinary Loss of Privileges*: Denial of access to privileges commonly available to applicants, students and alumni of College of DuPage; these may include, but are not limited to, access to particular student employee positions on campus, access to the Library, access to computer facilities, access to career and placement services, access to scholarships, access to academic honors, participation in clubs, organizations, athletics or campus activities. This loss of privileges may stand alone, it may accompany suspension, and it normally accompanies extended suspension.
5. *Withdrawal from Class*: Administrative withdrawal from a class or classes in which a student is enrolled for the current and/or subsequent semester. Administrative withdrawals do not provide for the refund of tuition and fees.
6. *Limited Access:* Administrative restriction to selected areas/locations of College facilities.
7. *Disciplinary Suspension*: Denial of permission to register for academic work at College of DuPage for a designated period of time, usually not more than one year. Conditions for readmission will be specified by the Dean or a designee.

8. *Extended Disciplinary Suspension*: Dismissal from College of DuPage for a designated period: students under this sanction must petition the Dean of Student Affairs in writing for readmission to College of DuPage.
9. *Expulsion*: Permanent termination of student status from College of DuPage.
10. *Community Service*: A project to help make reparation to the community and demonstrate that learning has occurred.

b. Sanctions for Course Violations

In the case of a violation occurring in a College course, in most cases, a student will be placed on disciplinary warning or probation. In addition, the Dean of Student Affairs or a designee may assign one or more of the following:

1. Placement on disciplinary suspension for at least one semester, either: a) the semester in which the violation occurred, or b) the semester following the violation.
2. Placement on extended disciplinary suspension from the College with a letter attached to the transcript indicating the student has been found in violation of the Code of Academic Conduct. This letter will remain in the student's file for up to seven years as determined by the Dean of Student Affairs or a designee; the student must petition the Dean of Student Affairs in writing to be re-admitted.
3. Disciplinary Loss of Privileges.
4. A project to help make reparation to the community and demonstrate that learning has occurred.

c. A student may be required to participate in counseling, educational seminars or seek medical attention in lieu of, or in addition to, the imposition of sanctions.
d. More than one of the sanctions listed above may be imposed for any single violation.
e. Integrity violations which occur independent of a course or testing situation may have any of the preceding sanctions applied.
f. Other than College suspension, disciplinary sanctions will not be made part of the student's permanent academic record; however, a record of the judicial proceedings will become part of the student's confidential record maintained by the Dean of Student Affairs office for seven years.

Maintenance of Disciplinary Records

Except as specified above, disciplinary matters are kept confidential to the extent required by law. Disciplinary records will become part of the student's confidential record maintained by the Dean of Student Affairs office and will be maintained for a period of seven years.

Appeal Rights and Process

A standing Judicial Review Board (described in Board Procedure 20-35) will hear testimony and make recommendations on appropriate disciplinary cases referred to it by the Associate Vice President of Student Affairs. If, through a Formal Judicial Hearing, there is a finding that a student has violated the Code of Academic Conduct and sanctions have been imposed, that student has the right to appeal the finding(s) or sanction(s) or both to the Judicial Review Board (JRB).

A student who wishes to appeal the outcome of a Formal Judicial Hearing must do so within two business weeks of the date recorded on the Case Resolution Form received from the Dean of Student Affairs or a designee.

The appeal must be addressed to the Associate Vice President of Student Affairs; it must be typewritten; and must state the grounds for appeal. If the student wishes to appear in person before the Judicial Review Board, this must be indicated in writing in the appeal letter. The Associate Vice President of Student Affairs will arrange a meeting convenient to all parties.

In the event of an appeal, the decision(s) of the Judicial Review Board will be final. In the event the student does not appeal within the required two-week period, the decision of the Dean of Student Affairs or a designee will be final.

Interpretation and Revision

A. Questions of interpretation regarding the Code of Academic Conduct shall be referred to the Dean of Student Affairs.
B. The Code of Academic Conduct shall be reviewed periodically under the direction of the Dean of Student Affairs.
C. If any provision in the Code of Academic Conduct is, or shall be at any time, contrary to or unauthorized by federal or state law, then such provisions(s) shall not be applicable, performed, or enforced except to the extent permitted by law.

Adopted: 5/10/13	Reviewed:	Amended:

Residency

1. In-District Resident
   Students, excluding "International Residents" as defined in Section 4 below, who have occupied a dwelling within District 502 for at least thirty (30) days immediately prior to the beginning of the term will be classified as in-district residents.

2. Out-of-District Resident
   Students, excluding "International Residents" as defined in Section 4 below, who do not occupy a dwelling within District 502, but have resided within the State of Illinois for at least thirty (30) days immediately prior to the beginning of the term are classified as out-of-district residents.

3. Out-of-State Resident
   Students who have not occupied a dwelling within the State of Illinois for at least thirty (30) days prior to the beginning of the term are classified as out-of-state residents.

4. International Resident
   Students whose permanent residences are outside the United States and who wish to attend College of DuPage while on a valid student visa, or other visa, or visa waiver program which permits them to attend school while in the United States, are classified as international residents.

5. Exceptions to Sections 1, 2 and 3 Above
   Students who obtain residence in District 502 for reasons other than attending College of DuPage are exempt from the thirty (30) day requirement if they provide documentation of a verifiable interest in establishing permanent residency. The Admissions and Information Office will make the final determination of residency status.

Communities in District 502+

Addison	Clarendon Hills	Glendale Heights	Lisle	Warrenville
Argonne Labs	Countryside	Hanover Park*	Lombard	West Chicago*
Aurora*	Darien	Hinsdale	McCook	Western Springs
Bartlett*	Downers Grove	Hodgkins	Medinah	Westmont
Bensenville	Elk Grove Village*	Indian Head Park	Naperville	Wheaton
Bloomingdale	Elmhurst	Itasca	Northwood	Willow Springs*
Bolingbrook*	Eola	Keeneyville	Oak Brook	Willowbrook
Brookfield*	Fermilab	La Grange	Oakbrook Terrace	Winfield
Burr Ridge	Flowerfield	La Grange Park	Plainfield*	Wood Dale
Carol Stream*	Glen Ellyn	Lemont*	Roselle*	Villa Park
				Woodridge

* Portions of these communities are out of District 502
\+ List is maintained by the Admissions and Information Office

Adopted: 10/01/09	Reviewed:	Amended:

Student Admission

Information on admission to the College is available in the class schedule, catalog, College web site, or by contacting the Admissions and Information Services Office.

1. Credit Classes

   Students who intend to enroll in credit classes for the first time should submit an Admissions form, with a non-refundable fee, to the Admissions and Information Services Office. No tests are required for admission.

2. Non-Credit Classes

   Students who intend to enroll in non-credit classes, seminars and workshops are not required to submit an Admissions form or the non-refundable fee. Students are eligible to enroll based on the age requirements of the class, seminar or workshop.

3. International (F-1 Visa) Students

   Students whose permanent residences are outside the United States and who seek the issuance of an I-20 Form from College of DuPage, are eligible for admission if they meet the requirements for international (F-1 visa) students.

4. Non-High School Graduates Under 18 Years of Age

   Students should contact the Admissions and Information Office for the current procedure if they intend to enroll in credit classes and/or adult non-credit classes, seminars or workshops. Non-high school graduates under 18 years of age include students who are:

   A. Concurrently enrolled in high school
   B. Home-educated
   C. Withdrawn from high school

5. Applicants for a Degree or Certificate from College of DuPage

   Students who wish to earn a degree or certificate from College of DuPage should submit, during their first term of attendance, official transcripts from high schools and colleges which they have attended.

Adopted: 10/01/09	Reviewed:	Amended:

Student Use of Facilities

1. Use of College of DuPage facilities by recognized Student Clubs and Organizations will be managed through the Student Activities Office. Specific guidelines and procedures are outlined in the online Student Clubs and Organizations Handbook

2. Use of College facilities by athletic teams will be managed by the Athletics Department.

3. Use of College facilities by performance groups will be managed through the Fine Arts sub-division of Liberal Arts and the Director of Performing Arts.

Adopted: 10/01/09	Reviewed:	Amended:

Student Clubs and Organizations

1. Definitions
   Student clubs and organizations provide opportunities for students to promote common interests, provide representation of the College, enhance the student life of the College community, practice skills and broaden their academic experiences.

   A. *Student clubs* are groups with volunteer advisors. Primary funding is through the group's own fund-raising activities.

   B. *Student organizations* are groups with paid advisors. Primary funding is provided through the Student Activities Fund.

2. Administration and Management
   The administration and management of student clubs and organizations is assigned to the Director of Student Activities in collaboration with appropriate administrators.

3. Advisors

   A. All student clubs and organizations are required to have at least one advisor. Advisors must be current employees of the College, and at least one advisor of each student group will be a full-time employee of the College.

   B. *Student club advisors* serve on a voluntary basis; these appointments must receive supervisory recommendation/approval as indicated by the employment status:

      1) Full-time faculty or administrator – none; appropriate administrator will be notified

      2) Part-time faculty – recommendation from appropriate associate dean

      3) Classified staff – written approval from direct supervisor

   C. *Student organization advisors* are compensated for their duties; these appointments must follow appropriate supervisory and administrative approvals.

   D. Employees serving as advisors will have current assignments that afford them the opportunity to be available on the Glen Ellyn campus, unless prior approval is received from the Director of Student Activities.

   E. Advisors are:

      1) Required to be present at all meetings and activities, unless otherwise approved by the Director of Student Activities.

2) Required to carry out the responsibilities as defined in the Student Clubs and Organizations Handbook.

4. Benefits

Benefits to student clubs and organizations include:

A. Use of campus facilities as approved for meetings and other functions.

B. A College account to manage their funds.

C. The recruitment of members on campus.

D. A mailbox in an established office.

E. Utilization of established College services.

F. Publicizing activities on campus.

G. The ability to raise funds and sponsor fund-raising projects approved by the Director of Student Activities.

5. Membership

A. Clubs

1) Full membership in student clubs is open to currently enrolled students.

2) Associate membership is open to alumni, faculty, staff and community members who may participate in club functions and events; however, they may not vote, serve as officers, or take priority over currently enrolled students.

3) Except where external requirements (licensure or achievements such as honor society qualifications) are imperative, restrictions on membership are prohibited. Advisors will monitor the meeting and maintenance of such requirements and will maintain the membership list in conjunction with the appropriate student officers.

B. Organizations

1) Membership in organizations is open to currently enrolled students.

2) Organizations may require prospective members to meet academic and/or performance qualifications or be elected or appointed to become full members. The advisors will monitor the meeting and maintenance of required qualifications and the current membership of the organizations.

C. Behavioral Expectations and Limitation of Participation

1) Students participating in student clubs and organizations, whether on- or off-campus, are considered representatives of the College and are expected to represent the College in a positive and appropriate manner. Members are expected to conduct themselves appropriately in such a way that their actions will reflect the College's good name and not cause public embarrassment.

2) If a student member of a club or organization engages in misconduct which violates campus rules and regulations, the student will be disciplined in an appropriate manner and in accordance with Board Policies and Administrative Procedures 20-30, Student Rights and Responsibilities, and 20-40, Student Discipline. The student may be suspended from participating in student clubs and organizations on a temporary or permanent basis, depending on the severity of the infraction.

3) Nothing herein is designed to limit any other reasonable rules or restrictions placed in force by a coach, director or advisor. In addition, the coach, director or advisor may take disciplinary action immediately, where it is necessary and appropriate.

6. Club Chartering

A. Clubs are chartered through the initiation of currently enrolled students with the assistance of an approved advisor and the Student Activities staff as per the "Club Chartering Guidelines" outlined in the Student Clubs and Organizations Handbook.

B. A group may apply for club chartering if its actions or activities are in accordance with the educational purpose and mission of the College. A group is eligible for chartering and continuing registration if it meets the criteria of membership and advisor, conducts its affairs in accordance with administrative rules and regulations, appropriately applies for initial chartering, and maintains the requirements of chartered clubs.

C. Groups that are in the recreational/leisure time activities category will be required to meet with the designated representative of the Physical Education/Athletics staff to review the needs of the group, understand the availability of resources, services and facilities of that department, and receive a recommendation for approval as a chartered club.

7. Requirements

A. All student clubs and organizations are required to conduct their affairs in accordance with administrative rules and regulations, as well as in accordance with the purposes and objectives stated upon chartering/formation, and maintain their purpose in accordance with the stated purposes and goals of the College.

B. By the established deadline each fall, each student club and organization is required to have on file in the Student Activities Office information as requested concerning the student officers and advisors.

8. Revocation of Charter

The Director of Student Activities will not charter, or will revoke, the registration of any club or organization based upon:

A. The advocacy of views inciting or producing imminent lawless actions or likely to do same.

B. The failure to show willingness to comply with regulations.

C. The engaging in any unlawful or disruptive activities or conduct.

9. Finances

   A. All clubs and organizations will maintain the group's financial matters exclusively through the account established by the College upon the chartering/formation of the group as per Board Policies and Administrative Procedures. Clubs and organizations are subject to the same accounting regulations as the College. Off-campus bank accounts are prohibited. Violations may lead to the revocation of the club charter.

   B. Operating budgets for organizations will be developed, approved and maintained as per the procedures of the Student Activities Fund Advisory Committee with the involvement and approval of the appropriate students, staff, advisors and administrators.

10. Use of Campus Facilities and Services

   A. The College, through the Director of Student Activities, reserves the right to restrict the time, place and manner of activities in consideration of schedule conflicts to avoid material and substantial disruptions to the functioning of the College.

   B. Requests for facilities must be approved by the appropriate advisor and the Director of Student Activities.

11. Publicity

   A. All publicity and/or promotion of club or organization functions or activities must receive prior approval from the Director of Student Activities or designee.

   B. Posting and distribution of publicity or other items at campus locations will be handled in accordance with the applicable Board Policies, Administrative Procedures and guidelines, as well as the Student Clubs and Organizations Handbook.

12. Travel By Student Clubs and Organizations

   Travel by members of student clubs and organizations will be in accordance with Board Policy and Administrative Procedure 20-105, Group Travel, and the Student Clubs and Organizations Handbook.

Adopted: 10/01/09	Reviewed:	Amended:

Student Publications

1. Administration and Management
   A. Student publications are a part of the Student Activities program and are a partnership with the Communications sub-division of the Liberal Arts Division.
   B. Advisors will be full-time faculty assigned by the Associate Dean in conjunction with the Director of Student Activities.
   C. Advisors will be supervised in their duties by the Director of Student Activities.
   D. Each student publication will maintain operational guidelines that will be approved by the Director of Student Activities

2. Funding
   A. Student publications are funded through:
      1. Allocation from the Student Activities sub-committee of the Student Activities Fund Advisory Committee
      2. Advertising revenue, if appropriate for the publication
      3. Other fund-raising efforts as appropriate for the publication
   B. Student publications groups are required to maintain their budget on a monthly basis and ensure appropriate income levels that meet or exceed expenditures.
   C. Advisors are responsible to the Director of Student Activities for all fiscal processes and decisions.

3. Student Leadership
   A, Each student publication will have appropriate student positions, the duties of which are clearly outlined in the operational guidelines of the group.
   B. Selection of students to fill the leadership positions will be a process outlined in the operational guidelines of the group. It will include publicity for the open positions, an application process and an interview process which includes students and faculty.
   C. Dismissal processes for student leadership positions will be detailed in the operational guidelines and will follow applicable College procedures.
   D. Students may be compensated for leadership positions:
      1. Compensation will be a budgeted expense.
      2. An evaluation process will be detailed in the operation guidelines.
      3. Compensation will follow College procedures concerning employment.

4. Publication Content
   A. Student publications are a public forum of expression by the student journalists and editors and are not subject to prior review by officials of the College.
   B. Student editors are responsible for the content of the publication.
   C. Student editors are responsible for upholding appropriate professional standards for publications.
   D. Advisors are expected to teach the appropriate professional standards to student editors, journalists, and staff members.

Adopted: 10/01/09	Reviewed:	Amended:

Group Travel

1. Group Travel General Procedures

   A. Definition of College-Sponsored Group Travel:

      College-Sponsored group travel includes:

      1) *College-Funded* –Travel programs that are fully or partially funded by the College, subject to availability of funds; College-funded travel programs must operate within approved budgets.

      2) *Participant-Funded* – Participants are assessed fees, and travel programs operate on at least a break-even basis.

   Note: ENCORE and WDCB travel programs are exempt from this procedure.

2. Responsibility for Group Travel

   A. The division/department sponsoring group travel will provide primary administrative oversight for the travel program. It is the responsibility of the division/department sponsoring the travel program to develop, maintain, and implement program specific operational procedures. Divisions/departments will adhere to guidelines in the Addendum to Group Travel Administrative Procedure 20-105, Guidelines for Developing Group Travel Procedures for Divisions and Departments Offering College-Sponsored Group Travel.

   B. Operational procedures must be in compliance with applicable Board Policies and Administrative Procedures, state and federal laws. An updated copy of the operational procedures for the group travel program must be on file in the administrative office of the sponsoring division/department at the beginning of each academic year.

   C. The assigned group leader has primary responsibility for developing and executing the travel program, as well as complying with all program guidelines and procedures, Board Policies and Administrative Procedures, state, federal and international laws.

   D. Group travel sponsored through third party vendors must be approved in advance by the appropriate supervising administrator and Vice President.

   E. The College's designated travel agency will be used for all domestic air transportation. If the trip is outside the continental U.S., additional proposals from other travel agencies may be solicited and reviewed by the Finance Office.

3. Guidelines for Establishing Operational Procedures
(Refer to Addendum to Group Travel Board Policy and Administrative Procedure 20-105, *Guidelines for Developing Group Travel Operational Procedures for Divisions and Departments Offering College-Sponsored Group Travel for specific criteria.*)

A. *Components of Division/Department Written Operational Procedures*:

1) *Purpose of Group Travel Program/Assignment of Group Leaders* – To define the purpose of group travel, specify the process for selecting group leaders and establish qualifications for, and expectations of, group leaders including, but not limited, to training and applicable certifications.

2) *Course/Program Approval* – To state the process for obtaining approval to offer a course or program involving group travel (e.g., Request for Proposals).

3) *Travel Authorization and Procedures* – To establish the process for pre-approval of travel programs and outlines specific operational procedures including, but not limited to, completion of the Pre-Travel Approval and Advance Form, course and budget proposal documentation, if applicable.

4) *Transportation* – To define transportation requirements and responsibilities of College employees and individual students when group travel is involved.

5) *Compliance with Board Policies/Administrative Procedures and Legal Mandates* – To document how each division or department will communicate to students and participants the applicable Board Policies and Administrative Procedures, state and federal laws including, but not limited to, the Americans with Disabilities Act (ADA), Anti-Harassment Board Policy and Administrative Procedure 15-10, Students Rights and Responsibilities Board Policy and Administrative Procedure 20-30, and Group Travel Board Policy and Administrative Procedure 20-105.

6) *Access and Participation* – To define who is eligible to participate, program admission guidelines, as well as requirements and expectations of participants. If applicable, to incorporate requirements for group travel waivers, assumption of risk forms, medical waivers, proof of insurance, insurance travel protection and other pertinent program documents and forms.

7) *Risk Management Plan* – To outline standard procedures for responding to potential emergency situations during the travel program, including travel to and from the trip destination. To detail expectations of group leaders for obtaining local emergency contact information and planning for unforeseen situations including, but not limited to, group evacuation, medical emergencies, missing persons report protocol, and incident reporting.

In addition, for *international travel programs*, to establish a process for providing the supervising administrative office and the College of DuPage Police Department with: 1) a list of students/participants, and 2) a complete travel itinerary with contact information prior to departure. To document the expectations for registration with local embassies, notification to local police or civil authorities of itinerary, and a repatriation plan. It includes a detailed risk management response plan for international travel programs and *programs involving significant physical activity.*

8) *Program Cancellation* – To identify the process for cancellation of a program; to indicate how students/participants will be informed of a program cancellation and to state the refund policy for all participants.

9) *Fiscal Accountability* – To state requirements for submitting Pre-Travel Approval/Advance Forms, budget accountability, collection and disbursement of funds and expense reporting.

10) *Travel Program Review* – To state the procedure for review and update of operational procedures for compliance with applicable Board Policies and Administrative Procedures, as well as state, federal and international laws.

B. *Access to Division/Department Operational Procedures* – To provide for the centralized housing and general access to copies of division/departmental operational procedures and the Addendum to Group Travel Administrative Procedure 20-105, Guidelines for Developing Group Travel Procedures through the Field and Interdisciplinary Studies Office.

Note: Refer to Addendum to Group Travel Board Policy and Administrative Procedure 20-105, *Guidelines for Developing Group Travel Operational Procedures for Divisions and Departments Offering College-Sponsored Group Travel*, for specific guidelines and criteria for developing division/departmental operational procedures.

College of DuPage
Addendum to Group Travel Board Policy and Administrative Procedure 20-105

Guidelines for Developing Group Travel Procedures
For Divisions and Departments Offering College-Sponsored Group Travel

The purpose of this document is to guide divisions/departments in the development of specific program operational procedures for College-sponsored group travel.

1. College-Sponsored Group Travel Refers to:

   A. *College-funded* travel programs are fully or partially funded by the College, subject to availability of funds. Travel programs must operate within approved budgets.

   B. *Participant-funded* travel requires that participants are assessed fees to cover program costs. Travel programs operate on at least a break-even basis.

   Note: ENCORE and WDCB travel programs are exempt from this procedure.

2. Responsibility for Group Travel
   It is the responsibility of all employees involved in offering or leading College-sponsored group travel programs to operate according to applicable Board Policies and Administrative Procedures, state and federal laws. The divisions/departments offering the travel program will provide primary administrative oversight for group travel programs within their respective areas, in accordance with the following guidelines:

   A. Each division/department that sponsors or offers group travel will establish specific operational procedures for their respective group travel programs.

   B. An updated copy of the operational procedures for each division/department will be on file in the division/departmental administrative office at the beginning of each academic year.

   C. The supervising administrator for the group travel program must approve all group travel in advance.

   D. The assigned group travel leader has primary responsibility for developing and executing the travel program in compliance with all program guidelines, Board Polices and Administrative Procedures, state and federal laws.

   E. Group travel programs offered through third party vendors must be approved in advance by the supervising administrator and appropriate Vice-President.

3. Guidelines for Establishing Group Travel Operational Procedures – Divisions/departments that sponsor group travel will, at a minimum, address the following criteria in writing their operational procedures:

   A. *Purpose of Group Travel Program/Assignment of Group Leaders* – To define the purpose of group travel, to specify the process for selecting group leaders and to establish qualifications for, and expectations of, group leaders including, but not limited to, training and applicable certification.

1) All group travel must support the mission and goals of the College, as well as the needs and requirements of the sponsoring division/department.

2) Group travel leaders must be employees of the College and must meet the qualifications necessary to teach the assigned course and/or lead the travel program.

3) All group travel leaders and co-leaders must be approved, in advance of travel, by the supervising administrator.

4) The assigned group leader may be a faculty or staff member, depending upon the purpose and requirements of the travel program.

5) Group travel leaders will participate in required training including, but not limited to, First Aid, CPR, Study-Abroad, Risk Management and Large Passenger Vehicle driver training.

B. *Course/Program Approval* – To state the process for obtaining approval to offer a course or program involving group travel (e.g., a proposal).

1) All travel-related courses or programs require prior approval of the sponsoring division/department administrator each time the travel program is offered. International travel programs also require approval of the appropriate Vice-President and the President.

2) The assigned group leader must submit for approval to the sponsoring division/department supervising administrator/designee the following: (1) a written proposal or request to offer group travel, (2) a budget proposal (if applicable), and (3) a rationale explaining the purpose of the travel. For course-related travel, instructors must also provide a course syllabus.

3) New courses must follow the applicable Curriculum Approval Process outlined in the Guide to Curriculum Development.

C. *Travel Authorization and Procedures* – To establish the process for pre-approval of travel forms and outlines specific operational procedures including, but not limited to, completion of the Pre-Travel Approval/Advance Form, applicable proposal documentation and budget proposals.

1) Group leaders are required to complete a Pre-Travel Authorization and submit all required documentation for approval in advance of the travel program.

2) Group leaders must submit budget proposals (if applicable) to the sponsoring division/department administrator for approval in advance of the travel.

3) Group leaders of international travel programs must submit in advance of travel a Pre-travel Authorization Form for approval by the administrator of the sponsoring division/department, the appropriate Vice-President and the President.

D. *Transportation* – To define transportation requirements and responsibilities of College personnel and individual students when group travel is involved.

1) All travel arrangements for group travel are to be made through the appropriate College office approving the travel and the Finance Office travel procedures. The College's designated travel agency will be used for all domestic air transportation. If the trip is outside the continental U.S., additional proposals from other travel agencies may be solicited and reviewed by the Finance Office.

2) Sponsoring divisions/departments using authorized College vehicles must secure validation of vehicle certificates of insurance from all drivers prior to departure.

3) Mandatory training is required of all drivers prior to the use of all College buses.

E. *Compliance with Board Policies/Administrative Procedures and Legal Mandates* – To document how each division/department program will communicate to group leaders, students and participants expectations for compliance with Board Policies and Administrative Procedures, state and federal laws including, but not limited to, the Americans with Disabilities Act (ADA), Anti-Harassment Board Policy and Administrative Procedure 15-10, Students Rights and Responsibilities Board Policy and Administrative Procedure 20-30, and Group Travel Board Policy and Administrative Procedure 20-105.

1) Each division/department will ensure group leaders and students/participants are informed about related Board Policies, Administrative Procedures, federal and state laws pertinent to their individual responsibilities.

2) Group leaders and students/participants involved in group travel must conduct themselves in a professional manner in accordance with all applicable federal and state laws, as well as Board Policies and Administrative Procedures including, but not limited to, the Americans with Disabilities Act (ADA), Anti-Harassment Board Policy and Administrative Procedure 15-10, and Students Rights and Responsibilities Board Policy and Administrative Procedure 20-30.

3) Any behavior, implied or explicit, that suggests sexual harassment to a reasonable person will not be tolerated, whether engaged in by faculty members, other College employees or students. Any such behavior must be reported immediately to the Vice President of Human Resources if a College employee is the source of the behavior in question, or to the Dean of Student Services if a student or participant is the source of the behavior in question.

4) Sexual harassment is illegal. Complaints of sexual harassment will be investigated following the guidelines of Anti-Harassment Board Policy 15-10 and may be susceptible to disciplinary action, up to and including termination of employment and/or prosecution under the Criminal Sexual Conduct Law.

5) In addition to Board Policies and Administrative Procedures, state and federal statutes, group leader(s) will comply with the detailed responsibilities in the Faculty, Administrator, Classified and Student Clubs & Organizations Handbooks.

F. *Access and Participation* – To define who is eligible to participate, as well as requirements and expectations of participants. To incorporate appropriate group travel waivers and related forms, including assumption of risk forms, medical waivers, proof of medical insurance, proof of travel insurance, and other pertinent program documents, as applicable.

1) Each division/department sponsoring group travel will establish criteria for participation and a written process for approving or disapproving participation in the travel program. Students or participants involved in group travel must be enrolled in a course at College of DuPage or admitted into a College of DuPage-sponsored program.

2) Individuals may be denied participation in a program if their participation is deemed dangerous to the applicant or other participants. Group leaders are to inform the supervising administrator in advance when a student's behavior, or other circumstances, warrant denial of participation in a group travel program.

3) Group leaders are to document special student needs and agreed upon accommodations.

4) Students or participants involved in group travel must be at least 18 years of age. Minors under the age of 18 who participate in special youth programs must have written permission from a parent or legal guardian authorizing the travel.

5) Students or participants at least eighteen (18) years of age and involved in College-sponsored domestic or international group travel must complete an assumption of risk form and medical waiver, provide proof of medical insurance and proof of travel protection insurance. Other documentation may be required based on unique program needs.

G. *Risk Management Plan* – The Risk Management Plan will: (1) Outline standard procedures for group leaders to notify the sponsoring division/department administrator/designee and College of DuPage Police Department of travel plans. (2) Detail expectations of group leaders for obtaining local emergency contact information and planning for unforeseen situations including, but not limited to, group evacuation, medical emergencies, missing persons report protocol, and incident reporting. (3) In addition, for *international travel programs*, will detail expectations for registration with local embassies, notification to local police or civil authorities of itinerary, and includes a repatriation plan.

1) Prior to departure, all group leaders are to provide the sponsoring division/department administrative office and College of DuPage Police Department with a list of all travel participants, complete itinerary, and updated contact information for the duration of the travel.

2) International travel requires the assigned group leader to provide the supervising administrator of the sponsoring division/department with a written crisis management plan including, but not limited to:

a) A complete itinerary with the list of travel participants and contact information to the sponsoring division/department administrative office and College of DuPage Police Department.

b) Contact information for the local embassy within the country to which the group is traveling, information provided to the embassy regarding travel plans, and documentation of the names, addresses and contact information for local hospitals, emergency centers, medical clinics and/or doctors.

c) A written incident report, as soon as possible, to the supervising administrator/designee of all emergency situations, student/participant dismissals, or other unique incidents. If necessary, reports may be e-mailed or faxed.

3) Operational Guidelines will include written emergency responses for group leaders and students/participants including, but not limited to, the following:

a) In case of a medical emergency, contact the nearest hospital, emergency center or doctor for assistance. Then, immediately notify the supervising administrator/designee of the sponsoring division/department.

b) In case of an emergency evacuation, contact the local embassy, local civil authorities or police. As soon as the group is secure, contact the supervising administrator/designee, appropriate Vice President or College of DuPage Police Department.

c) In case of repatriation (death of a student or when a student must be returned home from overseas), first contact the supervising division/department administrator/designee or appropriate Vice President.

d) If a student or participant becomes missing, immediately contact local law enforcement authorities, local embassy, and the supervising administrator/designee, or appropriate Vice President.

H. *Program Cancellation* – To identify the process for cancellation of a program. To indicate how students/participants will be informed of a program cancellation and the refund policy for all participants.

1) College-sponsored travel programs may be cancelled due to acts of God, State Department Travel Warnings or other unforeseen events.

2) The supervising administrator/designee of the sponsoring division/department will authorize cancellation of a travel program. In case of a program cancellation, enrolled students will receive a tuition refund.

I. *Fiscal Accountability* – To establish travel-related budget requirements and details procedures for obtaining pre-travel authorization, collecting and disbursing funds, and expense reporting.

1) Group travel programs must operate within the guidelines for College-sponsored group travel and other travel Board Policies and Administrative Procedures.

2) Group travel budgets and Pre-Travel Forms must be approved, in advance, by the supervising administrator/designee of the sponsoring division/department.

3) Group leaders must provide required receipts and other documentation for expense reporting.

J. *Travel Program Review* – To establish a review process for the division/department group travel operational procedures.

1) Each sponsoring division/department will annually review its operational procedures for compliance with the Group Travel Board Policy and Administrative Procedure 20-105, related Board Policies and Administrative Procedures, state and federal laws.

2) Each division/department that sponsors group travel is to provide a copy of its operating procedures for an annual review and feedback by the College's Risk Management Coordinator.

K. *Access to Division/Department Operational Procedures* – To provide for centralized housing and general access to copies of division/departmental operating procedures and Guidelines for Developing Operational Procedures.

1) The Office of the Associate Vice President of Academic Affairs (if travel is part of an academic program) or the Office of the Vice President of Student Affairs (if travel is part of student activities; i.e., athletics, clubs/groups, etc.) will serve as the central office(s) for housing of, and general access to, division/department operating procedures and Guidelines for Developing Group Travel Operational Procedures Each division/department sponsoring group travel will forward a copy of their group travel operational procedures to the Office of the Associate Vice President of Academic Affairs or the Vice President of Student Affairs at the beginning of each academic year.

2) The Office of the Associate Vice President of Academic Affairs or the Office of the Vice President of Student Affairs will forward a copy of division/department operating procedures to the College's Risk Management Coordinator annually for review and feedback to the division/department administrator.

3) Copies of division/departmental operating procedures will also be retained and made available in each division/department administrative office sponsoring group travel.

Note: Refer to Group Travel Board Policy and Administrative Procedure 20-105.

Adopted: 10/01/09	Reviewed:	Amended:

Standards of Academic Progress

1. Satisfactory Academic Progress

A student is making satisfactory academic progress unless placed on academic warning or academic probation defined as follows:

A. Academic Warning

A student is placed on academic warning when less than twelve (12) attempted College of DuPage cumulative hours are recorded, and the cumulative grade point average (GPA) is below (one point five) 1.5. Academic warning does not restrict registration; however, students are requested to discuss the lack of satisfactory academic progress with a counselor/adviser.

B. Academic Probation

1) A student is placed on academic probation when their cumulative GPA (including developmental education coursework) is below the following minimum for the cumulative hours attempted. A student is expected to maintain a (two point zero) 2.0 cumulative GPA upon reaching 12 cumulative attempted hours.

a) A student placed on academic probation is required to review academic progress with a counselor/adviser prior to enrollment for the next semester. The student is restricted from further registration until complying with this requirement. A student previously enrolled for the next semester is restricted from further credit course registration until complying with the requirement to meet with a counselor/adviser.

b) A student who has previously met with a counselor/adviser and has a GPA of 2.0 or above for the most recent semester, but still has a cumulative GPA under 2.0, will continue on academic probation and will be required to review academic progress with a counselor/adviser prior to enrollment each semester until the cumulative GPA reaches 2.0.

2) Once the cumulative GPA meets the minimum standard specified above, that student will be considered to be making satisfactory academic progress and will not be restricted from registration.

2. Academic Suspension

A. A student on academic probation will be placed on a one (1) semester academic suspension if the earned GPA for the most recent semester is under 2.0 and the cumulative GPA continues below the minimum as specified in Section 1. B. above (Academic Probation).

1) The first occurrence of being placed on academic suspension will result in a student's inability to continue enrollment in classes for one (1) semester.

2) The second occurrence of academic suspension will result in an inability to enroll in classes for twelve (12) months.

B. If a student is already enrolled and it is subsequently determined that the student is ineligible to continue, the student will be automatically withdrawn from courses and issued a refund. The student is then restricted from any future credit course registration until complying with Academic Reinstatement as specified in Section 3. below.

3. Academic Reinstatement

A. A student placed on academic suspension must request reinstatement through a meeting with a counselor/adviser. Failure to achieve reinstatement will result in denial of future registration and, if already registered, withdrawal from current registration.

B. In the semesters following academic reinstatement, if the term GPA is 2.0 or above, the student will be placed on academic probation status until the cumulative GPA meets the minimum as specified in Section 1.B. above (Academic Probation). If the semester GPA is below 2.0 and the cumulative GPA is below the minimum as specified in Section 1. B. above (Academic Probation), the student will again be placed on academic suspension.

C. Academic warning, academic probation and academic suspension notations are recorded on the student's academic record.

4. Excessive Withdrawal Policy

A student with a repeated, recurring and overall pattern of withdrawal from College of DuPage courses is not making satisfactory progress

A. The following procedures are currently in effect.

1) Students who have withdrawn from a total of four (4) courses (excluding withdrawals during the first week of classes) are sent a letter encouraging them to consult with a counselor/adviser to discuss the possible negative impact of repeatedly withdrawing from courses.

2) Students who have withdrawn from eight (8) or more courses are required to meet with a counselor/adviser prior to their registering for the next semester. Registration is not allowed until this requirement is met.

3) Students continuing this same non-completion pattern in subsequent semesters are again required to meet with a counselor/adviser and will be restricted from registering for every two (2) additional withdrawals.

B. Students affected by this Board Policy and Administrative Procedure who hold financial aid awards will be informed that eligibility for such aid is also at risk.

Adopted: 10/01/09	Reviewed:	Amended:

Evaluation of Student Performance

1. Grading

   A. College of DuPage has no single prescribed procedure to be followed by instructors of record in assigning grades to students. Each instructor of record will develop procedures for assigning grades to students and will communicate these procedures to the students. Instructors of record are expected to use good judgment and fair methods of determining grades and to orient students during the first week of instruction as to the basis of grading, attendance and the nature of assignments.

   B. Letter grades indicate the following performance at the College level:

A –	high degree of excellence in achievement
B –	better than average achievement
C –	average/acceptable achievement
D –	minimum standard of achievement
F –	failure to complete minimum requirements
S –	satisfactory
I –	incomplete
R –	repeated course
W –	withdrawal
X –	audit

   C. Certain classes, as identified in the College of DuPage class schedule, offer only "satisfactory/fail" grades. In all other classes, the student and the instructor of record may choose "satisfactory/fail" grading. The instructor of record retains the prerogative to determine whether the "satisfactory/fail" option is applicable to the course. It is the responsibility of the instructor of record to set deadlines for students' grade option decisions and communicate these deadlines to the students during the first week of instruction. All students desiring the "satisfactory/fail" option must sign a contract with the instructor of record confirming the use of the "satisfactory/fail" grading option and submit the completed contract to the Registration Office.

   D. Grade options will not be changed once the contract has been received by the Registration Office. The satisfactory, or "S", grade will not be computed in the grade point average; however, the fail, or "F", grade will be computed.

   E. Students may apply only twelve (12) semester hours of satisfactory, or "S", credit toward a degree. However, students seeking the Illinois Articulation Initiative Core Curriculum may not use satisfactory, or "S", grades to fulfill the Communication, Physical/Life Science, Mathematics, Humanities/Fine Arts, or Social and Behavioral Science categories. Students must take at least eight (8) semester hours of credit for letter grades to be eligible for honors recognition.

F. The instructor of record may give an incomplete, or "I", grade when a student has been unable to complete the course within the prescribed time due to unforeseen circumstances. The student is responsible for contacting the instructor of record or, when the instructor of record is no longer employed at the College, the appropriate dean regarding course completion. Course work must be completed within the time limits prescribed by the instructor of record but not to exceed twelve (12) months from the end of the term in which the "I" grade was assigned. The "I" grade may be changed within the time limit prescribed by the instructor of record. If the "I" has not been changed by the instructor of record at the end of the twelve (12) month period, the "I" will automatically be changed to an "F". During the time the "I" is on the student's record, it will not be calculated into the grade point average. A standardized "Contract for Incomplete Grade" will be utilized.

G. A student may repeat courses in accordance with Board Policy 20-155, Course Repetitions. In such cases, credit will be granted only once (except as noted in the course description section of the catalog) and only the higher grade received will figure in the grade point average. The lower grade (including an "I") will be marked as repeated and removed from the cumulative GPA calculation as of the term the course was retaken.

H. "W" indicates that a student withdrew, or was withdrawn, from the course per Board Policy and Administrative Procedure 20-145, Administrative Withdrawal. The "W" is recorded on the student's transcript, but is not reflected in the student's grade point average.

I. The "W" grade will be given to a student under one of the following conditions:

1) The student withdraws from a course by contacting the Registration Office between the ninth (9th) calendar day after the start of the term through the eighth (8th) calendar day after the mid-term date. Some classes vary from the regular semester dates, and dates for withdrawals will vary proportionately.

2) The student withdraws from a course by contacting the Registration Office after the eighth (8th) calendar day following the mid-term date, with written permission to withdraw signed by the instructor. Some classes vary from the regular semester dates, and dates for withdrawals will vary proportionately. This option requires that the instructor and the student are in agreement on the withdrawal.

3) A grade of "F" will automatically be assigned to a course that is 1000 level or above, if a student fails to contact the Registration Office on or before the last day of the term to process the written withdrawal permission signed by the instructor of record.

4) The "W" grade may be assigned by the instructor of record for a course numbered below 1000 without an official withdrawal by the student through the Registration Office.

5) Per Board Policy and Administrative Procedure 20-145, Administrative Withdrawal, a student may be withdrawn from a course when an instructor determines that the student is not actively pursuing completion of course objectives.

2. Grade Reporting

A. At mid-term, the instructor of record will inform each student who is doing unsatisfactory work and attempt to assist the student in correcting deficiencies.

B. At the end of the term, the instructor of record will submit final grades for students in each class taught. Deadlines are extremely important. Accurate records will be kept by the instructor and/or division office for auditing and verification purposes.

Adopted: 10/01/09	Reviewed:	Amended:

Academic Honors

All students who are enrolled in at least six (6) semester hours and whose grade point average is 3.5 (three point five) to 4.0 (four point zero) inclusive, will be listed on the academic honors list.

Adopted: 10/01/09	Reviewed:	Amended:

Scholarships

1. The College will administer appropriate scholarship programs in accordance with the criteria set forth by the donor.

2 The College of DuPage Foundation will identify funding available to College of DuPage students, and the College of DuPage Foundation Scholarship Committee will develop criteria to be utilized in the awarding of the funds. Other Foundation scholarship funds will be administered in accordance with the criteria set forth by the donor.

3. The Student Financial Aid Office will advertise the availability of scholarships and set deadlines for the submission of applications. The Student Financial Aid Office Scholarship Review Committee will receive, evaluate and determine the recipients of scholarships.

4. The Student Financial Aid Office will notify students of their awards and ensure that the awards are made in accordance with all applicable federal, state and local regulations.

5. The Student Financial Aid Office will monitor recipients for compliance with award criteria and provide appropriate reporting when necessary.

Adopted: 10/01/09	Reviewed:	Amended:

Withdrawal from Class - Medical

All medical withdrawals will be processed through the Office of the Dean of Admissions Services and Registrar.

1. Medical documentation will be validated. The date on which the illness or accident occurred will be noted.

2. The request will be processed within a reasonable time period, even though the term in question may have passed.

3. The Dean of Admissions Services and Registrar will approve or deny the withdrawal/refund based on attendance, severity of illness or accident or other extenuating circumstances.

4. A student may be involuntarily withdrawn from a course if a danger is presented to the student or other students in the class. The College may require the student to provide appropriate medical documentation as to the student's capacity to safely participate in the class.

Adopted: 10/01/09	Reviewed:	Amended:

Academic Withdrawal

A student may be withdrawn from a course when an instructor determines that the student is not actively pursuing completion of course objectives. This withdrawal may be accomplished in two ways:

1. Before mid-term, an instructor may withdraw a student through the Registration Office with an Instructor Initiated Withdrawal Form. Appropriate academic offices will be provided with these forms by the Registration Office.

2. At mid-term, an instructor has the option to record a "W" grade along with an "N" grade for non-pursuit of course objectives. This will be the last opportunity for an Instructor-Initiated Withdrawal.

The student may be re-admitted to the class at the instructor's discretion.

Adopted: 10/01/09	Reviewed:	Amended:

Academic Appeals

1. Grade Grievance

   A. *Grade Review Procedure – Premise*

      1) College of DuPage recognizes that the responsibility for grading rests solely with faculty. This grade review procedure is available for a student to review a final course grade alleged to be arbitrary and capricious.

      2) Before requesting a formal review, a student is urged to make every effort to resolve the grievance informally with the instructor who issued the final grade. The student may terminate the formal procedure at any point, but when the procedure reaches full closure, the student must abide by the final disposition of the appeal and will be precluded from seeking review of the matter under any other College procedure.

   B. *Grade Review Procedure: Definitions* – When used in this statement of procedure, the definitions are as follows:

      1) The term *arbitrary or capricious grading* means:

         a) The assignment of a course grade to a student on some basis other than performance in the course, or

         b) The assignment of a course grade to a student by resorting to unreasonable standards different from those which were applied to other students in the class, or

         c) The assignment of a course grade by a substantial, unreasonable and unannounced departure from the instructor's previously articulated standards, (factual and computational errors are included in this definition).

      2) The words *day* or *days* refer to calendar days.

      3) The phrase *dean/supervisor* refers to the person having administrative responsibility for the unit in which the course section is offered.

      4) The word *division* refers to the academic division which supports the discipline to which the reviewed course belongs.

C. *Grade Review Procedure – Procedural Steps*

1) Step 1: Student Consultation with Instructor and/or Dean/Supervisor

   a. Contact with the instructor to discuss the grade and to work toward a mutual understanding of the basis and procedure used to determine the final grade must be initiated by the student within forty-five (45) calendar days of the last day of the academic term for which the grade was assigned. If the instructor is not available, the student must register the request for review with the instructor's dean/supervisor.

   b. If the problem is not resolved between the student and the instructor at Step 1, Step 2 must be initiated by the student within ten (10) days following the meeting with the instructor or dean/supervisor.

2) Step 2: Calling of Grade Review Committee

   a. Student requests that the dean/supervisor initiate a formal grade review by the division's standing Grade Review Committee. Each division will determine its unit process for establishing its committee, but all committees will consist of three voting faculty members from within the division and will exclude the instructor who issued the grade under review.

   b. Student receives a Grade Review Form from the dean/supervisor and completes it in writing.

   c. Student submits the completed Grade Review Form to the dean/supervisor within ten (10) days of receiving the form.

   d. The dean/supervisor sends the instructor a copy of the student's completed Grade Review Form within five (5) days, to be returned with a written response from the instructor within ten (10) days after receiving the form from the dean/supervisor.

   e. The dean/supervisor will call the Grade Review Committee and the committee will meet within ten (10) days of receipt of the completed Grade Review Form from the instructor to determine whether to dismiss or hear the case.

   f. The Grade Review Committee will dismiss the appeal if:

      (1) The student has submitted the same, or substantially the same, complaint to any other formal grievance procedure; or

      (2) The allegations, even if true, would not constitute arbitrary and capricious grading; or

      (3) The appeal was not timely; or

      (4) The student has not conferred with the instructor or with the instructor's dean/supervisor in accordance with Step 1 of these procedural steps.

   g. If the request for review is not dismissed, Step 3 follows.

3) Step 3: Actions of the Grade Review Committee

a. The Grade Review Committee will submit a copy of the student's written statement to the instructor with a request for a written reply within ten (10) working days if this step has not been taken prior to the convening of the committee. [See Section 1. C. 2) d. above.] If it then appears that the dispute may be resolved without recourse to the procedures specified in Section 1. C. 3) b. above which follows, the committee will attempt to arrange a mutually agreeable solution between the student and instructor.

b. If a mutually agreeable solution is not achieved, the Grade Review Committee will proceed to hold an informal, non-adversarial, fact-finding meeting concerning the allegations. Both the student and the instructor will be entitled to be present throughout this meeting and to present any relevant evidence. Neither the student nor the instructor will be accompanied by an advocate or a representative. This meeting will not be recorded by any parties and will not be open to the public.

c. The Grade Review Committee will deliberate privately at the close of the fact-finding meeting. If a majority of the committee members find the allegation to be supported by any clear and convincing evidence, the committee members will take any action which they feel would bring about substantial justice including, but not limited to:

(1) Directing the instructor to reevaluate the student's work.

(2) Directing the instructor to administer a new final examination or paper in the course.

(3) Directing the cancellation of the student's registration in the course.

(4) Directing the award of a grade of "pass" in the course, except that such a remedy should be used only if no other reasonable alternative is available.

d. The Grade Review Committee is not authorized to award a letter grade or to reprimand or otherwise take disciplinary action against the instructor. The decision of the committee will be final and will be promptly reported in writing to the parties. The dean/supervisor will be responsible for implementing the decision of the Grade Review Committee.

2. Academic Regulations Committee (ARC)

The Academic Regulations Committee considers student petitions regarding a student's unresolved concerns about their academic records. The Academic Regulations Committee considers each case on its individual merits. Its decisions are final. An appeal to the Academic Regulations Committee is submitted through the Records Office and must be for classes in which an "F" grade was received and was taken less than five (5) years before the petition was submitted. No more than two (2) petitions per student will be considered.

3. Forgiveness

A. *The College of DuPage Forgiveness Policy* – The College Forgiveness Policy is intended for those students who have experienced previous academic difficulty at College of DuPage and now wish to build an academic record that is not weakened by past failures.

B. *Forgiveness Eligibility* – Students are encouraged to re-take classes whenever possible to achieve an improved grade; however, a student can apply for forgiveness of past "F" grades any time after all of the following requirements are met:

1) A period of at least thirty-six (36) months of non-enrollment has elapsed since the end of the last term of grades to be forgiven, (excluding non-credit classes.

2) Upon re-entry, a minimum of twelve (12) consecutive semester credit hours, with no grades of "D", "F", "S", "I" or "X", and no more than two (2) withdrawals must be earned at College of DuPage before the Forgiveness Policy will be considered for a student. A student must earn the number of credit hours with a grade of "C" or better equal to the number of credit hours of "F" grades to be forgiven. "F" grades for courses below 1000 level and "F" grades from other colleges or universities will *not* be forgiven.

3) A maximum of eighteen (18) semester hours will be forgiven.

4) Forgiveness will be granted one (1) time only for each student.

C. *Forgiveness Procedure*

1) Students meeting the eligibility requirements may apply directly to the Records Office.

2) When the eligibility requirements have been fulfilled and forgiveness granted, the student's cumulative grade point average will be recalculated with the "F" grades removed from the calculation. However, the "F" grades will remain on the student's official transcript with a notation indicating that the student has been granted forgiveness. A copy of the College of DuPage Forgiveness Policy will be made available to requesting institutions.

3) The College accepts no responsibility for the ways in which a transfer institution or an employer might interpret a student's use of the forgiveness option.

4) Financial aid eligibility is determined by the Board Policy and Administrative Procedure 20-120, Standards of Academic Progress, for financial aid recipients. If a student is granted academic forgiveness, eligibility for financial aid is not guaranteed.

5) Students who re-enter the College under academic forgiveness must follow and adhere to the terms of the catalog, including all academic requirements and policies of the year of re-entry.

Adopted: 10/01/09	Reviewed:	Amended:

Tuition

The College's tuition rates are published online each semester on the College's website under "Site Index", Tuition and Fees.

The following is a list of the tuition categories:

Live out-of-district/work in-district

Part-time College of DuPage employees (except student workers)

District #502 Residents

District #502 (Audit Courses)

Out-of-District Illinois Residents (without an approved Chargeback or Cooperative Joint agreement)

Out-of-District (Audit Courses)

Out-of-District Illinois Residents (with approved Chargeback)

Out-of-State Residents

College of DuPage Online and Distance Courses

Senior Citizen (age 65 or over)

Tuition Waiver

Tuition Waivers fall into three categories:

1) Required by law, regulation, mandate – such as ABE/ESL/GED and unfunded portion of the IL Veterans Grant,

2) Available to eligible groups of employees as found in the respective employee guidebook,

3) Recruitment tool – The Presidential Scholarship was developed to increase the number of academically enriched students entering COD from high school and enrolling in the Honors Program; The Academic Scholars Award was introduced to attract high academic achieving returning students/adults into the Honors Program.

A tuition waiver that is not required by law and/or an unfunded mandate will be brought to the attention of the College President. The recommendation will be evaluated on its merit, including its ability to produce an ROI. A decision will be rendered accordingly.

Adopted: 10/01/09	Reviewed:	Amended: 05/18/10

Variable Tuition

1. An administrative written request for tuition variance is to be submitted to the President's Office. The written request will include the following for review by the President's Cabinet and final approval by the President:

   A. Description of the need to implement a variable tuition rate for a program or programs.

   B. An explanation of how this variable rate will address the issue.

   C. Cost benefits to be derived by the College through the implementation of the request.

   D. The course name and number of each class to be impacted by the variable tuition.

   E. A statement as to which tuition rate(s) the variable tuition will apply; i.e., in-district, out-of-district, out-of-state, etc.

   F. A description of who and why any students might be eligible for special consideration regarding the timing of the adoption of the variable tuition.

2. It is expected that students currently enrolled in programs subject to variable tuition will be allowed to complete that program under the current standard tuition charge. Students in the now variable tuition rate program will be subject to the College's standard tuition increases. Students who withdraw from a given program and are re-admitted at a later date will have to pay the then current variable tuition rate to complete the program.

3. When the decision on the request is made, all appropriate units will be notified so that implementation of the tuition and/or fee variance will be successfully accomplished. The decision will include the date of implementation.

Tuition and Fees – Senior Citizen (District Residents)

1. Persons must be 65 years of age or over.
2. Proof of age is required.
3. Senior citizens normally will enroll during, or after, open registration.
4. Course fees for credit classes include the student service fee, lab fees and special fees, if applicable.
5. The admissions recording fee is waived for senior citizens.

Adopted: 10/01/09	Reviewed:	Amended:

Employer-Based Tuition / Educational Service Agreements

A student who works full-time for a business in District 502, but resides outside of District 502, is entitled to pay in-district tuition rates for credit classes in accordance with Board Policy and Administrative Procedure 25-25, Employer-Based Tuition/Educational Service Agreements. Full-time employment status of the employee is at the discretion of the company or business that employs the student.

To receive the in-district tuition rates, the student must do the following for each semester they are enrolled at College of DuPage:

1. Upon admission to College of DuPage, the student must submit a letter on company letterhead from their employer to the Admissions Office indicating that they are employed full time with that company. The letter must state the employee's name, indicate that they are employed full-time, and the month and year of their hire date. The letter must be signed by their supervisor and include a phone number where the supervisor may be reached for verification purposes, if needed.

2. Continuing students need to complete this process before the start of each semester in which they are enrolled. Once the student has established a student record, the work in district letter must be submitted to the Registration Office.

3. Exceptions to this procedure may be granted at the discretion of the Coordinator of Admissions and Information Services or the Coordinator of Registration Services.

Adopted: 10/01/09	Reviewed:	Amended:

Service Fees

The College's Service Fees are published online each semester on the College's website under "Site Index", Tuition and Fees.

The following is a list of the Service Fees:

Construction Fee

Debt Service Fee

Designated FMP (Facilities Master Plan) Fee

Student Activity Fee

Student-to-Student Grant Fee

Technology Fee

Adopted: 10/01/09	Reviewed:	Amended:

Lab Fees

The Vice President of Academic Affairs will publish a list of lab fees on an annual basis after approval by the President's Cabinet.

The list of lab fees will be available in the Office of the Vice President of Academic Affairs and will be published each semester in the Class Schedule.

Adopted: 10/01/09	Reviewed:	Amended:

Tuition Refund

The College will publish procedures for refunding tuition and fees.

Refunds are given for cancelled classes, medical withdrawals, College errors and student withdrawals according to the stated procedure. A student must withdraw from classes through the Registration Office to receive a refund.

1. Tuition Refunds for Credit Classes

   A. One hundred percent (100%) refund for a withdrawal before and through the first seven percent (7%) of course term calendar days;

   B. Fifty percent (50%) refund for a withdrawal during eight percent (8%) to twelve percent (12%) of course term calendar days;

   C. No refund for a withdrawal after twelve percent (12%) of the course term calendar days.

2. Refunds for Youth Education Classes

   The following refund is in effect unless otherwise noted in the Class Schedule:

   One hundred percent (100%) refund, twenty-four (24) hours prior to the first class meeting. Thereafter, no refund is given.

3. Refunds for Seminars, Workshops and Adult Non-Credit Classes

   The following refund is in effect unless otherwise noted in the Class Schedule:

   One hundred percent (100%) refund, twenty-four (24) hours prior to the start of the seminar, workshop or adult non-credit class. Thereafter, no refund is given.

4. Refunds Due to Cancelled Classes, College Errors and Approved Medical Withdrawals, etc.

   A. One hundred percent (100%) refund is given for a withdrawal that is caused by a cancelled class or College error.

   B. Medical withdrawals are initiated through the Office of the Dean of Admissions Services and Registrar. Refund decisions for approved medical withdrawals are made by the Dean of Admissions Services and Registrar and are based on the length of attendance and in accordance with the regular College refund procedure. The decision of the Dean is final.

5. Admission/Recording Fee

No refund.

6. Lab/Material Fees

   A. One hundred percent (100%) refund for withdrawal from credit classes before and during the first seven percent (7%) of the calendar days of the term;

   B. No refund after the first seven percent (7%) of the calendar days of the term.

7. Student-to-Student Grant Fee

   The Student-to-Student Grant fee is a part of the student service fee as defined in Board Policy and Administrative Procedure 25-30, Service Fees. This fee is refundable at one hundred percent (100%) if the student makes the request during a one (1) week period each term. The student must request the refund at the Cashier's Office during regularly scheduled Cashier's Office hours. The weekly refund period is published in the Class Schedule.

8. Concurrent Registration in Credit and Non-Credit Classes

   A student who is registered for both credit and non-credit classes may withdraw from either the credit or non-credit classes. The refund procedure used will apply to the type of class from which the student wishes to withdraw.

9. Appeals

   Appeals regarding refunds may be made to the Dean of Admissions Services and Registrar. The decision of the Dean is final.

10. Refund Payments

    All refunds for payments made by credit cards will be issued from the Accounts Payable Office to the credit card account. Refunds for payments made by cash or check will be issued by check from the Accounts Payable Office within thirty (30) days of the request.

NOTE: Some classes vary from the regular term dates. These classes are noted in the listing of classes online and in the Class Schedule. Dates for refunds, withdrawals, etc. will vary proportionately.

Adopted: 10/01/09	Reviewed:	Amended:

Chargebacks

1. A resident of District #502 who desires a chargeback should apply to the Admissions Office thirty (30) days prior to the start of the term of the College to which the resident is seeking admission.

2. The Admissions Office will determine if the chargeback will be authorized according to the following guidelines:

   A. Chargebacks are authorized for programs not offered by College of DuPage. A *program* is defined as a sequence or cluster of related courses, identified as a planned group of offerings, leading to a certificate or associate's degree which is publicized in the official catalog of an Illinois public community college and approved by the Illinois Community College Board (ICCB) and the Illinois Board of Higher Education (IBHE). Individual courses defined as *adult education* or *continuing education* are not considered to be programs for approval purposes. Remedial courses necessary prior to starting an authorized program are considered, for reimbursement purposes, to be a part of the program.

   B. Distance or inconvenience are not considered as a basis for approving chargebacks. The time of day, the day of the week, the term in which the program or its component parts are offered, or the distance necessary to travel to class are not considered as factors affecting approval.

   C. Being refused admission to a College of DuPage program because of failure to meet entrance requirements is not considered grounds for authorizing a chargeback for a comparable program at another community college.

   D. If a limited enrollment program is temporarily closed to enrollment, a chargeback to another community college may be issued based on the needs of the student and the following conditions:

      1) The College of DuPage limited enrollment program is closed within the term during which the chargeback request is received and enrollment will not reopen again for approximately one (1) year.
      2) The student has completed all required prerequisite courses and is eligible for the College of DuPage program.
      3) The student has been accepted for the same limited enrollment program at another community college.

   E. Even though College of DuPage offers the general education courses of a program authorized for a chargeback, College of DuPage will pay the out-of-district portion of tuition for all courses of a program rather than ask the student to split the student's enrollment.

F. If College of DuPage has authorized a chargeback and subsequently develops a comparable program, the student is not required to transfer back to College of DuPage for the balance of the program if the student has started attending classes. In general, once a program has been approved for chargeback, College of DuPage will continue that approval until the program is completed.

G. If a chargeback is authorized and a student moves out of the College of DuPage district, the authorization is invalid if the term has not started when the student moves. If the student moves, the authorization is valid until the end of that term.

H. Chargebacks are approved for one (1) fiscal year only. Students who do not complete their programs during that period of time must file an application each year until their program is completed.

I. College of DuPage will not pay for a subsequent repeating of a course or courses.

Adopted: 10/01/09	Reviewed:	Amended:

Academic Calendar

1. The academic calendar is developed by the Office of the Vice President of Academic Affairs in consultation with the College of DuPage Faculty Association by August, two (2) years preceding its effective date.

2. It is sent to the President for review. The President submits copies of the proposed calendar to the constituency group leaders for review. After constituency group review, the President returns the calendar to the Vice President of Academic Affairs who will review any recommended changes with the President.

3. The President submits the calendar to the Board of Trustees for approval in November.

Adopted: 10/01/09	Reviewed:	Amended:

Cooperative Agreements with Other Agencies or Institutions

1. All cooperative agreements must conform with Illinois Community College Board (ICCB) guidelines to include:

   A. New units of instruction in cooperation with another educational agency

   B. Agreements with secondary schools

   C. In-district cooperative agreements

   D. Inter-district cooperative agreements

   E. Extension of curricula/credit courses into another community college district

2. The President or designee will be authorized to establish cooperative agreements on behalf of the Board of Trustees.

3. The Admissions Office will provide an annual report to the Board of Trustees outlining the number of students served through Chargebacks or Joint Agreements with other community colleges. The report will list the programs, number of students, community college districts, and the receipts or payments (or equivalent) associated with those programs.

Adopted: 10/01/09	Reviewed:	Amended:

Non-Credit Educational Activities

1. Non-credit offerings should generate sufficient revenue to cover all direct costs relating to the offering plus a percent of direct salaries determined by the administration to cover indirect costs such as registration, records, data processing, operation and maintenance, etc. The College controller will deduct these funds automatically from the appropriate accounts.

2. Seminar fees will be based upon the anticipated enrollment and developmental/instructional/ operational costs. All persons attending a seminar will be officially registered and will pay set fees.

Adopted: 10/01/09	Reviewed:	Amended:

Program Review

1. The program/discipline review process at College of DuPage will meet all requirements of the Illinois Community College Board Statewide Program Review System. This system recognizes that College of DuPage has the primary responsibility to evaluate its instructional programs, to make decisions about improvement and continuation of programs, to assure that program review results are considered in campus planning and budget development, and to report results to the Illinois Community College Board.

2. All academic programs/disciplines at the College will be reviewed on a regular cycle. Each program/discipline will complete a formal report every five (5) years.

3. The program/discipline review process will use a Continuous Improvement model (CI), which includes an analysis of the strengths and weaknesses of the program/discipline, as well as, an environmental scan of the trends and factors affecting the success of the program/discipline.

4. Included in the review will be a report on the student outcomes assessment for students in the program/discipline.

5. The review must include a plan for improvement of the program/discipline.

Adopted: 10/01/09	Reviewed:	Amended:

Student Development Education

Student Development Education is defined as assisting individuals in achieving their educational goals and in developing their maximum potential as individuals and as citizens in the following ways:

1. Personal Development Education is defined as instruction which facilitates student growth, based on an individual's own experiences, through the application of developmental principles from both the affective and cognitive domains. Objectives include developing competence, managing emotions, becoming autonomous, establishing identity, clarifying and internalizing values, enhancing interpersonal relationships, defining purpose, developing integrity, and managing life transitions.

2. Career Education promotes self-understanding, knowledge of the world of work, decision making and implementing career decisions. Information includes trends in the labor market, changing attitudes toward work and lifestyle choices, and job search techniques and strategies.

3. Educational Counseling typically includes assisting the student in exploring educational goals, motivation and attitudes; learning how to succeed in College; mapping general academic plans for undecided students; and intervention with students in academic difficulty.

4. Career Counseling typically includes assisting the student in increasing his/her understanding of values, personality, needs, skills and abilities; acquiring more information about the world of work; identifying assets and making decisions more effectively.

5. A Mandatory Intervention is defined as a response to a student's lack of compliance with Board Policy and Administrative Procedure 20-120, Standards of Academic Progress, to provide strategies for academic success.

6. Personal Counseling typically includes assisting the student in exploring attitudes, beliefs, feelings, and/or values in order to learn to manage personal concerns that interfere with educational or career goals; developing problem-solving and decision-making skills; and linkage with community or private resources when needed.

7. Life Transition Counseling typically includes assisting the student in making effective life transitions; balancing roles, time commitments, responsibilities and obligations; appreciating the importance of overall life planning.

8. Advising is personal assistance provided primarily by advisers and teaching faculty for selecting learning experiences to meet specific educational objectives.

9. Testing is the use of standardized assessment tools to help students in clarifying their interests, values, personality traits and academic abilities.

Adopted: 10/01/09	Reviewed:	Amended:

Resources for Learning

The College of DuPage Library will:

1. Use the Library Collection Development Policy to select and maintain a well-balanced collection of materials chosen for their quality, currency, and relevance to the academic curriculum and the educational needs of the community.

2. Deliver professional information services that support the College's academic curriculum and promote lifelong learning throughout the College community.

3. Educate the College community in accessing and evaluating information, library research skills and critical thinking through a comprehensive information literacy program.

4. Provide onsite and remote access to materials and information in a variety of physical formats.

5. Support and encourage continuing professional education in order to maintain a staff whose knowledge is both broad and current.

6. Provide state-of-the-art research and learning tools.

7. Maintain an environment conducive to individual and collaborative research and study.

8. Adhere to the Library Bill of Rights and the Code of Ethics as set forth by the American Library Association, affirming the College of DuPage Library as a forum for information and ideas.

Adopted: 10/01/09	Reviewed:	Amended:

Credit by Demonstrated Competence

I. Credit by Demonstrated Competence Program

A. College of DuPage recognizes *credit by proficiency through an instructor* and *credit by examination* as methods of demonstrating competence in the Credit by Demonstrated Competence Program.

1) *Credit by Proficiency through an Instructor*
Gaining credit by proficiency through an instructor offers individuals an opportunity to gain college-level credit for knowledge acquired in an occupation, in educational environments outside the College, or through other life experiences. This method allows individuals to gain credit for courses after they have demonstrated that they have mastered the required body of knowledge.

2) *Credit by Examination*
Gaining credit by examination offers individuals an opportunity to demonstrate a body of knowledge in a particular subject area by submitting scores from the nationally recognized College Level Examination Program (CLEP), the Advanced Placement Program (AP), other recognized examination programs, or locally constructed examinations.

B. All credit earned in the Credit by Demonstrated Competence Program will be subject to the same consideration and regulations governing any credit earned at College of DuPage.

C. Discipline faculty will define the number of credits and types of courses for which Credit by Demonstrated Competence can be earned for each certificate program. All requests for credit by demonstrated competence must be signed by a discipline faculty member, program coordinator, and a dean, if applicable.

D. The total amount of credit which may be accepted toward an associate's degree from the Credit by Demonstrated Competence Program is limited to forty-two (42) semester credits. The student seeking a degree or certificate from College of DuPage is required to meet all degree or certificate requirements as stated in the catalog.

E. No grades are assigned to any credit awarded for Credit by Demonstrated Competence and, therefore, the student's grade point average (GPA) will not be affected. Any performance below an instructor's requirements for Credit by Proficiency through an Instructor or acceptable score levels for Credit by Examination will not be recorded. Individual instructors may decide if a course lends itself to an approved method of gaining Credit by Proficiency through an Instructor.

F. Credit by Demonstrated Competence will be recorded on the student's transcript as credit by College of DuPage course name and number with an indication of the method by which it was earned. CLEP general examinations can only be recorded as the descriptive title of the

examination since these exams are not equivalent to specific courses at College of DuPage.

Assessment and Testing Services assesses a service fee for processing Credit by Demonstrated Competence applications.

G. The Credit by Demonstrated Competence Sub-Committee of the Instruction Committee determines the process by which faculty and or disciplines and departments establish satisfactory performance and specific courses and areas appropriate for acceptance of credit by examination.

H. Credits earned through the Credit by Demonstrated Competence program may fulfill requirements within the Illinois Transferable General Education Core Curriculum. Refer to the IAI Transfer General Education list.

2. Classifications of Credit Recognition

Examinations recognized by College of DuPage for purposes of accepting credit fall into three major classifications:

A. Examinations recommended by the American Council on Education (ACE).

B. Other externally developed examinations acceptable to College of DuPage as determined by the discipline, department or division, and the Vice President of Academic Affairs.

C. Locally constructed examinations by a discipline or department that meet College of DuPage course objectives and conform to recognized standards for testing instruments as accepted by the Vice President of Academic Affairs.

3. Specific Guidelines for College Level Examination Program (CLEP)

A. General Examinations

ALL CLEP general and subject exams have a recommended credit-granting score of fifty-two (52). A uniform credit-granting score of 52 represents course mastery within each discipline, representing the performance of students who earn a grade of C in the corresponding course. [Incorporating Academic Standards into Credit by Examination Policies (2000).]

Credits accepted from general examinations will be applied toward meeting general education credit or elective credit requirements for the Associate in Arts (AA), Associate in Science (AS), Associate in Engineering Science (AES), Associate in General Studies (AGS), Associate in Applied Science (AAS), Associate in Fine Arts (AFA), and Associate in Arts in Teaching Secondary Mathematics (AAT) degrees.

B. Subject Examinations

The College of DuPage will refer to score levels recommended by the American Council on Education for CLEP subject examinations, in setting score levels, until local normative data can be acquired, evaluated and approved.

The maximum credit which may be accepted from any CLEP subject examination is six (6) semester credit hours. In no case may the credit hours exceed the number of credits which may be earned through course work in the subject area at College of DuPage. No duplication of credit is possible.

4. Specific Credit Guidelines for Advanced Placement (AP) Program

College of DuPage accepts credit for course areas in which a student has completed an Advanced Placement Program course examination with an acceptable score as determined by the appropriate discipline/department.

The amount of credit accepted for each Advanced Placement Program course examination is determined by its College of DuPage equivalent.

Note: Refer to Assessment and Testing Services for specific information on earning credit through the Credit by Demonstrated Competence Program.

Adopted: 10/01/09	Reviewed:	Amended:

Waiver and Substitution of Graduation Requirements

The President will delegate his authority to the dean of the appropriate College academic division to review a request for, and exception to, a degree or certificate requirement.

The following steps are necessary for approval:

1. The student completes the Request for Exception for Degree and Certificate Form in the Records Office.

2. The Records Office forwards this request to the dean of the appropriate academic division.

3. The dean forwards this request to the faculty coordinator and associate dean for review of the Request for Exception for Degree and Certificate Form. They will recommend approving or denying the request.

4. The dean then reviews the recommendation from the faculty coordinator and associate dean and makes the final decision on the request.

In addition, the request for an exception may be initiated by a coordinator, counselor, associate dean or a Records Office graduation analyst.

Adopted: 10/01/09	Reviewed:	Amended:

Graduate Level Internship Opportunities

Graduate student internships are encouraged within the College units, as appropriate to the area function and available expertise.

1. Approval of, and Responsibility for, Internships

   Responsibility for the management and supervision of the specific internship assignment is located with the division/department administration, with approval from the appropriate President's Cabinet member.

2. Reimbursement and Academic Credit for Internships

   A. Internships generally are on a volunteer basis. Academic credit for the experience will be determined by the sending institution.

   B. There may be circumstances where College of DuPage, as host institution, will prefer to pay a stipend to the intern. Such a stipend will be recommended by the division/department supervisor with approval of the appropriate President's Cabinet member.

3. Supervision of Internships

   A. Supervision will be the responsibility of the division/department administration.

   B. The intern will be a member of the College of DuPage staff during the period of the internship, as defined in writing (or listed on an assignment sheet). The intern will abide by the Board Policies and Administrative Procedures of the College according to the assignment. The College assumes liability for the intern during the duration of the internship only as with other members of the College staff.

4. Mentor for the Intern

   In all cases, the supervisor for the intern will assign a mentor to work with the intern. The mentor will be a member of the College staff. The mentor will be responsible for the direct oversight of the intern's work and for the College of DuPage evaluation of the intern's performance. This evaluation will be recorded and maintained by the College division/department in which the intern is working.

Adopted: 10/01/09	Reviewed:	Amended:

COLLEGE OF DUPAGE

Policy Manual of the Board of Trustees

Adopted: March 19, 2009
Last Updated: May 23, 2014

COLLEGE OF DUPAGE Index of Board Policies

Policy Manual of the Board of Trustees

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Preamble to Board of Trustees Policy Manual

The following policies are intended to provide overall guidance for the administration of the College of DuPage.

To the extent, if any, that any particular policy or part of a policy conflicts with Illinois or Federal law, the applicable law shall take precedence. To the extent that any particular policy conflicts with a collective bargaining agreement provision to which the Board of Trustees is a party, the agreement shall take precedence.

Mission and Vision

The Mission of College of DuPage is to be a center for excellence in teaching, learning, and cultural experiences by providing accessible, affordable, and comprehensive education.

College of DuPage will be the primary college district residents choose for high quality education.

Values

Integrity
We expect the highest standard of moral character and ethical behavior.

Honesty
We expect truthfulness and trustworthiness.

Respect
We expect courtesy and dignity in all interpersonal interactions.

Responsibility
We expect fulfillment of obligations and accountability.

Philosophy

- College of DuPage believes in the power of teaching and learning. We endorse the right of each person to accessible and affordable opportunities to learn and affirm the innate value of the pursuit of knowledge and its application to life. Our primary commitment is to facilitate and support student success in learning.
- College of DuPage is committed to excellence. We seek quality in all that we do. To ensure quality, we are committed to continual assessment and self-evaluation.
- College of DuPage values diversity. We seek to reflect and meet the educational needs of the residents of our large, multicultural district. We recognize the importance of embracing individual differences and cultures and value the contributions made to the College by people of all ethnic and cultural backgrounds. We affirm our role as a catalyst for promoting dialogue and tolerance on issues supporting the common good.
- College of DuPage promotes participation in planning and decision making. We support participatory governance and the involvement of the College community in the development of a shared vision. We believe that all students, staff, and residents can make meaningful contributions within a respectful environment that encourages meaningful discourse. We strive to build an organizational climate in which freedom of expression is defended and civility is affirmed.
- College of DuPage will be a benefit to students and community. The needs of our students and community are central to all we do.

Adopted: 3/19/09	Reviewed: 5/23/11	Amended: 6/22/10 6/23/12

COLLEGE OF DUPAGE Index of Policies

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The College Governing Board

The Board of Trustees of Community College District No. 502 has the legal authority and responsibility to govern the College in accordance with the *Illinois Public Community College Act*. The Board will appoint a president to organize and manage the institution within Board policy.

The Board will encourage the President to seek the input of employees and the community in the development and updating of the College's Strategic Long Range Plan. Such Plan will be approved annually by the Board.

Adopted: 3/19/09	Reviewed:	Amended:

Authority for Operations

The Board of Trustees derives its authority to govern from Sections 3-31 through 3-43 of the *Illinois Public Community College Act*, 110 ILCS 805/3-31 to 3-43. The Board will exercise all powers set forth in Sections 3-31 through 3-43 and all additional powers not inconsistent with the *Illinois Public Community College Act*.

Adopted: 3/19/09	Reviewed:	Amended:

Responsibilities of the Board

As the governing body of Community College District No. 502, the Board of Trustees is responsible for the development and adoption of Board policies and for making decisions related thereto. The Board's authority in this area is final, subject to applicable statutory and regulatory limitations. (The President is responsible for developing appropriate administrative procedures to effectuate Board policies.)

The Board will seek input from members of the College community in the development of said policies.

Fundamental to the success of the College is the commitment of each Trustee to carry out his/her responsibilities as an elected official charged with providing District residents a quality, fully accredited, comprehensive community college.

The Board of Trustees will:

1. Appoint the President, who will be the chief administrative officer of the College and the executive officer in dealing with the Board. Annually evaluate the President's performance.
2. Ensure efficient and effective development, operation and maintenance of the College.
3. Execute all duties and powers authorized by the *Illinois Public Community College Act*, 110 ILCS 805/1 *et seq.*
4. Direct the President to formulate and revise policy as necessary for Board consideration. The President will seek employee input as necessary and appropriate.
5. Annually review the financial performance of the College and cause an audit to be made.
6. Annually adopt the Financial Plan of the College.
7. Ensure the quality of education provided by the College.
8. Annually adopt a comprehensive Strategic Long Range Plan.
9. Annually review from the President a report on the Outcomes of the College.
10. Review matters recommended by the President and cause appropriate action to be taken.

Adopted: 3/19/09	Reviewed:	Amended: 8/20/09

Authority of Members of the Board

Trustees have authority for official Board action only when acting in concert as a Board of Trustees legally in session. No individual member of the Board has the power to speak out or act in the name of the Board unless authorized to do so by the Board in legal session or by these policies.

Adopted: 3/19/09	Reviewed:	Amended:

Conflicts of Interest

Each member of the Board of Trustee shall avoid actual or apparent conflicts of interests which could impair the Trustee's ability to make impartial decisions. Each Trustee will further observe and adhere to the College's Ethics Policy and Ethics Ordinance as set forth in Board Policy 5-30.

Adopted: 3/19/09	Reviewed:	Amended:

Ethics Policy

Each member of the Board of Trustees will conduct themselves in accordance with all local, state, and federal statutes, as well as, all College of DuPage policies, procedures, regulations, and ordinances. The Board adopts in its totality the "Ethics Ordinance" prescribed by the *Illinois Employee Ethics Act*, 5 ILCS 430, as part of its policies.

In compliance with the *Illinois Employee Ethics Act*, the following is applicable:

Gift Ban

No trustee or employee and no spouse of, or immediate family member living with, any trustee or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates the Gift Ban.

Exceptions: This Gift Ban is not applicable to the following:

(1) Opportunities, benefits, and services that are available on the same conditions as for the general public.

(2) Anything for which the trustee or employee, or his or her spouse or immediate family member, pays the fair market value.

(3) Any contribution that is lawfully made under the Election Code; or any activities associated with a fundraising event in support of a political organization or candidate.

(4) Educational materials and missions.

(5) Travel expenses for a meeting to discuss business.

(6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, aunt, uncle, 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 fiancé or fiancée.

(7) 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 his or her 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: (i) 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; (ii) 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 (iii) 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 trustees or employees or their spouses or immediate family members.

(8) Food or refreshments not exceeding $75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared, or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.

(9) 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 a trustee or employee), if the benefits have not been offered or enhanced because of the official position or employment of the trustee or employee, and are customarily provided to others in similar circumstances.

(10) Intra-governmental and inter-governmental gifts. For the purpose of this Act, "intra-governmental gift" means any gift given to a trustee or employee from another trustee or employee, and "inter-governmental gift" means any gift given to a trustee or employee by a trustee or employee of another governmental entity.

(11) Bequests, inheritances, and other transfers at death.

(12) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than $100.

Each of the exceptions listed above are mutually exclusive and independent of every other.

Disposition of gifts: A trustee or employee, his or her spouse, or an immediate family member living with the trustee or employee does not violate this Gift Ban if the recipient promptly takes reasonable action to return a gift from a prohibited source 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.

Pursuant to this Policy, Trustees and employees shall not engage in the following conduct or activities:

(a) No trustee or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No trustee or employee shall intentionally use any property or resources of College of DuPage in connection with any prohibited political activity.

(b) At no time shall any trustee or employee intentionally require any other trustee or employee to perform any prohibited political activity (i) as part of that trustee's or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).

(c) No trustee or employee shall be required at any time to participate in any prohibited political activity in consideration for that trustee or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any trustee or

employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

(d) Nothing in this Section prohibits activities that are permissible for a trustee or an employee to engage in as part of his or her official duties, or activities that are undertaken by a trustee or employee on a voluntary basis which are not prohibited by the College's Ethics Ordinance.

(e) No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) 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 he or she is a member or a trustee of a political committee, of a political party, or of a political organization or club.

Prohibited Political Activities

For purposes of this Policy, "prohibited political activity" means:

(1) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.

(2) 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.

(3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.

(4) 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.

(5) 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.

(6) 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.

(7) 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.

(8) 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.

(9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.

(10) Preparing or reviewing responses to candidate questionnaires.

(11) 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.

(12) Campaigning for any elective office or for or against any referendum question.

(13) Managing or working on a campaign for elective office or for or against any referendum question.

(14) Serving as a delegate, alternate, or proxy to a political party convention.

(15) Participating in any recount or challenge to the outcome of any Election.

Penalties

A Trustee or employee who violates any provision of the Ethics Ordinance, may be subject to the following punishment in accordance with the *Illinois Employee Ethics Act*, 5 ILCS 430/50-5:

(a) A person who intentionally engages in a prohibited political activity may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed $2,500.

(b) A person who intentionally violates the Gift Ban is subject to a fine in an amount of not less than $1,001 and not more than $5,000.

(c) Any person who intentionally makes a false report alleging a violation of any provision the Ethics Ordinance to the local enforcement authorities, the State's Attorney or any other law enforcement official may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed $2,500.

(d) A violation of any prohibited political activity shall be prosecuted as a criminal offense by an attorney for College of DuPage by filing in the circuit court an information, or a sworn complaint, charging such offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a reasonable doubt. A violation the Gift Ban may be prosecuted as a quasi-criminal offense by an attorney for College of DuPage or, if an Ethics Commission has been created, by the Commission through the designated administrative procedure.

(e) In addition to any other penalty that may be applicable, whether criminal or civil, a trustee or employee who intentionally violates the Ethics Ordinance, is subject to discipline or discharge.

A complete statement of the "Ethics Ordinance" prescribed by the *Illinois Employee Ethics Act* appears in Appendix A of this Board Policy Manual.

Note: Board Policy 15-27, Confidential Reporting of Wrongdoing, will be used to administer discloses of allegations of non-compliance with this Ethics Policy.

Adopted: March 19, 2009 Rescinded: April 16, 2009	Reviewed:	Amended: July 16, 2009

Trustee Number, Election, and Qualifications

The Board of Trustees is comprised of seven (7) qualified voting members elected at-large by the District electorate and one (1) non-voting member elected by the student body in accordance with Section 3-7 of the *Illinois Public Community College Act,* 110 ILCS 805/3-7, the *Illinois Election Code* 10 ILCS 5/1-1 *et seq.*, and other applicable statutes.

Board trustee elections are conducted biannually in accordance with Sections 3-7 through 3-7.13 (as amended) of the *Illinois Public Community College Act.* Voting trustees are elected for staggered terms of six (6) years.

Each voting Trustee shall on the date of the Trustee's election be a citizen of the United States, of the age of 18 years or over, and a resident of the state of Illinois and District 502 for at least one (1) year preceding his/her election.

Adopted: 3/19/09	Reviewed:	Amended:

Residency

Each voting member of the Board of Trustees must be a resident of the State of Illinois and the territory included in Community College District No. 502 during his/her term.

The following towns are included in Community College District No. 502:

• Addison	• Keenyville
• Argonne Labs	• La Grange
• Aurora*	• La Grange Park
• Bartlett*	• Lemont
• Bensenville	• Lisle
• Bloomingdale	• Lombard
• Bolingbrook*	• Mc Cook
• Brookfield*	• Medinah
• Burr Ridge	• Naperville
• Carol Stream*	• Northwood
• Clarendon Hills	• Oakbrook
• Countryside	• Oakbrook Terrace
• Darien	• Plainfield*
• Downers Grove	• Roselle
• Elk Grove	• Villa Park
• Elmhurst	• Warrenville
• Eola	• West Chicago*
• Fermilab	• Western Springs
• Flowerfield	• Westmont
• Glen Ellyn	• Wheaton
• Glendale Heights	• Willow Springs*
• Hanover Park*	• Winfield
• Hinsdale	• Wood Dale
• Hodgkins	• Woodridge
• Indian Head Park	
• Itasca	

*Only portions of these towns are within Community College District No. 502.

Community College District 502 also includes the unincorporated areas of DuPage County.

Adopted: 3/19/09	Reviewed:	Amended:

Student Trustee

The Board of Trustees will have one (1) non-voting member who is a student enrolled in the College as provided by Section 3-7.24 of the *Illinois Public Community College Act,* 110 ILCS 805/3-7.24.

The student trustee will be elected by the student body to a one-year term beginning April 15 of each year, as provided by the law. The student assumes all the rights and responsibilities of a district-elected Board member with the exception of non-voting status. The student trustee has the right to make and second motions, to attend all sessions of the Board, receive all materials district-elected Board members do, and has an advisory vote.

Adopted: 3/19/09	Reviewed:	Amended:

Vacancies

Vacancies on the Board of Trustees shall be filled by the Board through appointment in accordance with Section 3-7 (f) of the *Illinois Public Community College Act,* 110 ILCS 805/3-7 (f). All Trustees shall be involved in the selection process for voting members.

The selection process for filling a vacancy in the student trustee position shall involve the Student Leadership Council. The Director of Student Activities, in conjunction with the Student Leadership Council, will develop the procedure for such appointment. The Student Leadership Council will make the appointment.

Adopted: 3/19/09	Reviewed:	Amended:

Election of Officers

The Board of Trustees will annually elect or appoint a Chair, Vice-Chair, Secretary, and Treasurer at its annual organizational meeting. The Board will elect from its membership a Chair and Vice chair.

The Board may elect from its membership, as needed, a Co-Vice Chair.

The Board will either elect a Secretary from the membership of the Board or appoint a Secretary who is not a member of the Board. The Board will appoint a Treasurer who is not a member of the Board in accordance with Section 3-18 of the *Illinois Public Community College Act* 110 ILCS 805/3-18.

All officers will be elected by a majority vote of the Board.

Adopted: 3/19/09	Reviewed: 5/7/13	Amended: 6/20/13/

Duties of the Chair

The duties of the Chair of the Board of Trustees shall include, but not be limited to, the following:

1. Preside at all Board meetings.
2. Preside, or designate another Trustee to preside, over the Committee of the Whole.
3. Make all Board standing committee appointments with the advice and consent of the Board.
4. Appoint and dissolve special ad hoc committees.
5. Call special meetings.
6. Direct the preparation of the meeting agenda.
7. Serve as an ex-officio member of all Board committees.
8. Represent the interests of the Board on a day-to-day basis.
9. Perform such other duties as prescribed by Board policy, law or by Board action.
10. Act or designate another person to act, as spokesperson for the Board in communication to the public. The Chair or designated spokesperson will notify all individual Trustees as promptly as possible of his/her actions as the Board's representative.

Adopted: 3/19/09	Reviewed:	Amended:

Duties of the Vice Chair

The duties of the Vice Chair of the Board of Trustees shall include the following:

1. Serve as Chair in the Chair's absence.
2. Perform such other duties as prescribed by law or by Board action.

Duties of the Vice Chair

The duties of the Co-Vice Chair of the Board of Trustees shall include the following:

1. Perform duties assigned by the Chair.
2. Perform such other duties as prescribed by law or by Board action.

Adopted: 3/19/09	Reviewed: 5/10/13	Amended: 6/20/13

Duties of the Secretary

Where the Secretary is appointed from the membership of the Board of Trustees, the duties of the Secretary of the Board shall include the following:

1. Record call to order and adjournment; motions, seconds and voting; attendance, absences, late arrival, and early departure of members; and other occurrences as necessary for an accurate record of Board proceedings.

2. Provide for the custody of all records, proceedings, and documents of the Board including making them available for public use.

3. Direct the official signing of all official legal documents of the Board.

4. Direct the preparation of legal notices in all official newspapers designated by the Board.

5. Direct that a duplicate set of official College records be stored in a secure facility.

6. Perform such other duties as prescribed by Board policy, law or by Board action.

Adopted: 3/19/09	Reviewed:	Amended:

Term of Office (Board Member Officers)

All officers of the Board of Trustees who are elected from the membership at an annual organizational meeting of the Board will serve until the next succeeding annual organizational meeting unless an officer is unable to serve due to death, incapacity, resignation, or removal from office. Removal of an officer before the next succeeding annual organizational meeting will be by majority vote of the entire Board of Trustees and will be based on a finding by the Board that the removal is in the best interests of the Board.

Adopted: 3/19/09	Reviewed:	Amended:

Trustee Emeritus Program

A trustee who leaves the Board of Trustees after serving the College for six (6) or more years will be considered for Trustee Emeritus status upon the request of the Chair of the Board or a majority of Trustees. The Board will determine whether to confer Trustee Emeritus status based on the former Trustee's service and contributions to the College.

Adopted: 3/19/09	Reviewed:	Amended:

Formulation of Board Policy

The authority and responsibility to enact College policy rests with the Board of Trustees. The Board will continually monitor existing policies of the College to ensure their currency and applicability to existing conditions and will update as necessary and appropriate.

In formulating board policy for the Board's consideration, the President will notify the Shared Governance Council (or its successor) of impending changes to existing policy, or proposed new policy, and where appropriate, seek input from stakeholders. A policy will require two readings by the Board prior to adopting. The readings will be agenda items at meetings of the Board.

Adopted: 3/19/09	Reviewed:	Amended: 2/24/11

Formulation of Administrative Procedures

The Board delegates to the President the responsibility to develop, implement, and modify procedures as necessary to carry out the Board's policies, rules, and actions.

The President may seek input from stakeholders in the formulation of Administrative Procedures.

Adopted: 3/19/09	Reviewed:	Amended: 2/24/11

Naming Policy

The Board of Trustees will have sole authority to recognize, in enduring ways, those who have distinguished themselves by helping to advance the mission and vision of the college. The Board will consider recommendations for a naming opportunity submitted by the College of DuPage Foundation Board of Trustees.

Recognition may be predicated on financial contribution or evidence of exceptional service to the College.

Adopted: 3/19/09	Reviewed:	Amended: 8/20/09

Committees of the Board of Trustees

The Board Chair, or a majority of the Board, may appoint committees as are deemed necessary by the Board. Such committees will report recommendations for appropriate action to the Board and will be dissolved by: (i) the Board's acceptance of the report; (ii) the Board Chair, if the committee was appointed by the Chair; or (iii) by a vote of the Board, if the committee was appointed by the Board.

Any committee of three or more Board members may be deemed a public body and shall comply with the notice and other requirements of the *Illinois Open Meetings Act, 5 ILCS 120/1 et seq.*

Adopted: 3/19/09	Reviewed:	Amended: 8/20/09

Public Meetings - Quorum

Any meeting involving a majority of the voting members of the Board of Trustees will constitute a quorum for the transaction of business. Board action requires a majority of a quorum of the voting members of the Board. All Board meetings will be held consistent with the requirements of the *Illinois Open Meetings Act,* 5ILCS 110/1 *et seq.*

Adopted: 3/19/09	Reviewed:	Amended:

Annual Organizational Meeting

On an annual basis, and within the time limits prescribed by the *Illinois Public Community College Act,* 110 ILCS 805/1 *et seq.*, the Board Chair will call and conduct an organizational meeting, notice of which meeting shall be given in advance as prescribed by the *Illinois Open Meetings Act,* 5 ILCS 120/1 *et seq.*, and other applicable laws.

Adopted: 3/19/09	Reviewed:	Amended:

Regular Meetings

At least once per month, the Board of Trustees will hold an open meeting for the purpose of conducting College business, including but not limited to, the review of operations, programs, personnel, and plans for the continued development of the College. Notice of such meetings will be made as required by the *Illinois Open Meetings Act,* 5 ILCS 120/1 *et seq.*, and other applicable law.

The Board may at its sole discretion hold regular meetings more frequently than once per month.

Adopted: 3/19/09	Reviewed:	Amended:

Special Meetings

On occasion it may prove necessary for the Board of Trustees to conduct special meetings to enable the timely consideration of a particular issue or issues. Special meetings shall be held consistent with the *Illinois Open Meetings Act,* 5 ILCS 120/1 *et seq.*

Adopted: 3/19/09	Reviewed:	Amended:

Emergency Meetings

In the event of an emergency requiring Board action with less than 24 hours notice prior to meeting, the meeting shall be held consistent with the law.

Notice of the meeting will be given by telephone, fax, e-mail, or other available means to the registered news media, as soon as practicable but, in any event, prior to the holding of such meeting.

Adopted: 3/19/09	Reviewed:	Amended:

Agenda

The Board Chair, the Vice Chair and the President shall prepare an agenda for each meeting of the Board of Trustees. The agenda for each regular meeting of the Board and Committee of the Whole will be published and presented to the full Board at least 48 hours prior to such meetings to ensure there is adequate time for Board members to review and prepare for the business to be conducted. No amendments or modifications to an agenda for a regular meeting or a Committee of the Whole meeting will be made without approval by the Chair and Vice Chair or a majority vote of the Board at an open meeting.

Agendas for each committee meeting will be prepared by the chairperson of the applicable committee.

Adopted: 3/19/09	Reviewed:	Amended:

Video or Audio Conference Attendance for Board or Committee Meetings

Board members may attend Board or Committee Meetings via a video or audio conference call whenever it is not possible for the member to attend because of:

1. Personal illness or disability;
2. Employment purposes or the business of the public body; or
3. A family or other emergency

Board member attendance via video or audio conference may be allowed provided the following conditions are satisfied:

1. A quorum of the members of the Board or committee must be physically present at the location of the meeting;
2. If a member wishes to attend a meeting by conference, the member must notify the Board Chairman or Board Secretary before the meeting unless advance notice is impractical;
3. The voice of the conferencing member must be broadcast at the meeting so that the voice is audible to the entire audience; and
4. The member utilizing the privilege of conferencing must be present on the telephone line for substantially the entire meeting.

Electronic attendance shall be allowed for all qualifying reasons.

(Source: P.A. 94-1058, effective 01/01/07)

Adopted: 3/19/09	Reviewed:	Amended:

Public Comment at Board Meetings

At each regular and special meeting which is open to the public, members of the public and employees of Community College District No. 502 will be encouraged and afforded time to comment or ask questions, subject to reasonable limitations to ensure efficient meetings of the Board of Trustees.

Adopted: 3/19/09	Reviewed:	Amended:

Meeting Procedures

For Board meetings and Board committee meetings, the Board will set and follow such procedures as the Board deems necessary for the efficient conduct of the public's business.

Adopted: 3/19/09	Reviewed:	Amended:

Resolutions of Support

The Board of Trustees may, from time to time, issue resolutions which pertain to or affect the College.

Adopted: 3/19/09	Reviewed:	Amended: 8/20/09

Closed Session

At any meeting for which proper notice has been given, the Board may close all or part of the meeting by a majority vote of a quorum present for any of the reasons listed below or otherwise permitted by law, Illinois Compiled Statutes 5 ILCS 120/1 et seq. The specific authorized reason must be stated in the motion, recorded in the minutes, and approved by a roll call vote.

A single vote may be taken to close a series of meetings provided they are scheduled to be held within three months of the vote and all involve the same matter. The following subjects may be discussed at executive sessions:

1. Collective bargaining matters;
2. Information regarding the appointment, employment, compensation, discipline, performance, or dismissal of an employee including testimony on a complaint lodged against an employee;
3. Appointment of a member to fill a vacancy on the Board;
4. Acquisition, purchase or lease of real property;
5. The setting of a price for sale or lease of property owned;
6. The sale or purchase of securities, investments, or investment contract; and
7. Campus security measures to respond to actual danger to the safety of employees, student, staff or public property.

Adopted: 3/19/09	Reviewed:	Amended:

Recording of Closed Meetings

1. A verbatim record shall be kept of all meetings of the Board of Trustees or any subsidiary "public body" (as defined by the *Illinois Open Meetings Act* 5ILCS 120 et seq.) of the College which are closed to the public. The verbatim record shall be in the form of an audio or video recording. In addition, minutes shall be kept of all closed meetings in the manner required by the *Illinois Open Meetings Act*. Minutes of closed meetings shall be placed before the Board or the subsidiary body, as the case may be, for approval as to form and content as soon as practicable following the closed meeting. The Secretary of the Board, or his/her designee, shall maintain the verbatim recordings and minutes of all closed meetings of the Board and all subsidiary public bodies of the College. The President shall promulgate such procedures as may be necessary to maintain the confidentiality of such verbatim recordings and minutes.

2. The verbatim record of closed meetings shall not be open for public inspection or subject to discovery, except as provided by law.

Adopted: 3/19/09	Reviewed:	Amended: 8/20/09

Selection of Resource Services

To assist the Board of Trustees in the efficient conduct of its business, various resource services are necessary.

Consistent with this Policy, the Board may appoint a secretary as a resource person who is not a trustee to perform the functions of the Board Secretary as set forth in Policy 5-55.

Consistent with this Policy and the *Illinois Public Community College Act*, the Board will appoint a treasurer who is not a trustee to perform the functions of the Board Treasurer as set forth in Policy 5-55 and in accordance with 110 ILCS 805/3-18.

Consistent with this Policy, the Board, in conjunction with the President may also appoint an internal auditor as a resource person to perform audit functions as prescribed by the Board and the President. Such audit functions would not be intended to be duplicative of the audit functions set forth in Policy 5-175.

The Board and/or the President may determine the timing of and specifications for seeking proposals necessary in selecting appropriate resource services by a vote of the Board at any Board meeting. All such resource service professionals shall report directly to the President and/or the Board.

Adopted: 3/19/09	Reviewed:	Amended:

Appointment of an Audit Firm

In accordance with Section 3-22.1 of *the Illinois Public Community College Act*, 110 ILCS 805/3-22.1, the Board of Trustees will cause an audit to be made at the end of each fiscal year by an accountant licensed to practice public accounting in Illinois.

In addition, the Board will employ only independent auditors having a professional staff of over 100. The independent auditor will be engaged by the Board and report directly to the Board. The report will include a statement of the scope and findings of the audit and include a management letter listing recommendations regarding internal controls and accounting practices.

The Board will 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 appointment will be made at, or before, the April meeting of the Board.

The auditor must perform the audit in accordance with generally accepted auditing standards and regulations prescribed by the Illinois Community College Board (ICCB).

The audit must include a verification of student enrollments and any other basis on which claims are filed with the ICCB, as well as a statement of the scope and findings of the audit and a professional opinion signed by the auditor. The procedures for payment for the expenses of the audit shall be in accordance with seq. 9 of the *Governmental Account Audit Act*, 50 ILCS 310.01, et seq. Copies of the audit report must be filed with the auditor general and the Illinois Board of Higher Education (IBHE). 110 JILCS 805/3-22.1; 23 Ill.Admin.Code 1501.503

The Audit Committee of the Board will meet with the auditors and review the audit report and management letter before these are forwarded to the full Board for consideration at their regular Board Meeting.

Adopted: 3/19/09	Reviewed:	Amended:

Legal Counsel

The Board of Trustees may employ the services of legal counsel by direction of the Board or its designee. Such legal counsel serves at the pleasure of the Board.

The Board may provide legal counsel for any Board member, administrator, employee, or student who may be requested to testify before any executive, legislative, or judicial body when such testimony concerns activities of the College or is in the interest of the College.

Adopted: 3/19/09	Reviewed:	Amended:

Freedom of Information Policy

The Board of Trustees recognizes the right of members of the public to have access to public records in accordance with the provisions of the *Illinois Freedom of Information Act 5 ILCS 140/1 et seq.* ("FOIA" or the "Act"), and affirms that it is the policy of the College to comply with the Act.

The College President shall designate one or more officials or employees of the College to serve as its Freedom of Information Officer(s), and shall develop and implement administrative procedures to effect compliance with the Act.

Adopted: 3/19/09	Reviewed:	Amended: 3/18/10

Trustee Education and Attendance at Conferences

Newly elected or appointed Trustees will be encouraged to attend educational training sponsored by The Illinois Community College Trustees' Association (ICCTA) or similar community college organization designed to introduce the Trustee to general board governance issues and the duties of trustees.

All members of the Board of Trustees are encouraged to participate in professional conferences, institutes and activities which will benefit the College. Attendance at ICCTA, The Association of Community College Trustees (ACCT), The American Association of Colleges (AAC), The American Council of Trustees and Alumni (ACTA), or The Association of Governing Boards (AGB) conferences, legislative seminars, and other activities sponsored by these organizations is particularly encouraged. Approval of the Board Chair, (or in the case of the Chair, the Vice Chair), is required in advance of attending professional conferences. Trustees are to schedule participation in conferences in a way that avoids impairing Board business. The Board in providing approval to attend a conference will consider the ability of the Board to continue to conduct business.

Adopted: 3/19/09	Reviewed:	Amended:

Reimbursement for Expenses

Subject to approval by the Board Chair, (or in the case of the Chair, the Vice Chair), Trustees are to be reimbursed upon application for travel, sustenance, lodging, and other direct reasonable expenses incurred in conducting the Board's business, and in attending professional conferences in accordance with Policy 5-195.

Adopted: 3/19/09	Reviewed:	Amended:

Provision of Equipment to Board Members

It is desirable that members of the Board of Trustees have access to various types of equipment, such as lap-top computers, facsimile machines, etc., to enable them to more readily access information relative to the performance of their duties as Trustees. In order to facilitate such access, Board Members may be provided such equipment during their tenure as Trustees subject to the following conditions:

1. The Board member does not currently have access to such equipment, or the provision of such equipment will ensure confidentiality of College business.

2. Such equipment will be used exclusively for College business.

3. Use, to the extent applicable, shall be in accordance with the *Electronic Communications Guidelines* promulgated by the Board.

Adopted: 3/19/09	Reviewed:	Amended:

Protection from Civil Suit

The Board of Trustees will defend, indemnify, and hold harmless members of the Board of Trustees, administrators, employees, and agents against any and all suits, claims and demands for damages or requests for other relief arising from a deprivation of constitutional right, civil right, statutory right, negligent or wrongful acts resulting in death, bodily injury, or property damage while performing such duties as defined by state law or as authorized by the Board of Trustees and its agents. This Policy will be administered consistent with Section 3-29 of the *Illinois Public Community College Act*, 110 ILCS 805/3-29.

Adopted: 3/19/09	Reviewed:	Amended:

Institutional Affiliations

The College recognizes its responsibility to participate in appropriate regional, state, and national associations in order to contribute insight and experience into these larger fellowships, and to receive the benefits of conference participation, consultation, and publication services from these associations.

Adopted: 3/19/09	Reviewed:	Amended:

Part II: College Operations

Fiscal Policy

- 10-5: Financial Plan of Operation
- 10-10: Fiscal Year
- 10-15: Financial Reports
- 10-20: Basis of Accounting
- 10-25: Preparation of an Annual Audit
- 10-30: Annual Budget
- 10-35: Publication of an Annual Financial Statement
- 10-40: Unrestricted Fund Balance
- 10-45: Budget Transfers
- 10-50: Inter-Fund Transfers
- 10-55: Investment of College Funds
- 10-60: Purchasing
- 10-65: Vendor Payment
- 10-70: Insurance
- 10-75: College Use of Checking Accounts
- 10-80: Credit Cards
- 10-85: Sale or Disposal of College Property
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- 10-95: Auxiliary Fund Professional Service Contracts
- 10-100: The Solicitation and Acceptance of Contributions (Gifts) and Exchange Transactions

General

- 10-105: Facilities Usage
- 10-106: Historical Preservation
- 10-110: Assemblage on College Facilities
- 10-115: Outside Speakers and Programs
- 10-120: Political Events on Campus
- 10-125: Distribution of Printed Materials
- 10-126: Electronic Communications
- 10-127: Identity Protection
- 10-130: Access to College Facilities by Non-Enrolled or Non-Employed Individuals
- 10-135: Emergency, Disaster, and Evacuation Plan
- 10-140: Environmental Health and Safety
- 10-145: Campus Security Act Policy
- 10-150: Reporting Criminal Acts and Emergencies
- 10–151: Sex Offender and Sexual Predator Registration
- 10-155: Public Safety Traffic and Parking Control
- 10-160: Tobacco-Free Campus
- 10-165: Children on Campus
- 10-170: Animals on Campus
- 10-175: Business Enterprise Program
- 10-180: Privatization of College Services

- 10-185: Reimbursable Expenses for Non-Employees

Financial Plan of Operation

The Board of Trustees shall exercise its statutory authority to provide for the revenue necessary to maintain the College consistent with Section 3-23 of the *Illinois Public Community College Act*, 110 ILCS 805/3-23. The Board may make a determination within the operating budget for the distribution of base operating grants and certain other revenues among the operating funds.

For the purpose of carrying out the entire educational program of the College District, the Board, in accordance with the Illinois Community College Board (ICCB), has established the following funds for operation:

1. Educational Fund
2. Operations and Maintenance Fund
3. Operations and Maintenance Fund (Restricted)
4. Bond and Interest Fund
5. Auxiliary Services Fund
6. Restricted Purposes Fund
7. Working Cash Fund
8. General Fixed Assets Account Group
9. General Long Term Debt Account Group
10. Trust and Agency Fund
11. Liability, Protection and Settlement Fund

Adopted: 3/19/09	Reviewed:	Amended:

Fiscal Year

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

Adopted: 3/19/09	Reviewed:	Amended:

Financial Reports

The President or his/her designee will provide appropriate monthly and annual financial reports and supporting data to the Board of Trustees consistent with accepted accounting practices and will contain such content as directed by the Board to permit the Board to perform its statutory duty to provide for the revenue necessary to maintain the College consistent with Section 3-23 of the *Illinois Public Community College Act*, 110 ILCS 805/3-23.

The monthly financial reports shall be provided to the Trustees 48 hours in advance of the Board's regular monthly meeting.

Adopted: 3/19/09	Reviewed:	Amended:

Basis of Accounting

The accounting procedures and financial records of the College will be established and maintained on a basis consistent with the requirements of the *Illinois Community College Board Fiscal Management Manual* and Governmental Accounting Standards Board (GASB).

Adopted: 3/19/09	Reviewed:	Amended:

Preparation of an Annual Audit

The Board of Trustees will, as of the end of each fiscal year, direct an audit to be made by an accountant licensed to practice public accounting in Illinois and appointed by the Board pursuant to Policy 5-175.

Adopted: 3/19/09	Reviewed:	Amended:

Annual Budget

The Board will ensure the preparation of a tentative budget for the College for each fiscal year and the President will present the tentative budget to the Board of Trustees for approval. The Board will make the tentative budget available for public inspection at least thirty (30) days prior to the Board's final action on the budget.

The Board will vote on the approval of the annual budget within the first quarter of each fiscal year in accordance with Section 3-20.1 of the *Illinois Public Community College Act*, 110 ILCS 805/3-20.1.

Adopted: 3/19/09	Reviewed:	Amended:

Publication of an Annual Financial Statement

College personnel will publish an annual financial statement in a newspaper of general circulation in the College District as prescribed by statute, *Illinois Public Community College Act,* ILCS 805/3-22.2.

Adopted: 3/19/09	Reviewed:	Amended: 8/20/09

Unrestricted Fund Balance

The College will strive to maintain an on-going unrestricted fund balance in the combined General, Working Cash and Auxiliary Funds in an amount equivalent to fifty percent (50%) of the College's total annual revenues in the General Fund (comprised of the Education Fund and the Operation and Maintenance Fund), using the previous fiscal year's external audit.

The Board of Trustees may approve expenditures and/or reservations in the unrestricted fund balance causing it to drop below the targeted fifty percent (50%) of the College's General Fund revenues, as presented in the previous year's external audit.

Adopted: 3/19/09	Reviewed: 3/4/14	Amended: 4/17/14

Budget Transfers

Subsequent to the adoption of the budget for a particular fiscal year, it may be necessary to permit transfers of budget amounts between object and functional designations within a fund.

All budget transfers must be fully documented as to need and adhere to the following approval level:

Category	Approval Required	Approval Date
Taxing funds[1]		
Contingency	Board of Trustees	Quarterly
Amounts of $10,000 and over	President	Quarterly
All other	Controller	As received from cabinet officer
Operations & Maintenance Fund (Restricted) (Construction Fund)	Board of Trustees (Budgets recorded are estimates only until project is approved by the board.)	Project initialization
Agency funds	None	Allowed to expend only funds that are available
All other funds	Controller	As received from cabinet officer

1. Only intra-fund budget transfers are permitted within the Taxing Funds, (Educational Fund, Operations and Maintenance Fund, Audit Fund Liability, and Protection and Settlement Fund).

Adopted: 3/19/09	Reviewed:	Amended:

Inter-Fund Transfers

The Board of Trustees may authorize inter-fund loans from any fund maintained by the Board to any other fund maintained by the Board of Trustees. All such inter-fund loans must be repaid and retransferred to the appropriate fund within one (1) year of the transfer in accordance with Section 3-34 of the *Illinois Public Community College Act*, 110 ILCS 805/3-34.

Adopted: 3/19/09	Reviewed:	Amended:

Investment of College Funds

Introduction

College of DuPage ("College") has adopted this Investment Policy Statement (the "Policy") to provide a clear understanding for and amongst College Trustees, outside investment managers and advisors and other interested parties concerning the investment of College funds. This Policy will be used to evaluate the performance of the investment portfolio and investment providers.

The College shall invest public funds in a manner that:

- Seeks to preserve capital while earning a market rate of return relative to the acceptable level of risk undertaken as defined in this Policy,
- Meets the cash flow needs of the College, and
- Satisfies all applicable governing laws, including, but not limited to, the Illinois Compiled Statutes, specifically 30 ILCS 235, the Public Funds Investment Act (the "Act"), and other state laws governing the investment of public funds, as amended from time to time.

Scope

As required by the Public Funds Investment Act, this Policy shall apply to all operating funds, special funds, interest and sinking funds, and other funds belonging to or in the custody of the College. These funds are accounted for in the College's Comprehensive Annual Financial Report ("CAFR") and generally include:

i. Local property taxes received from the County Treasurers' in DuPage, Cook and Will Counties;

ii. Monies received from the State of Illinois for Base Operating and other grants or other funds received from any political or corporate subdivision;

iii. All monies belonging to the College in its corporate capacity.

Upon approval and upon future amendment, if any, copies of this Policy will be delivered to:

i. The Board of Trustees and Treasurer or other officer(s) of the College;

ii. All depositories or fiduciaries of public funds of the College; and

iii. Any investment advisers or managers used by the College.

The investment of bond funds or sinking funds shall comply with this Policy and the requirements of any applicable bond resolution.

This Policy does not apply to the College's 403(b) and 457 Deferred Compensation Plans, as well as funds managed separately and subject to the Investment Policy Statement of the Foundation.

Objectives of the Policy

The College's investment objectives, in order of priority, include:

- **Safety:** Safety and preservation of principal in the overall portfolio is the foremost investment objective.
- **Liquidity:** Portfolio must have sufficient liquidity to meet all projected cash flow needs of the College.
- **Return:** Maintain the purchasing power of the investable assets by producing positive real rates of return in excess of inflation. Maximize returns within reasonable and prudent levels of risk, as defined by this Policy and applicable law and Board policies.

The College's investment portfolio will be reviewed annually as to its effectiveness in meeting the College's needs for safety, liquidity, return, diversification, and its overall general performance.

Delegation of Authority

The Board of Trustees has ultimate fiduciary responsibility for the investment of College funds. To execute these responsibilities, the Board of Trustees approves the Policy and delegates responsibility to the Treasurer for implementation and ongoing monitoring and oversight of the investment portfolio. The Treasurer may delegate the day-to-day responsibility for the investment of College funds to the Assistant Vice President, Finance and Controller. The College may hire external investment managers to manage portfolios for the College within the stated investment policy guidelines of this Policy

Standard of Care

The standard of care to be used in the investment of College funds shall be the "prudent person" standard and shall be applied in the context of managing the overall investment portfolio. The prudent person standard states:

"Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

Officers acting in accordance with this Policy and exercising due diligence shall be relieved of personal responsibility for an individual investment's credit or market risk, provided that deviations from expectations are reported in a timely manner and appropriate action is taken to minimize adverse developments.

Investments shall be made seeking the highest returns consistent with: (1) preservation of capital; (2) the College's anticipated cash flow needs; (3) prudent investment principles and (4) restrictions contained in applicable law and this Policy.

The adoption of this standard of care by the Board of Trustees does not grant any authority to invest College funds in any investments that are not specifically authorized by this Policy and the Act.

Ethics and Conflicts of Interest

Board members, officers and employees involved in the investment process will refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Further, all College employees involved in the investment of College funds, shall adhere to the standards prescribed in the Code of Professional Ethics for the Government Finance Officers Association of the United States and Canada ("GFOA"). This Code is attached to this Policy as Exhibit A.

Authorized Financial Institutions and Intermediaries

The Treasurer, with the assistance of staff, will limit investments to authorized depository financial institutions authorized to deposit College funds or provide investment services. These financial institutions may include depositories, investment advisors, broker/dealers and local government investment pools, such as banks, savings and loans, credit unions and Illinois Funds. Prior to initiating any transactions depositing or investing College funds, the financial institution must provide certification to the Treasurer of having read and understood this Policy, agree to comply with this Policy and ensure that all investments will conform to this Policy. Financial institutions selected to engage in transactions with the College shall be at the sole discretion of the College. Consideration for working with any financial institution will include financial condition, level and breadth of service, competitive pricing and experience working with other higher education institutions.

All depositories shall be insured by the Federal Deposit Insurance Corporation ("FDIC") or the National Credit Union Administration ("NCUA") and may consist of banks, savings and loan associations and credit unions that meet the following requirements:

- Minimum Capital, as defined by the FDIC, as Tier 1 Risk-Based Capital Ratio, at a level to be considered to be "Well Capitalized."
- Have been in operation for at least five years
- Have a Community Reinvestment Act rating of "Outstanding" or "Satisfactory"

All financial institutions serving as a depository for College funds shall supply the following information to the Treasurer:

- Depository contract
- Collateral Agreement
- Audited financial statements
- Statement of Condition (the "Call Report")
- Community Reinvestment Act report
- Certification as to having read and agreeing to comply with this Policy

All investment managers shall be registered under the SEC Investment Advisors Act of 1940.

All security broker/dealers desiring to provide investment transactions for the College must meet the following minimum requirements:

- Minimum Net Capital Requirements in compliance with SEC Rule 15c3-1
- Have been in operation for at least five years
- Maintains blanket SIPC insurance coverage

All security broker/dealers must also supply the following, as appropriate:

- Trading resolution
- Custodial Agreement

- Audited financial statements
- Proof of Financial Industry Regulatory Authority (FINRA) certification and compliance
- Certification as to having read and agreeing to comply with this Policy

The College is committed to developing its investment activities with minority-owned and local financial institutions that offer deposit or investment services that are competitively priced and provide high quality service and performance.

Authorized Investments

Funds shall be invested in such securities as authorized by the Act, as amended from time to time. The following investments will be permitted under this Policy, but may be further restricted at the discretion of the Treasurer for portfolio management purposes.

1. Funds may be deposited in Certificates of Deposit, Money Market Accounts, Time Deposits, or Savings Accounts, only with banks, savings banks, credit unions and savings and loan associations which are insured by the FDIC (Bank Insurance Fund or Savings Association Insurance Fund) or NCUSIF. The deposits must be collateralized or insured at levels acceptable to the College in excess of the current maximum limit provided by the FDIC or NCUSIF (*See* Section 9 - Collateralization).

2. Investments may be made in bonds, notes, certificates of indebtedness, treasury bills or other securities which are guaranteed by the full faith and credit of the United States of America as to principal and interest. Investments may be made in short term discount obligations such as the Federal National Mortgage Association, and other US Agency obligations as described in paragraph 2(b) and 2(c) of the Act with a maturity date not to exceed 5 years. All investment transactions by the College will be conducted on a delivery-versus-payment (DVP) basis. No more than 25% of the College's total investment portfolio may be invested in callable securities.

3. Local government investment pools (such as Illinois Funds or Illinois School District Asset Fund) provided that the pool is rated at the time of investment in one of the two highest rating categories by at least two of the three nationally recognized rating agencies. No more than 5% of the College's investment portfolio can be invested in any single fund.

4. Collateralized repurchase agreements which conform to the requirements stated in paragraph 2(g) or 2(h) of the Act.

5. Commercial paper meeting the following requirements:

   a. The corporation must be organized in the United States.

   b. The investment must be rated at the time of purchase in the top tier of the three highest classifications established by at least two nationally recognized rating services.

   c. The obligations cannot have a maturity longer than 270 days.

   d. Not more than 20% of the College's operating investment portfolio can be invested in commercial paper at any time.

   e. The total investment in any one corporation cannot exceed 5% of the corporation's total liabilities.

6. Money market mutual funds registered under the Investment Company Act of 1940 that invest in investment grade short term bonds. Such mutual funds must have assets of at least $250 million, must be AA rated as established by a nationally recognized rating service. No more than 5% of the College's operating investment portfolio can be invested in

such funds. The 5% restriction does not apply to the investment of the College's outstanding bond proceeds, which are segregated from the College's operating portfolio.

7. The College may invest in money market mutual funds that invest primarily in U.S. Treasury securities or agencies backed by the full faith and credit of the United States of America as to principal and interest (i.e. Federated Treasury Obligations Fund or the Treasury Fund). The total investment in any one fund cannot exceed 5% of the total assets in the fund.

8. The College may invest in the Illinois Institutional Investors Trust. No more than 25% of the total investment portfolio can be invested in this fund.

9. The College may invest in the PFM/Prime Series Fund. No more than 25% of the total investment portfolio can be invested in this fund.

The College may contract with a bank or broker to manage a portfolio of investments subject to the provisions of this Policy.

The College may invest in tax-exempt and taxable municipal securities, including any issued by the College. The bonds shall be rated within the four highest rating classifications established by a nationally recognized rating service.

Prohibited Investments

The College strictly prohibits investing directly in the following financial instruments:

- Any derivatives such as forwards, swaps or futures contracts
- Private placements
- Unregistered stock

Collateralization

In recognition of the GFOA recommended practice on Collateralization of Public Deposits, it is the policy of the College to require that time deposits in excess of FDIC and NCUSIF insurable limits must be secured by collateral or AAA-rated private insurance at time of purchase to protect public deposits in a single financial institution if it were to default.

1. Financial institutions must collateralize all deposits in excess of the maximum limit provided by the FDIC and NCUA limits to 102% of market value. The ratio of market value of collateral to the amount of funds on deposit shall be reviewed on a monthly basis. Additional collateral will be required should the ratio fall below the minimum required level.

2. Acceptable collateral includes the following:

   a. Bonds, notes, certificates of indebtedness, treasury bills, or other securities now or hereafter issued which are guaranteed by the full faith and credit of the United States of America as to principal and interest;

   b. Bonds, notes or other securities constituting the direct and general obligations of any agency or instrumentality of the United States, the interest and principal of which is guaranteed by the United States;

   c. Bonds issued by the College;

   d. Obligations of United States Government Agencies; and

   e. Certain surety bonds or letters of credit as approved by the Treasurer.

3. Safekeeping of Collateral. An executed collateral agreement must be on file with the College. Third party safekeeping is required for all collateral. To accomplish this, the securities must be held at one or more of the following locations:

   a. At a Federal Reserve Bank or its branch office;

   b. At another custodial facility in a trust or safekeeping department through book-entry at the Federal Reserve;

   c. By a custodial agent of the pledging institution; or

   d. By the trust department of the issuing bank.

Diversification

The College will diversify its investment portfolio to eliminate the risk of loss resulting in an over concentration in a specific maturity, issuer, financial institution, broker dealer, or class of securities. Diversification can be by type of investment, number of institutions invested in, and maturity. Diversification strategies shall be periodically reviewed and adjusted by the Treasurer.

Internal Control

The Treasurer is responsible for establishing and maintaining an internal control structure designed to insure that the assets of the entity are protected from loss, theft or misuse. The internal control structure will be designed to provide reasonable assurance that these objectives are met.

Performance Standards

This investment portfolio will be managed in accordance with the parameters specified within this Policy. The portfolio should earn a comparable rate of return during a market/economic environment of stable interest rates. Portfolio performance should be compared to benchmarks with similar maturity, liquidity and credit quality as the portfolio. The benchmarks used will be nationally recognized Treasury indexes of duration appropriate for the portfolio, Illinois Funds and the Prudent Man Index.

Reporting Requirements

The Treasurer will prepare a monthly investment report to summarize investment activities of the investment portfolio and report portfolio performance via rate of return. On at least a quarterly basis, the Treasurer shall provide the Board of Trustees a report on overall portfolio performance and shall include information on the investments in the portfolio by type, issuer, interest rate, maturity, book value, income earned, current market value as of the report date and comparison to any applicable benchmarks. This report will be reviewed by the Board.

Investment Policy Adoption

The Policy will be adopted by the Board. This Policy is available for public inspection at the Office of the Board Secretary, 425 Fawell Blvd., Glen Ellyn, IL. The Policy will be reviewed periodically by the Treasurer and any modifications made thereto must be approved by the Board.

Adopted: 3/19/09	Reviewed:: 2/21/13	Amended: 031913:

Exhibit A

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Code of Professional Ethics

The Government Finance Officers Association of the United States and Canada is a professional organization of public officials united to enhance and promote the professional management of governmental financial resources by identifying, developing and advancing fiscal strategies, policies, and practices for the public benefit.

To further these objectives, all government finance officers are enjoined to adhere to legal, moral, and professional standards of conduct in the fulfillment of their professional responsibilities. Standards of professional conduct as set forth in this code are promulgated in order to enhance the performance of all persons engaged in public finance.

I. Personal Standards

Government finance officers shall demonstrate and be dedicated to the highest ideals of honor and integrity in all public and personal relationships to merit the respect, trust, and confidence of governing officials, other public officials, employees, and of the public.

- They shall devote their time, skills, and energies to their office both independently and in cooperation with other professionals.
- They shall abide by approved professional practices and recommended standards.

II. Responsibility as Public Officials

Government finance officers shall recognize and be accountable for their responsibilities as officials in the public sector.

- They shall be sensitive and responsive to the rights of the public and its changing needs.
- They shall strive to provide the highest quality of performance and counsel.
- They shall exercise prudence and integrity in the management of funds in their custody and in all financial transactions.
- They shall uphold both the letter and the spirit of the constitution, legislation, and regulations governing their actions and report violations of the law to the appropriate authorities.

III. Professional Development

Government finance officers shall be responsible for maintaining their own competence, for enhancing the competence of their colleagues, and for providing encouragement to those seeking to enter the field of government finance. Finance officers shall promote excellence in the public service.

IV. Professional Integrity - Information

Government finance officers shall demonstrate professional integrity in the issuance and

management of information.

- They shall not knowingly sign, subscribe to, or permit the issuance of any statement or report which contains any misstatement or which omits any material fact.
- They shall prepare and present statements and financial information pursuant to applicable law and generally accepted practices and guidelines.
- They shall respect and protect privileged information to which they have access by virtue of their office.
- They shall be sensitive and responsive to inquiries from the public and the media, within the framework of state or local government policy.

V. Professional Integrity - Relationships

Government finance officers shall act with honor, integrity, and virtue in all professional relationships.

- They shall exhibit loyalty and trust in the affairs and interests of the government they serve, within the confines of this Code of Ethics.
- They shall not knowingly be a party to or condone any illegal or improper activity.
- They shall respect the rights, responsibilities, and integrity of their colleagues and other public officials with whom they work and associate.
- They shall manage all matters of personnel within the scope of their authority so that fairness and impartiality govern their decisions.
- They shall promote equal employment opportunities, and in doing so, oppose any discrimination, harassment, or other unfair practices.

VI. Conflict of Interest

Government finance officers shall actively avoid the appearance of or the fact of conflicting interests.

- They shall discharge their duties without favor and shall refrain from engaging in any outside matters of financial or personal interest incompatible with the impartial and objective performance of their duties.
- They shall not, directly or indirectly, seek or accept personal gain which would influence, or appear to influence, the conduct of their official duties.
- They shall not use public property or resources for personal or political gain.

Purchasing

Competitive Bidding

All contracts will be let in accordance with Illinois law and regulations:

1. The College will operate in accordance with the bid limit established by Illinois law for all contracts.

2. Illinois law requires a minimum of ten (10) days advertising for bids in a local newspaper. Accordingly, the College will require a minimum of ten (10) calendar days advertising prior to the opening of any bids. An extension of the initial bid opening date has been granted provided that each bidder receives at least three (3) days notice of the time and place of the extended bid opening.

Purchasing Authority

The Board of Trustees delegates to the Purchasing Department authority to enter into all contracts, in accordance with administrative procedures, that either do not exceed the statutory bid limit, or meet the requirements of joint purchases with governmental units or are contracts procured from another governmental agency. In addition, construction related contracts not exceeding statutory limits shall be processed at the discretion of the Purchasing Department in accordance with administrative procedures. Other contracts for supplies, materials, or work exceeding the statutory bid limit shall be submitted for approval by the Board of Trustees.

Centralized Purchasing Function

A centralized purchasing function will be maintained by the College. Purchase orders are authorized by the Purchasing Department only.

Emergency Expenditures

Expenditures and contracts for supplies, materials and/or services in excess of the bid limit shall be allowed without public bid where funds are expended in an emergency and such emergency expenditure is approved by three-fourths (¾) of the members of the Board.

Prevailing Wage

The following statement will appear on all bid sheets and be used as a criterion in the evaluation of the lowest responsible bidder:

Our company certifies that it is eligible for bidding on public contracts and has complied with section 11a of the Prevailing Wage Act, 820 ILCS 130.01-12.

__ YES __ NO

Bid Rigging / Bid Rotating

The following statement will appear on all bid sheets and be used as a criterion in the evaluation of the lowest responsible bidder:

Our company certifies that it is eligible for bidding on public contracts and is not in violation of either paragraph 33E-3 or 33E-4 of Public Act 86-150, 720 ILCS 5.

Equal Employment Opportunity

The following statement will appear on all bid sheets and be used as a criterion in the evaluation of the lowest responsible bidder:

Our company has an Equal Employment Opportunity and Affirmative Action Program which complies with Executive Order 11246, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, and the Rehabilitation Act of 1973.

__ YES __ NO

LET IT BE KNOWN TO ALL BIDDERS THAT THE ABOVE INFORMATION WILL BE USED AS A CRITERION IN THE EVALUATION OF VENDORS.

Adopted: 3/19/09	Reviewed:	Amended:

Vendor Payment

The Board of Trustees shall exercise its authority with respect to the payment of the orders and bills consistent with Section 3-27 of the *Illinois Public Community College Act*, 110 ILCS 805/3- 27. Consistent with this authority, the Board may establish revolving funds by resolution authorizing the Treasurer of the College (appropriately bonded) to make payments to vendors prior to approval of the Board, subject to the following conditions and limitations:

1. Checks for items not previously approved by the Board shall require individual approval by the Board of Trustees for amounts of $15,000 and over.

2. Payment may be made only for items delineated in a category of the College's budget, or otherwise approved by the Board.

3. No payment shall be made under the terms of this Policy unless there is documentation that the services and goods have been received and that the invoice is consistent with the transaction.

4. No payment shall be made in an amount in excess of the dollar amount established by the Board in its resolution.

Adopted: 3/19/09	Reviewed:	Amended:

Insurance

The Board of Trustees will provide for a program of risk management for the College consistent with all of the legal requirements pertaining thereto and consistent with the financial ability of the College. The Board will purchase with College funds the type and amount of insurance necessary or will set aside adequate reserves to self-insure in order to protect itself as a corporate body, its individual members, its appointed officers, and its employees from financial loss arising out of any claim, demand, suit or judgment by reason of alleged negligence or other act resulting in accidental injury to any person or in property damage within or without the College buildings while the above names insured are acting in the discharge of their duties within the scope of their employment and/or under the direction of the Board.

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

Further, within its program of risk management the Board will purchase from College funds the type and amount of insurance coverage to insure Board members and College employees against financial loss, including attorney's fees and court costs, arising out of any demand, claim, suit or judgment by reason of an alleged wrongful act or omission causing the damages, when acting in the discharge of his duties and within the scope of employment.

Within the scope of this policy, the Board will direct the development and maintenance of rules and regulations necessary for carrying out all aspects of this policy, including the designation of the College employees responsible for administration and supervision of the risk management program. Said rules, regulations, and employee administration will be subject to approval by the Board.

Adopted: 3/19/09	Reviewed:	Amended:

College Use of Checking Accounts

The College shall establish and utilize the minimum number of checking accounts necessary to comply with sound business and fiscal practices as determined by the Chair of the Board, the President, and the auditors of the College. Every effort shall be made to ensure that checking accounts which consistently have substantial daily balances earn interest consistent with current bank practices.

Adopted: 3/19/09	Reviewed:	Amended:

Credit Cards

The Board of Trustees may authorize the use of credit cards by appropriate College personnel for the efficient procurement of goods and services.

The President or his/her designee shall have authority to issue credit cards and be responsible for developing procedures to implement this Policy which are in accordance with generally accepted accounting practices.

Adopted: 3/19/09	Reviewed:	Amended:

Sale or Disposal of College Property

College property certified by the Vice President of Administrative Affairs to be obsolete or worn out, and approved by the Board of Trustees, may be disposed of or sold. The Administration will determine the disposal methodology most beneficial to the College consistent with Illinois Law.

All hazardous materials or items containing hazardous materials must be disposed of per State and Federal regulations. Disposal must be approved by the College of DuPage Coordinator of Hazardous Materials.

The Board of Trustees will be provided an annual report of the disposition of all College property.

Adopted: 3/19/09	Reviewed:	Amended: 7/22/10

Construction Contracts

All contracts for construction related services will be made in accordance with Illinois law and regulations. Construction related contracts shall include contracts for building repair, maintenance, remodeling, renovation, or construction and professional services related thereto.

Emergency expenditures in excess of the bid limit shall be allowed without public bid where funds are expended in an emergency and such emergency expenditure is approved by three-fourths (¾) of the members of the Board of Trustees.

Adopted: 3/19/09	Reviewed:	Amended:

Auxiliary Fund Professional Service Contracts

The Board of Trustees will annually approve the Arts Center, Business and Professional Institute, and Conference and Events comprehensive budgets. Within the limitations of those budgets, the administration is authorized to contract for speakers, productions, training, equipment rental, and other professional service contracts as follows:

1. Arts Center productions and speakers;
2. Business and Professional Institute training contracts; and
3. Conference and Events equipment rentals.

Adopted: 3/19/09	Reviewed:	Amended:

The Solicitation and Acceptance of Contributions (Gifts) and Exchange Transactions

The College may identify financial needs for special projects, program development, and other educational endeavors that cannot be met through available funding sources. The College may seek external resources to meet identified needs. In addition, the Board of Trustees may accept contributions to the College and agree to exchange transactions to meet financial needs.

Adopted: 3/19/09	Reviewed:	Amended:

Facilities Usage

The primary purpose of the College facilities is to accommodate its educational programs. First priority for the use of all College facilities, (which will take precedence over the use of college facilities by non-college entities) will be accorded to College classes and scheduled College activities.

At the same time, the College, acting in a manner consistent with its role as a public community college, will make its facilities available for use by various groups and constituencies of the College and the community at large, provided that:

1. The use does not interfere or conflict with the normal operation or educational programs of the College.

2. The use is consistent with College mission and vision, and in accordance with state and local laws or ordinances.

3. The use conforms to the general procedures and conditions governing the use of facilities for the College.

4. Agreements for use will be limited in time and scope. Any agreements for use for more than one year must be approved by the Board of Trustees.

Access to the College's facilities is a privilege granted by the College to all provided that reasonable rules and regulations of the College are followed. The Board and/or its authorized representative may revoke the privilege of any patron who uses the College's facilities in violation of the rules and regulations, including the power to require the user to leave any campus premises.

The College may establish a usage fee for non-college use of its facilities consistent with this Policy.

Procedures to facilitate application for use of College facilities will be promulgated consistent with this Policy. Detailed use of College facilities and associated procedures can be found in the Facilities Coordination Manual.

Adopted: 3/19/09	Reviewed:	Amended:

Historical Preservation

College of DuPage has served the people of Community College District #502 since 1967, and cherishes its past shared by employees, students, and community members. To that end and to the fullest extent possible, the College will strive to preserve and make accessible its rich history through multiple vehicles designed to recognize people and their contributions throughout the years.

Adopted: 5/22/14	Reviewed:	Amended:

Assemblage on College Facilities

Members of the academic community may peaceably assemble on College facilities as long as they assemble in accordance with the following provisions:

1. All participants in an assemblage are expected to conduct themselves as responsible members of the academic community and to strictly abide by the rules and regulations governing use of College facilities.

2. The rights of free speech and lawful assembly do not confer upon those who exercise these rights a license to limit, interfere with, or infringe upon the equal rights of others.

Acting in the College's best interests, the President reserves the right to invite, acknowledge, or deny requests for assemblage as well as the right to control the time, place and manner of the assemblages.

Adopted: 4/16/09 Rescinded: 5/4/09 Adopted: 11/19/09	Reviewed:	Amended: 2/24/11

Outside Speakers and Programs

The purpose of outside speakers or programs is to contribute to the overall mission and vision of the College. Guest speakers will strictly abide by the rules and regulations governing the use of College facilities.

The President and/or his authorized representative reserves the right to invite, acknowledge or deny requests for outside speakers or programs as well as the right to control the time, place, and manner of the speaker or the program to be presented.

Specifically, College of DuPage students, faculty and staff have the right to speak, to assemble, to listen to a speaker or to attend a program sponsored by the College. This right does not extend beyond the members of the academic community and their guests.

The College, by extending an invitation, neither approves nor disapproves any point of view expressed by any speaker or program. No person shall be required to listen to a speaker or participate in a program that he/she finds objectionable.

The scheduling of outside speakers and programs must be initiated by a member of the recognized College community including officially registered clubs and organization. Programs include, but are not limited to films, tapes, art exhibits and plays.

The President may deny a particular speaker or program on campus if it reasonably appears that such speaker or program would advocate:

1. Violent overthrow of the government of the United States, the State of Illinois or any political subdivision thereof;
2. Willful destruction or seizure of the institution's buildings or other property;
3. Disruption or impairment, by force, of the institution's regularly scheduled classes or other educational functions;
4. Physical harm, coercion, intimidation or other invasion of lawful rights of the institution's officials, faculty members or students;
5. Other campus disruptions of a violent nature;
6. Violation of any federal, state or local laws.

The sponsoring individual/group will be held responsible for managing the program.
Any expense incurred as the result of scheduling a speaker or program on campus will be the responsibility of the sponsoring individual/group. All expenditures must be approved by the proper administrator.

This Policy will be administered consistent with the College's collective bargaining agreement obligations.

Adopted: 4/16/09 Rescinded: 5/04/09 Adopted: 12/10/09	Reviewed:	Amended:

Political Events on Campus

Illinois law expressly prohibits the use of public funds to urge electors to vote for or against any candidate or public question. *Election Code*, 10 ILCS 5/9-25.1. Candidates for public office and individuals who support or oppose propositions before the electorate must be advised by the sponsoring College groups that:

1. A speech or appearance on College premises does not constitute an endorsement by the College of a candidate or the advocacy by the College of a position on a public question;

2. No direct solicitation of funds or distribution of campaign fund raising literature is permitted on College premises; and

3. No campaign materials which state or imply that the College supports or opposes a candidate or a public proposition may be distributed on College premises or elsewhere.

This Policy will be construed consistent with Policy 5-30, and the Board's adoption of the Model Ethics Ordinance, Appendix A.

Adopted: 3/19/09	Reviewed:	Amended:

Distribution of Printed Material

Individuals and/or organizations of the College or community at-large may distribute printed material on the campus of College of DuPage, subject to the provisions set forth in Policy 10-120. Such material will not be contrary to local, state, or federal laws.

Posting and display of materials on campus shall be governed by the procedures and regulations established by the Office of Student Activities and published in the Student Handbook.

Adopted: 4/16/09 Rescinded: 5/4/09 Adopted: 11/19/09	Reviewed:	Amended:

Electronic Communications

Access to the College's information technology resources (including network, PC's, servers, computer applications, phone systems, etc.) is a privilege granted to faculty, staff, students, the College community and its business partners. The use of this technology is intended to support the mission of the College and is to be used for College related activities for which they were intended.

The College reserves the right to extend, limit, restrict or deny information technology privileges and access to its information resources to any faculty, staff, student, community member or business partner.

Any person using the College's technology resources is responsible for understanding Board Policy, administrative procedure and the *Electronic Communications Guidelines*. These documents define the appropriate access, use, privacy, security, responsibilities and limitations in the use of information technology resources at the College.

Adopted: 2/18/10	Reviewed:	Amended:

Identity Protection

College of DuPage intends to comply with the provisions of the *Identity Protection Act* (5ILCS 179/1 *et seq.*) to protect social security numbers from unauthorized disclosure.

Requirements

1. All employees that have access to social security numbers in the course of performing their duties will be trained to protect the confidentiality of social security numbers. Training will include instructions on the proper handling of information that contains social security numbers from the time of collection through the destruction of the information.

2. Only employees who are required to use or handle information or documents that contain social security numbers will have access to such information or documents.

3. Social security numbers requested from an individual will be provided in a manner that makes the social security number easily redacted if required to be released as part of a public records request.

4. When collecting a social security number, or upon request by the individual, a statement of the purpose or purposes for which the social security number is being collected and used will be provided.

Prohibited Activities

1. No employee may do any of the following:

   A. Publicly post or publicly display in any manner an individual's social security number. "Publicly post" or "publicly display" means to intentionally communicate or otherwise intentionally make available to the general public.

   B. Print an individual's social security number on any card required for the individual to access products or services.

   C. Encode or embed an individual's social security number in or on any cards or documents, including, but not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology.

   D. Require an individual to transmit his or her social security number over the internet, unless the connection is secure or the social security number is encrypted.

   E. Print an individual's social security number on any materials that are mailed to the individual, through the US Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless State or federal law requires the social security number to be on the document to be mailed. Notwithstanding any provision in this Section to the contrary, social security numbers may be included in applications and forms sent by mail including, but not limited to, any material mailed in connection with the administration of the *Unemployment Insurance Act*, any material mailed in connection with any tax administered by the Internal Revenue Service or Illinois Department of Revenue, and documents sent as

part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the social security number. A social security number that may permissibly be mailed under this Section will not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.

F. Collect, use, or disclose a social security number from an individual, unless:

1) Required to do so under state or federal law, rules, or regulations, or the collection, use, or disclosure of the social security number is otherwise necessary for the performance of that agency's duties and responsibilities;
2) The need and purpose for the social security number is documented before collection of the social security number; and
3) The social security number collected is relevant to the documented need and purpose.

G. Require an individual to use his or her social security number to access an internet website.

H. Use the social security number for any purpose other than the purpose for which it was collected.

2. The prohibitions listed immediately above do not apply in the following circumstances:

A. The disclosure of social security numbers pursuant to a court order, warrant, or subpoena.

B. The collection, use, or disclosure of social security numbers in order to ensure the safety of other employees.

C. The collection, use, or disclosure of social security numbers for internal verification or administrative purposes.

D. The collection or use of social security numbers to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal *Fair Credit Reporting Act*, to undertake any permissible purpose that is enumerated under the federal *Gramm Leach Billey Act*, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

Public Inspection and Copying of Documents

Notwithstanding any other provision of this policy to the contrary, all employees must comply with the provisions of any other state law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's social security number. This includes requests for information or documents under the *Illinois Freedom of Information Act*. Employees must redact social security numbers from the information or documents before allowing the public inspection or copying of the information or documents.

Public Availability

A copy of this policy shall be made available to the public upon request.

Applicability

This policy does not apply to the collection, use, or disclosure of a social security number as required by state or federal law, rule, or regulation.

Violation

Any person who intentionally violates the prohibitions in this policy may be guilty of a Class B misdemeanor (5 ILCS 179/45). The College may also take disciplinary action up to and including termination against any employee who intentionally, or through gross negligence, violates this policy regardless of whether criminal or civil penalties are imposed.

Adopted: 2/24/11	Reviewed:	Amended:

Access to College Facilities by Non-Enrolled or Non-Employed Individuals

The President and/or his authorized representative reserves the right to restrict access to College facilities by individuals either not enrolled or not employed by the College in the interest of safety and sound educational practices.

Access and use of College facilities must comply with Board Policy and Administrative Procedures 10-105, Facilities Usage.

Adopted: 3/19/09	Reviewed:	Amended:

Emergency, Disaster and Evacuation Plan

The Board of Trustees and/or its authorized representative will direct the development of a campus emergency operations plan in compliance with the *Campus Security Act,* 110 ILCS 12. All employees of the College will be informed of the plan and are expected to abide by it.

The Board and the College administration will:

1. Conduct periodic planning/training to minimize the danger to life, health and property from emergencies or disasters.

2. Cooperate with other public bodies and agencies charged with disaster control.

3. Take necessary and prudent steps to assure continuity of operations and restoration of services as quickly as possible following an emergency or disaster.

The College will promulgate and maintain procedures detailing its emergency, disaster and evacuation plan.

Adopted: 3/19/09	Reviewed:	Amended: 8/20/09

Environmental Health and Safety

The Board of Trustees is committed to protecting the health and safety of our employees, students, and community. Meeting this commitment is a primary management objective and the individual and collective responsibility of all College employees. Accordingly, College students, employees and visitors are entitled to:

1. Work under safe conditions, free from recognized hazards.

2. Wear and use personal protective clothing and equipment.

3. Have basic, and when necessary, specific health and safety training.

Procedures to facilitate the Board's objectives on environmental health and safety issues will be promulgated consistent with this Policy. These procedures shall be made available to all College employees, students and visitors.

Adopted: 3/19/09	Reviewed:	Amended:

Campus Security Enhancement Act Policy

The Board of Trustees will comply with the provisions of the *Campus Safety Act*, 110 ILCS 12 *et seq.* The College will require criminal background investigations prior to the employment of individuals in security-sensitive positions.

Procedures to facilitate compliance with the *Campus Safety Act* will be promulgated consistent with this Policy.

Adopted: 3/19/09	Reviewed:	Amended:

Reporting Criminal Acts and Emergencies

The Board of Trustees is committed to providing a safe and secure campus environment.

On the Glen Ellyn Campus emergencies requiring immediate police assistance should be reported from the nearest phone by calling (630) 942-2000, the College Public Safety Police Department.

When off Glen Ellyn campus locations, where authorized instructional or co-curricular activities are being conducted, emergencies requiring immediate police assistance should be reported from the nearest phone by calling 911.

Reports of any suspicion of, or actual occurrence of, criminal activities that do not require immediate police emergency assistance should be reported to the College's Public Safety Police Department at (630) 942-2000.

Victims are urged to report the occurrence immediately and preserve any evidence which may be necessary to prove criminal conduct.

Adopted: 3/19/09	Reviewed:	Amended:

COLLEGE OF DUPAGE

College Operations – General
Policy – 10-151

Sex Offender and Sexual Predator Registration

The Board of Trustees will comply with the provisions of the Illinois Sex Offender Registration Act, 730 ILCS 150/3. The College will require sex offenders and sexual predators enrolled or employed at the College to register with the College Police Department.

Procedures to facilitate compliance with the Illinois Sex Offender Registration Act will be promulgated consistent with this Policy.

Adopted: 10/15/12	Reviewed:	Amended:

Traffic, Parking Control and Offense Fines

The Board of Trustees adopts the *State of Illinois Vehicle Code* Chapter 625 ILCS for the governing of traffic movement on College property.

The President and/or his authorized representative may enact traffic and parking regulations, including towing, to provide for a safe and orderly College campus. In accordance with Illinois law, the President may establish a schedule of fines and penalties for violation of traffic and parking regulations and other policy violations on College property. College students, employees, visitors and guests may appeal a citation in accordance with the procedures established consistent with this Policy. Fines and penalties collected under this Policy will be deposited into the Operations, Building and Maintenance Fund and used for expenditures legally charged to that fund.

Adopted: 3/19/09	Reviewed:	Amended: 8/20/09

Tobacco-Free Campus Policy

Use of tobacco and tobacco-related products (including electronic cigarettes) is prohibited on all College of DuPage premises, in all indoor College facilities and in all College vehicles.

"College of DuPage Premises" includes all land, building, facilities and other property leased or rented by the College, whether on a short-term or long-term basis; owned by the College (including adjacent streets and sidewalks); subject to the control of the College but not leased, rented, or owned; and where an official College activity is held and where students, faculty, or staff are present or are participants in the official College activity.

Tobacco use is permitted inside private vehicles. The improper disposal of tobacco and tobacco-related products from a vehicle while on College of DuPage premises is prohibited. Improper disposal includes, but is not limited to, spitting smokeless tobacco product, littering, and anything that creates fire hazards.

It is the responsibility of all faculty, staff, students and visitors to comply with this policy. Refusal to comply with this policy may result in citations issued by Campus Police and/or disciplinary action by the appropriate administrative office.

The effective date of this policy is August 6, 2012.

Adopted: 3/19/09	Reviewed: 2/16/12	Amended: 4/19/12

Children on Campus

No child less than 16 years of age is permitted on campus unattended by a parent/guardian, except when such a child is attending classes or receiving services offered by the College for children.

No child less than 16 years of age is permitted into a classroom or a laboratory environment solely for the purpose of allowing a parent/guardian to provide direct supervision of such a child.

Adopted: 3/19/09	Reviewed:	Amended:

Animals on Campus

No animals are permitted on the College of DuPage campus except service animals, animals which have received prior approval from the Public Safety Department, and those authorized by laboratory faculty or Deans for laboratory use, in accordance with College procedures.

Adopted: 3/19/09	Reviewed:	Amended:

Business Enterprise Program

The College will maintain the "Business Enterprise Program" to encourage participation by local vendors, minority and women-owned vendors, and other disadvantaged vendors in the College's bid and procurement processes.

Adopted: 3/19/09	Reviewed:	Amended:

Privatization of College Services

The Board of Trustees and/or its designated authorized representative reserves the right to privatize College services consistent with the *Illinois Public Community College Act*, 110 ILCS 805/1 *et seq.*

Adopted: 3/19/09	Reviewed:	Amended:

Reimbursable Expenses for Non-Employees

Reimbursements of reasonable expenses incurred by certain non-employees such as consultants, speakers, performers, etc. who perform services for the College will be made based solely upon a written agreement executed before the commencement of such services.

All such reimbursements will be approved by the appropriate authorized signator before payment will be made. Such approval indicates that the reimbursement is within limitations of the budget and Board policy.

Reimbursement to prospective employees is covered under Policy 15-55.

Adopted: 3/19/09	Reviewed:	Amended:

COLLEGE OF DUPAGE Index of Policies

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Equal Employment Opportunity and Affirmative Action

Consistent with federal and state law, the Board of Trustees will facilitate through the Affirmative Action Officer equal employment opportunities to all persons regardless of their race, color, religion or creed, sex, national origin, ancestry, age, marital status, sexual orientation, gender identity and expression, arrest record, military status or unfavorable discharge from military service, citizenship status, use of lawful products while not at work, physical or mental handicap or disability (if otherwise able to perform the essential functions of the job with reasonable accommodation), or other factors which cannot lawfully be the basis for an employment decision.

The term "employment opportunities" includes hiring, promotion, termination, wages, benefits, and all other privileges, terms, and conditions of employment.

In accordance with federal law, the College will maintain a written Affirmative Action Program to implement and maintain the policy of equal opportunity through positive efforts.

Adopted: 3/19/09	Reviewed: 3/10/14	Amended: 8/20/09, 4/17/14

Prohibition of Discrimination and Harassment

No student, employee, Board member, or visitor will discriminate against or harass a student, employee or visitor on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity and expression or any other unlawful basis. The College will not tolerate discrimination or harassment.

Individuals found to have violated this policy will be subject to disciplinary action up to and including termination and/or expulsion from the College as determined by such administrative or Board action as is required by Illinois law or by Board policy. Individuals who retaliate against any employee for filing a complaint or participating in a harassment investigation shall be subject to disciplinary action.

The College will maintain and publish a complaint process consistent with this Policy.

Adopted: 4/16/09 Rescinded: 5/04/09 Adopted: 12/10/09	Reviewed: 3/10/14	Amended: 4/17/14

Prohibition of Sexual Harassment

Sexual harassment is illegal and violates state and federal laws. It is the policy of College of DuPage that no staff member or student shall be subject to sexual harassment.

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;

2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or

3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive education or employment environment.

Adopted: 3/19/09	Reviewed:	Amended:

Communicable Diseases, Employees

The Board of Trustees places a high priority on the need to protect students and employees from the spread of communicable disease on campus. The Board does not intend to exclude personnel with a communicable disease if there is no significant risk of transmission. Employees are to notify the Office of Risk Management if they have or are a carrier of a reportable communicable disease.

For purposes of this Policy, communicable diseases are those defined by the Illinois Department of Public Health (IDPH).

Procedures establishing systematic approaches to prevent and control the risks associated with communicable diseases will be promulgated consistent with this Policy.

Adopted: 3/19/09	Reviewed: 03/21/11	Amended: 12/10/09 05/23/11

Health Insurance Portability and Accountability Act (HIPAA) Compliance Policy

The College complies with the *Health Insurance Portability and Accountability Act of 1996* (HIPAA) as both a health plan, based on the College's flexible benefits spending plan, and as a plan sponsor, based on the College's other health plans.

An employee's health information will not be used or disclosed for employment-related actions or decisions affecting the benefits of an individual employee.

The College's Human Resources Department (the "Department") is designated as the sole healthcare component of a hybrid entity in accordance with HIPAA relative to the College's flexible benefits spending plan. The Department shall comply with all HIPAA obligations applicable to a health plan. The remainder of the College is designated as a non-healthcare component of a hybrid entity, and as such, is not subject to the requirements of a health plan as defined under HIPAA.

Procedures necessary to comply with the obligations of the hybrid entity status of the Department, as well as the College's general obligations as a health plan sponsor will be promulgated consistent with HIPAA and this Policy.

Adopted: 3/19/09	Reviewed:	Amended:

Employee Code of Ethics

All employees of the College should exercise sound judgment and perform their duties in the best interests of the College to present a proper and ethical image to the community and to avoid even the appearance of impropriety.

All employees shall adhere to reasonable ethical standards while working, including the following principles:

1. No officer or employee of the College shall use or permit to be used College equipment, materials, services, or other property for personal benefit or profit.

2. No officer or employee shall influence or seek to influence or participate in the purchase of products, services, letting of contracts, or other transactions of the College when such influence or participation may result in personal gain.

3. No volunteer, officer or employee shall engage in dishonest, unethical, or unprofessional behavior in the workplace.

4. No officer or employee shall fraudulently influence, coerce, manipulate, or mislead an engaged auditor in the performance of an audit for the purpose of rendering the financial statements of the College materially misleading.

This policy will be administered consistent with Policy 5-30.

Further, nothing in this Policy shall in any way restrict the application of or take precedence over any state statute or common law provision with respect to conflict of interest, malfeasance, misfeasance, or nonfeasance in the office.

Adopted: 4/16/09 Rescinded: 5/4/09 Adopted: 10/15/09	Reviewed:	Amended:

Related Party Transactions

All transactions with related parties are to be carried out on an arms-length basis. Arms-length transactions are those in which a business transaction is open, above board, and does not result from inside manipulation.

The College shall adhere to the *Illinois Corrupt Practices Act* and the College of DuPage Ethics Ordinance.

A related party transaction is defined as any transaction involving a exchange of goods, services, or money between the College and a related party. A related party will be considered as any member of the immediate family[1] of a member of the Board of Trustees or an employee. Additionally, a related party will be any entity, organization or unit of government which would be required to be identified on the Statement of Economic interests filed annually with the County Clerk by a particular Board member or employee.

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[1] For this policy, a related party will include members of the same family including child, spouse, mother, father, brother, sister, stepchild, stepparent, or grandparent (including the spouse of each of the foregoing) or people living in the same residence.[2]

[2] People living in the same residence are individuals residing at the same US postal standardized address.

Adopted: 3/19/09	Reviewed:	Amended:

Confidential Reporting of Wrongdoing

College of DuPage is committed to the highest ethical standards and conducting its operations in compliance with federal laws and regulations. To ensure that this standard of performance is achieved and maintained, a mechanism for confidential anonymous reporting of perceived wrongdoing, using an external, independent party, is provided either via telephone or the internet. This Policy encourages persons to disclose allegations of internal wrongdoing.

Wrongdoing may include, but is not limited to:

- Crimes, or violations of the law or governmental regulations
- Fraud or financial irregularity
- Improper use of College funds, property or assets
- Corruption, bribery or blackmail
- Endangering the health or safety of an individual
- Harming College property
- Abuse of students, staff, patrons, College guests, or visitors
- Other unethical conduct

The College will not tolerate any harassment or victimization of reporters and will take appropriate action to protect reporters, including their anonymity (if name is known), who raise concerns in good faith.

Alleged wrongdoer's name may be disclosed only upon completion of the investigation and if found guilty. If wrongdoer is found guilty, appropriate legal and/or personnel action will be taken.

The President will designate a senior administrator who will have overall responsibility for the maintenance and operation of this policy. Where the complaint involves the senior administrator with this oversight responsibility or his/her immediate staff, the reporter may instead submit a report to the President.

The senior administrator will maintain a record of raised concerns and related outcomes. At a minimum, the President will provide the Board with a quarterly update of any complaint received and action taken, although the Board may ask for reports at any time. Should a complaint involve the President, the senior administrator will notify the Chair of the Board immediately upon receipt of the same. Complaints involving a Board member will be brought to the Board's attention by the President upon receipt of the same.

If any substantial changes are made to implementing procedures related to this policy, the Board will be notified.

Adopted: 3/19/09	Reviewed:	Amended:

Drug and Alcohol Free College

The College will provide a drug and alcohol free environment and workplace as defined by the *Drug Free Workplace Act of 1988*, 41 U.S.C. §701 *et seq.*, and the *Safe and Drug Free Schools and Communities Act of 1994*, 20 U.S.C. §7101 *et seq.*

1. General Policy

   The College prohibits the unlawful possession, use, distribution, dispensing, and manufacture of illicit drugs and alcohol by students and employees on its property or as part of any College activity.

   Any employee or student who violates this policy may be subject to disciplinary action, up to and including termination or expulsion, respectively, from the institution.

2. Delivery of Alcoholic Beverages

   The Board will regulate the delivery of alcoholic beverages in all College centers or conference facilities in connection with cultural, political or educational activities. This Policy is pursuant to Section 5/6-15 of the *Liquor Control Act*, 235 ILCS 5/1-1 *et seq.*

   As a general policy, alcoholic beverages are not to be served on College premises. Upon specific authorization by the College President, pursuant to exceptions to the general policy may be made.

   The College President or his designee will maintain this Policy pursuant to any special procedures. The procedures will be delineated in the employee guidebooks, the Student Handbook, and other appropriate publications.

Adopted: 3/19/09	Reviewed:	Amended:

Employment of Related Parties

The Board of Trustees is committed to ensuring the hiring and retaining of the most qualified persons for all positions and preventing nepotism at the College. In order to avoid both the reality and the appearance of nepotism in employment, related parties of employees or Trustees of the College of DuPage may be employed, or hired as independent contractors, only under the following conditions:

No employment decision may be made in regard to an employee, applicant, or independent contractor by a college employee or Trustee related to the employee, applicant, or independent contractor. This includes but is not limited to references, interviewing, hiring, any supervisory activity, evaluation, recommendation, compensation, other benefits, and termination.

For this policy, related party will include members of the same family including child, spouse, mother, father, brother, sister, stepchild, stepparent, or grandparent (including the spouse of the foregoing) of people living in the same residence. People living in the same residence are individuals residing at the same US postal standardized address.

If an employee becomes a related party of a subordinate, the individuals involved will be offered an opportunity for alternate employment. If neither person volunteers for alternate employment, the employee with the least seniority in the institution will be transferred to an assignment at an equivalent level of pay.

The written approval of the President will be necessary in making exceptions to this Policy.

This Policy includes employment of full time, part time, temporary employees, and independent contractors.

Adopted: 3/19/09	Reviewed:	Amended:

Possession or Use of Weapons

The possession and/or use of weapons is strictly prohibited on College of DuPage premises unless possession or use is by an authorized current or retired law enforcement officer or officers engaged in official duties, and/or possession is authorized in conjunction with the Suburban Law Enforcement Academy (SLEA) operations.

"College of DuPage Premises" includes all land, buildings, facilities and other property as follows:

1. Leased or rented by the College, whether on a short-term or long-term basis;
2. Owned by the College (including adjacent streets and sidewalks);
3. Subject to the control of the College but not leased, rented, or owned; and
4. Where an official College activity is held and where students, faculty or staff are present or are participants in the official College activity.

A "weapon" is defined as enumerated in Section 24 of the *Criminal Code of 1961*, 720 ILCS 5/4- 1 *et seq.*, and includes firearms, any explosive device of any description including, but not limited to, a pistol, revolver, rifle, shotgun, switchblade, knife, bomb, compressed air guns, pellet guns, BB guns, noxious or dangerous chemicals or any item used in a threatening manner toward another individual. The College reserves the right to further determine the definition of a "weapon" and may prohibit other devices on an individual basis, such as unusual walking canes that may be more of a club, flashlights that may be used as a club, air horns, fluid discharge devices, etc. A "weapon" does not include mace or pepper spray type products designed and carried solely for the purpose of defense.

A person in possession of an instrument which could be considered a weapon, but which is currently being used by the individual in a class or course of study or work, shall not be in violation of the policy. In these instances, prior approval of the appropriate Vice President is necessary.

Any employee or student not authorized by the President to possess a weapon while on College of DuPage premises may face disciplinary action, up to and including termination or expulsion, consistent with College policy and College collective bargaining agreement obligations.

Adopted: 3/19/09	Reviewed:	Amended:

Concealed Carry

1. Statement of Purpose
   The College of DuPage, Community College District No. 502 ("College") hereby establishes this Concealed Carry Policy (hereafter referred to as the "Policy") pursuant to the 2013 Illinois Firearm Concealed Carry Act, 430 ILCS 66/5 et seq. (the "Act"). The College is committed to providing a safe and secure environment for the College community and its guests. In support of this commitment, the College establishes restrictions on the ability to carry firearms or weapons on the College campus in accordance with the College's authority to promulgate rules and regulations under the Act.

2. Persons Covered by this Policy
   This Policy applies to all employees, students, persons conducting business or individuals visiting the College campus, as the term "campus" is defined in this Policy. Visitors include, but are not limited to, prospective students, former students and their representatives.

3. Prohibited Activities
   A. Weapons or Firearms

      The College maintains a weapons and firearms-free Campus. "Campus" means the College's campus at 425 Fawell Blvd., Glen Ellyn, Illinois and includes all sites, whether owned, leased or controlled by the College where College programs, activities and classes are held. No person covered by this Policy, unless authorized by law or specifically exempted by federal or state law or College regulation, is authorized to possess a weapon or firearm while engaged in College-related business or activities. The term "campus" also means the satellite campuses at 301 S. Swift Road, Addison, Illinois, at 500 N. Kuhn Road, Carol Stream, Illinois, at 2525 Cabot Drive, Suite 201, Lisle, Illinois, at 1223 Rickert Drive, Naperville, Illinois, at 650 Pasquinelli Drive, Westmont, Illinois, and at any other locations that may hereafter be established.

      It is the Policy of the College to prohibit:

      (1) Any person covered by this Policy from possessing a weapon or firearm on property owned, leased or controlled by the College, even if that person has a valid federal or state license to possess a weapon or firearm. Property owned, leased or controlled by the College includes any, building, classroom, laboratory, medical clinic, hospital, artistic venue, or entertainment venue whether owned, leased or operated by the College, and any real property, including parking areas, sidewalks and common areas under the control of the College. It also includes all College-related organization property whether leased or owned by the College and all College-officially-recognized organization property whether leased or owned by the College.

      (2) Any person covered by this Policy from displaying, brandishing, discharging or otherwise using any and all weapons or firearms, including concealed weapons or firearms on property owned, leased or controlled by the College as specified above.

   B. Exceptions

The provisions of this Policy do not apply to the possession of weapons or firearms in College vehicles, College buildings, on College grounds, or at any College-sponsored activity if the possession of weapons or firearms is related to one of the following exceptions:

(1) The weapon or firearm is 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.

(2) The weapon or firearm is carried by a full-time law enforcement officer required to carry a weapon or firearm as a condition of his or her employment; the weapon or firearm is 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 Chief of the College Police.

(3) The weapon or firearm is used in connection with officially 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 (e.g., fencing, starter pistols and archery).

(4) The use of simulated weapons or firearms in connection with College-related theatrical productions

4. Signage that Concealed Firearms are Prohibited

The College's Facilities Department in consultation with the College's Police Department shall determine placement of clearly and conspicuously posted signs stating that concealed firearms are prohibited. Signs shall be in accordance with the design approved by the Illinois Department of State Police and shall be posted in accordance with any other signage regulations as may be promulgated from time to time by the Illinois Department of State Police.

The College's Facilities Department in consultation with the College's Police Department shall be responsible for the placement and maintenance of signage.

5. Parking and Firearm Storage

Certain parking areas on Campus may be designated as areas where weapons and firearms are not permitted. This condition applies to Sapling drive and the parking lot immediately south of the Early Childhood Center. A firearm may be transported by a concealed carry license-holder into an unrestricted parking area within a vehicle if the weapon or firearm and its ammunition remain stored and concealed in a case within the locked vehicle or locked container out of plain view within the vehicle in the parking area. "Case" is defined as a glove compartment or console that completely encases the firearm and its ammunition, the trunk of the vehicle, or a firearm carrying box, shipping box or other container. The firearm may only be removed from a vehicle for the limited purpose of storage or retrieval from within the trunk of the vehicle. A firearm must first be unloaded before removal from the vehicle.

6. Firearms in Rights of Way

Notwithstanding any other provision in this Concealed Carry Policy, a person licensed to carry concealed firearms may carry concealed firearms while he or she is traveling along a public right of way that touches or crosses the College's Campus if the concealed firearm is carried on the person of the licensee in accordance with the provisions of the Act or is being transported in a vehicle by the licensee in accordance with the Act and all other applicable provisions of law.

7. Enforcement

Any individual visiting or conducting business on the property of the College found to be carrying or have carried a weapon or firearm onto the property of the College knowingly in

violation of the Act and/or this Policy, or under circumstances in which the person should have known that he or she was in possession of a weapon or firearm, may be banned from the College Campus.

Any student found to be carrying or have carried a weapon or firearm onto the property of the College knowingly in violation of the Act and/or this Policy, or found to be carrying or have carried a weapon under circumstances in which the student should have known that he or she was in possession of a weapon or firearm, may be subject to discipline up to and including, but not limited to, expulsion from the College.

Any employee found to be carrying or have carried a weapon or firearm onto the property of the College knowingly in violation of the Act and/or this Policy, or be carrying or have carried a weapon or firearm under circumstances in which the employee should have known that he or she was in possession of a weapon or firearm, may be subject to discipline up to and including, but not limited to, immediate termination of employment, subject to such other employment rules or regulations in place.

Any individual found to be carrying or have carried a weapon or firearm onto the property of the College knowingly in violation of the Act and/or this Policy, or found to be carrying or have carried a weapon or firearm under circumstances in which the individual should have known that he or she was in possession of a weapon or firearm, may be subject to administrative action by the College and possible arrest and prosecution. Violations of this Policy may result in referrals to external law enforcement agencies.

8. Definitions

A. The term "**firearm**" is defined as a loaded or unloaded handgun. A "handgun" is defined as any device which is designed to expel a projectile or projectiles by the action of an explosion, expansion of gas, or escape of gas that is designed to be held and fired by the use of a single hand.

B. The term "**weapon**" is defined as:

Any device, whether loaded or unloaded, that shoots a bullet, pellet, flare or any other projectile including those powered by CO2. This includes, but is not limited to, machine guns, rifles, shotguns, handguns or other firearm, BB/pellet gun, spring gun, paint ball gun, flare gun, stun gun, taser or dart gun and any ammunition for any such device. Any replica of the foregoing is also prohibited.

Any explosive device including, but not limited to, firecrackers and black powder.

Any device that is designed or traditionally used to inflict harm including, but not limited to, bows and arrows, any knife with a blade longer than three inches, hunting knife, fixed blade knife, throwing knives and daggers.

C. The term "**clear and present danger**" has the same meaning as in Section 105 of the Firearm Concealed Carry Act, as amended. Accordingly "clear and present danger" means:

A person who demonstrates threatening physical or verbal behavior, such as violent, suicidal, or assaultive threats, actions, or other behavior as determined by a physician, clinical psychologist, qualified examiner, school administrator, or law enforcement official.

9. College Police Department

The College Police Department, in consultation with the College President shall be responsible for the development and promulgation of procedures and protocols for storage and confiscation of weapons and firearms.

The College Facilities Department, in consultation with the College President shall be

responsible for determining the placement of clear and conspicuous posting of signage, stating that concealed firearms are prohibited, and signs shall be in accordance with the design approved by the Illinois Department of State Police and posting shall comply with any other administrative rules or procedures that may be promulgated from time to time by the Illinois Department of State Police.

10. College Dean of Student Development

Pursuant to the Firearm Concealed Carry Act, the College President or designee is required to report to the Illinois Department of State Police when a student is determined to pose a clear and present danger to himself, herself, or to others, within 24 hours of the determination and in accordance with Section 66-100 – 115 of the Firearm Concealed Carry Act and Section 6-103.3 of the Mental Health and Developmental Disabilities Code, 405 ILCS 5/6-103.3. "Clear and present danger" is defined in this Policy.

The Dean of Student Development in consultation with the College Chief of Police shall be the College President's designee responsible for reporting to the Department of State Police any student who is determined to pose a clear and present danger.

11. Delegation

The College's Board of Trustees hereby delegates to the President of the College the authority to recommend additional policies to the Board of Trustees. Regulations and procedures related to and consistent with this Policy, the 2013 Illinois Firearm Concealed Carry Act and other relevant laws and regulations shall be approved by the Board of Trustees.

The President of the College shall from time to time report to the College's Board of Trustees any additional policies, regulations or procedures needed and the status of implementation of this Policy.

Adopted: 2/20/2014	Reviewed:	Amended:

Background Screening

The Board of Trustees seeks to ensure that individuals who join the College of DuPage workforce or are promoted to positions with certain responsibilities within the College are qualified for the positions for which they have applied and have accurately presented their qualifications during the hiring process. This Policy also ensures that the College is exercising reasonable care in selecting its employees to promote a safe and productive educational environment and workplace.

College of DuPage will follow the *Illinois Campus Security Enhancement Act* of 2008 requiring background checks for specific security sensitive positions.

For all positions, the hiring manager or his/her designee is responsible for checking professional references prior to an offer being extended. Any questions regarding whether references are satisfactory should be discussed with Human Resources. All offers of employment (including internal transfers and promotions) may be contingent upon complete and satisfactory findings of all applicable background checks. Background checks may include: social security number search, previous employers, sex offender registry, credit report, criminal records search, verification of academic credentials, driver's license and driving record check, verification of occupational and professional licenses, or a drug/alcohol check.

The results of all applicable background checks should be received and evaluated before an offer of employment is made to an applicant. In urgent situations, requiring a rapid employment action and with the approval of the appropriate Dean or Director, an individual may begin to work contingent upon a pending successful completion of the background checks, provided that professional references have been checked.

Adopted: 3/19/09	Reviewed:	Amended:

Medical Examination for Current, Transferred and Prospective Employees

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

Determination of the need for all such examinations will be made by the College's Human Resources Department and will be paid for by the College.

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

Adopted: 3/19/09	Reviewed:	Amended:

Reimbursement of Travel Expenses for Prospective Candidates

The College will provide reimbursement of a prospective candidate's travel expenses.

Requests for reimbursement will be sent to the appropriate Vice President for approval. Requests must contain appropriate detail related to the travel expenses. Reimbursement will be considered only for any reasonable travel expense incurred during the interview process.

Adopted: 3/19/09	Reviewed:	Amended:

Reimbursement of Moving Expenses for New Employees

To facilitate the hiring of qualified candidates, the College President will consider recommendations by the Vice President of Human Resources for reimbursement of a portion of expenses incurred by newly hired full-time employees in the following categories:

1. Classified employees in the top three published pay ranges;
2. Full-time tenure track faculty members; and
3. Full-time administrators.

Recommendations for reimbursement will provide appropriate detail related to the specific moving expenses. Reimbursement will be considered only for any reasonable expense incurred for moving household effects.

Reimbursement may not exceed the bid limit established by Illinois law for all contracts.

Adopted: 3/19/09	Reviewed:	Amended: 6/22/10

Definition of Workweek

The workweek shall begin at 12:01 a.m. on Sunday and end on the following Saturday at midnight.

Adopted: 3/19/09	Reviewed:	Amended:

Pay Periods

The Board of Trustees shall, upon the recommendation of the President, approve a schedule of pay periods for all College employees at the beginning of each fiscal year.

Adopted: 3/19/09	Reviewed:	Amended:

Shift Differential, Non-Exempt Employees

Full-time, non-exempt employees will qualify for differential pay for work performed during the second or third shift, provided the employee works over one-half the normal premium shift hours in a week or where the employee is scheduled for substantially flexible and variable hours.

Changes in the amount of shift differential will be approved by the Board of Trustees as negotiated.

This Policy will be administered consistent with the *Classified Employee Guidebook*, except where superseded by collective bargaining agreements.

Adopted: 3/19/09	Reviewed:	Amended:

Remuneration of Overtime

Overtime for full-time, non-exempt employees will be paid within applicable state and federal laws.

This Policy will be administered consistent with the *Classified Employee Guidebook*, except where superseded by collective bargaining agreements.

Adopted: 3/19/09	Reviewed:	Amended:

Health Insurance for College Employees

The opportunity for coverage under a health insurance plan will be made available to eligible employees. Should an eligible employee choose to participate in the College's health insurance plan, the eligible employee may join either a federally approved Health Maintenance Organization (HMO) authorized by the College or the College's Hospital and Medical Insurance Plan. The College will contribute the same amount towards the eligible employee's premium for either the College's approved HMO or Hospital and Medical Insurance Plan premium. The extent of coverage and ratio of cost sharing between College and employee groups is subject to approval by the Board of Trustees.

The College's health insurance plan will be administered consistent with all provisions of the *Health Insurance Portability and Accountability Act of 1996* (HIPAA), and all other applicable federal and state laws.

This Policy will also be administered consistent with the College's collective bargaining agreement obligations.

Adopted: 3/19/09	Reviewed:	Amended:

Life Insurance for College Employees

The opportunity for coverage under a group term life insurance policy will be made available to eligible employees. Eligible employees may also have the option to purchase a limited amount of additional life insurance coverage at the employee's expense.

The extent of coverage for each employee group will be determined by the Board of Trustees. The Board reserves the right to modify or change provisions of the group term life insurance policy, consistent with any applicable limitations in collective bargaining agreements covering the College's eligible employees.

This Policy will be administered consistent with the College's collective bargaining agreement obligations.

Adopted: 3/19/09	Reviewed:	Amended:

Employment Outside of the College

Full-time employees are not to engage in a regular business or be regularly employed for remuneration by other agencies during their contractual period of full-time service to the College except with the prior approval of the President of the College. (See companion policy 15-351, applicable to full-time faculty members).

This policy will be administered consistent with the College's collective bargaining agreement obligations.

Adopted: 3/19/09	Reviewed:	Amended: 6/22/10 2/24/11

Sick Leave Days

The Board of Trustees will provide all eligible employees with paid sick leave days for recuperation from sickness or injury of the employee.

The number and extent of accumulation of sick leave days for employee groups will be approved by the Board.

The *Faculty Guidebook*, *Classified Employee Guidebook*, and the *Administrator Guidebook* will be used for the administration of this policy for applicable employee groups except where superseded by collective bargaining agreements.

Adopted: 3/19/09	Reviewed:	Amended:

Civic Duty Leave

A leave of absence may be requested for military duty*, jury duty or subpoenaed witness duty.

The number of leave days and extent of compensation for employee groups will be approved by the Board of Trustees.

The *Faculty Guidebook*, *Classified Employee Guidebook*, *Administrator Guidebook*, and *Information Guide for Part-time Faculty* will be used for the administration of this policy for applicable employee groups. For collective bargaining units, their bargaining agreements will prevail.

* The College will honor the applicable provisions of the *Uniformed Services Employment and Reemployment Rights Act of 1994* (USERRA).

Adopted: 3/19/09	Reviewed:	Amended:

Personal Leave of Absence

Subject to approval of the President or his designee, the College may grant an employee a leave of absence without compensation for a period of time up to one (1) year including any time taken towards an unpaid Family/Medical Leave of Absence. The College will run an employee's leave granted under this Policy concurrent with the employee's leave entitlement under the *Federal Family Medical Leave Act of 1993*, 29 U.S.C. 2601 *et seq.*, when applicable. Eligible employees may, at their own expense, continue their benefits during a personal leave of absence subject to the requirements of the College's insurance carriers.

This Policy will be administered consistent with the College's collective bargaining agreement obligations.

Adopted: 3/19/09	Reviewed:	Amended:

Worker's Compensation

All paid employees of the College will be covered under the provisions of the *Illinois Worker's Compensation Act* for all job-related injuries covered by said Act.

The *Administrator Guidebook*, *Faculty Guidebook* and *Classified Employee Guidebook* will be used for the administration of this policy for applicable employee groups except where superseded by collective bargaining agreements.

Adopted: 3/19/09	Reviewed:	Amended:

Voting Time Off

The College will allow voting time off as defined by *Illinois Public Act* 10 ILCS 5/17-15 (from Chapter 46, paragraph 7-15). Any person entitled to vote shall be entitled to absent himself from work for a period of two hours between the time of opening and closing of the polls. provided that the employee complies with the provisions outlined in Administrative Procedure 15-115.

In such cases, the employee will not be subject to a reduction in compensation.

Adopted: 3/19/09	Reviewed:	Amended: 8/20/09

Disability Benefits

Employees who are active State Universities Retirement System (SURS) participants may be eligible for long term disability benefits (LTD) due to illness or accident as provided by SURS.

The SURS Employee Procedures Manual will be used for the administration of this Policy for applicable employee groups.

Optional Employee-Paid LTD Plan

The College will offer eligible benefited employees an optional employee-paid LTD Plan which will provide for additional income in the event of employee disability.

This Policy will be administered consistent with employee guidebooks and the College's collective bargaining agreement obligations where applicable.

Adopted: 3/19/09	Reviewed:	Amended:

Unpaid Family and Medical Leave of Absence (FMLA)

The College will comply with the provisions of the *Federal Family and Medical Leave Act of 1993*, 29 U.S.C. 2601 *et seq.*, (the "Act"), as amended, and the regulations promulgated thereunder.

All regular or temporary employees who have worked at the College for at least twelve (12) months and who have worked at least 1,250 hours during the preceding twelve (12) months, may take an unpaid leave of absence for the birth or adoption of the employee's child,[1] to care for a seriously ill spouse, child, or parent (but not parent in-law) with a serious health condition, the employee's own serious health condition, to care for an injured or ill covered servicemember[2] or because of a covered servicemember's active duty or order to active duty. Eligible employees are entitled to a total of twelve (12) workweeks FMLA Leave during a twelve (12) month period for leave taken for any reason other than to care for an injured or ill servicemember. For leave taken to care for an injured or ill servicemember, eligible employees are entitled to a total of twenty-six (26) workweeks of unpaid leave during a twelve (12) month period.

The College may require that employee requests seeking leave due to the employee's serious health condition or to care for a seriously ill family member or servicemember be supported by medical certification from the family member's, servicemember, or the employee's health care provider.

If an eligible employee requests paid accrued leave and the College determines the purpose for the leave is one applicable under this Policy, the College will notify the employee that the paid leave must be utilized prior to any unpaid leave and will be counted against the employee's twelve (12) or twenty-six weeks (26) of leave granted under this Policy. This notice shall be made before the leave begins or before a leave extension is granted, unless the College does not have sufficient information to determine the reason for the leave until after the leave has begun.

The College will maintain the employee's group health plan coverage for the duration of leave taken pursuant to this Policy on the same basis, at the same level and under the same conditions coverage would have been provided had the employee not taken the leave. The College and the employee shall continue to pay their respective applicable shares of the health care premiums during the duration of the leave as if the leave had not been taken. The College may recover its share of health insurance premium payments for any periods of unpaid leave from the employee if the employee fails to return to work after their leave entitlement has been exhausted. The College may also recover any portion of the premium it paid which the employee was obligated to pay.

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1 The entitlement to leave because of birth or placement of a child expires one (1) calendar year after the date of birth or placement.

2 "Covered Servicemember" means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, is in outpatient status, or is otherwise on the temporary disability retired list, for a serious illness or injury incurred in the line of duty. The servicemember must be the spouse, son, daughter, parent, or next of kin of the employee requesting leave.

At the end of the leave period taken pursuant to this Policy, the employee will be returned to the position held immediately prior to taking leave. If that position is unavailable, the Board will return the employee to an available position the employee is qualified to hold with equivalent pay and benefits.

Procedures to implement this Policy will be promulgated consistent with the Act, employee guidebooks, and the College's collective bargaining agreement obligations where applicable.

Adopted: 3/19/09	Reviewed:	Amended:

Military Leave of Absence

Full-time and part-time employees of the College who are members of any reserve component of the United States Armed Services, including the Illinois National Guard or the Illinois State Militia, should advise the College of their military status at the time of hire or on the date they become members of a reserve component, whichever date is earlier.

Consistent with the *Illinois Public Community College Act* (110 ILCS 805/3-26.1) and the *Military Leave of Absence Act* (5 ILCS 325/1), employees who are members of any reserve component as defined above and who are mobilized to active military duty as a result of an order of the President of the United States shall be entitled to continued compensation at the rate of pay provided at the time of mobilization, less the amount the employee receives as base pay for military service, for the duration of their active military service. Such employees who are mobilized for active duty should advise the College before departure for active military service of their current rate of base pay for military service to facilitate proper compensation. In addition, such employees who are mobilized for active military duty will continue to receive the health insurance and other benefits received or accruing at the time of mobilization.

In addition, consistent with the *Military Leave of Absence Act*, all full-time employees who are members of any reserve component will also be granted leave from employment for any period of time actively spent for basic training, special or advance training, regardless if such training is voluntary or involuntary, and annual training. An employee on such military leave will continue to accrue seniority and other benefits, including health insurance. When on annual leave, fulltime employees shall also receive the difference between their College salary and their military pay. When on leave for basic training and up to 60 days of special or advance training, full-time employees shall receive the difference between their College salary and their military pay, if their pay for military service is less than their College salary.

Employees who are members of any reserve component as defined above, upon the completion of active military service, shall be entitled to continued employment rights and reemployment rights consistent with the federal *Uniformed Services Employment and Reemployment Rights Act* (USERRA) (38 U.S.C. §§ 4301-4333). Employees returning from active duty should notify the College of the conclusion of their active duty as soon as possible as consistent with USERRA. Failure to notify the College as required under USERRA may result in a waiver of rights.

Adopted: 3/19/09	Reviewed:	Amended:

Tax Sheltered/Deferred Income Plans

All eligible, non-student employees may participate in tax-sheltered annuity and/or deferred compensation programs through payroll deduction in accordance with Section 403(b) (tax sheltered annuities) and 457 (deferred compensation) of the Internal Revenue Code. The Board of Trustees assumes no liability for the investment decisions of any 403(b) or 457(b) vendors.

This Policy will be administered consistent with employee guidebooks and the College's collective bargaining agreement obligations where applicable.

All companies must provide certification that it follows Internal Revenue Service (IRS) guidelines for administering 403(b) and 457 programs.

Adopted: 3/19/09	Reviewed:	Amended: 2/24/11

Tuition Assistance

The College will reimburse eligible employees for the cost of tuition for the successful completion of prior approved course work or equivalent study, not to exceed the Board approved amount for the fiscal year. Said reimbursement is subject to the approval of the Vice President of Human Resources.

This Policy will be administered consistent with employee guidebooks and the College's collective bargaining agreement obligations where applicable.

Adopted: 3/19/09	Reviewed:	Amended:

Professional Development

The Board recognizes the need for and is committed to providing for the professional growth of the staff. Accordingly, the College will reimburse the cost of tuition for the successful completion of prior approved course work or equivalent study, not to exceed the approved amount for the fiscal year for benefited employees.

The annual limit of individual reimbursement is approved by the Board.

The *Faculty Guidebook*, *Classified Employee Guidebook*, and *Administrators' Guidebook* will be used for the administration of this policy for applicable employee groups except where superseded by collective bargaining agreements.

Adopted: 3/19/09	Reviewed:	Amended:

Employee Assistance Program

The Board of Trustees will provide an Employee Assistance Program (EAP) to assist eligible employees and their immediate families in diagnosis and referral for confidential professional assistance.

The EAP will be administered consistent with employee guidebooks and the College's collective bargaining agreement obligations where applicable.

Adopted: 3/19/09	Reviewed:	Amended:

Access to Personnel Records

All personnel records shall be maintained, inspected and disseminated in accordance with the *Illinois Personnel Record Review Act*, 820 ILCS 40/1 *et seq.*, and the *Illinois Records Act*, 5 ILCS 203 *et seq.*, and other applicable state and federal laws.

This Policy will be administered consistent with employee guidebooks and the College's collective bargaining agreement obligations where applicable.

Adopted: 3/19/09	Reviewed:	Amended:

Employment Verification and Reference Check

The College through the Human Resources Department will provide verbal and/or written confirmation of employment upon request.

Adopted: 3/19/09	Reviewed:	Amended:

Employees Engaged in Federally Funded Programs

Faculty and staff employed in federally funded programs at the College are required to have no conflicts of interest with the program in which they provide services. Any sub grantees, contractors, or collaborators with College of DuPage or federally funded programs must certify through College of DuPage procedures, that they are in compliance with federal policies designed to avoid conflicts of interest in federally funded programs.

Procedures to facilitate disclosure of interests for such employees will be promulgated to ensure compliance with this Policy.

Adopted: 3/19/09	Reviewed:	Amended:

Institutional Exchanges

The President's prior approval is necessary for a faculty (or other staff) member to participate in an exchange with a counterpart at a similar educational institution for purposes of furthering the educational mission of the College. An exchange may include having a faculty member visit another community college for a short duration to acquire knowledge and experience helpful to the College.

Service credit, seniority, and benefits will continue to accrue during participation in an exchange. Reasonable expenses incurred by the participant may be reimbursed, subject to approval by the President.

This Policy will be administered consistent with employee guidebooks and the College's collective bargaining agreement obligations where applicable.

Adopted: 3/19/09	Reviewed:	Amended:

Causes for Termination of College Personnel

College personnel may be terminated whenever cause exists. Cause for termination includes, but is not limited to:

1. Reduction in force;
2. Physical or mental incapacity;
3. Failure to complete contracted services according to predetermined expectations;
4. Failure to complete essential duties of the position;
5. Failure to perform in a professional manner;
6. Falsification of credentials or employment application; and
7. Conviction of a felony by a court of law for a criminal violation.

This Policy will be administered consistent with the *Illinois Public Community College Act*, 110 ILCS 805/1 *et seq.*, and the College's collective bargaining agreement obligations and employee guidebooks.

Adopted: 4/16/09 Rescinded: 5/4/09 Adopted: 10/15/09	Reviewed:	Amended:

Reduction In Force Based on Financial Exigency

The Board of Trustees may determine, based on financial exigency, to reduce the number of full and part-time employees, including administrators, faculty and classified staff.

1. The President and/or his delegated representative may consult with leaders of the constituent groups about methods of alleviating the financial exigency.

2. Recommendations from consultations with the constituent group leaders will be reviewed by the President. However, the recommendations are advisory and the President shall make the final determination.

Procedures for implementation of Board decisions will be clearly set forth and follow due process as appropriate.

This Policy will be administered consistent with the *Illinois Public Community College Act*, 110 ILCS 805/1 *et seq.*, employee guidebooks and the College's collective bargaining agreement obligations where applicable.

Adopted: 3/19/09	Reviewed:	Amended: 2/24/11

Separation of Employment

All employees terminating employment with the College are required to meet with Human Resources personnel or their supervisor prior to their last day of employment with the College for purposes of ensuring the return of College property and to review the employee's rights and benefits as a result of the termination.

Adopted: 3/19/09	Reviewed:	Amended:

Employee Recall

A non-exempt employee who has left the workplace and who is recalled to work after that time but before the employee reports for the employee's next regularly assigned workday will receive a minimum of two hours' pay.

This Policy will be administered consistent with the *Classified Employee Guidebook*, except where superseded by collective bargaining agreements.

Adopted: 3/19/09	Reviewed:	Amended:

Protection of Copyrighted Materials

The College community is required to comply with the *United States Copyright Law of 1976* (the "Act"), 17 U.S.C. 101 *et seq.* The College is also committed to preserving the rights accorded to users of copyrighted works under the "fair use" provision of the Act.

Faculty, students and staff are to be knowledgeable regarding the Act, the rights of copyright owners, the legal obligation of the College to comply with the Act, and the rights of the College community to use copyrighted works.

Copyright protects "original works of authorship fixed in any tangible medium of expression." 17 U.S.C. 102(a). Copyright generally extends automatic protection to any original expression of creative work that is recorded in any tangible form (published or unpublished). 17 U.S.C. 101. These works include, but are not limited to: literary works; musical works; dramatic works; pantomimes or choreographic works; pictorial, graphic, and sculptural works; motion pictures and other audio visual works; sound recordings; and architectural works. A copyright notice is not required for copyright protection.

Copyrighted materials are subject to restrictions on duplicating and distribution. Copyrighted materials may be copied or used without the owner's permission only when such use constitutes "fair use" as defined under the Act. A "fair use" can be determined by examining four (4) factors: "(1) the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes; (2) the nature of the copyrighted work; (3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and (4) the effect of the use upon the potential market for or value of the copyrighted work." 17 U.S.C. 107. The four "fair use" factors should be evaluated each time an employee seeks to copy materials for instructional use. If the employee determines that the use is not "fair use," the employee is prohibited from copying the work unless permission is granted by the copyright owner. Copying a work that is not "fair use" without permission constitutes copyright infringement.

Copyright infringement can constitute a violation of several College policies including: Policy 5-5, Policy 20-40, Policy 20-115, and the Board of Trustees Electronic Communications Guidelines.

Copyright ownership is addressed in Policy 15-195 and Policy 15-200.

This Policy will be administered consistent with the College's collective bargaining agreement obligations.

Adopted: 3/19/09	Reviewed:	Amended:

Intellectual Property Rights

The College encourages creativity and increased productivity among its personnel, as well as the use of improved communication techniques in their instructional activities. A number of College-supported services and programs assist College personnel in the development and improvement of the College's methods of operation and instruction.

Rights to Materials and/or Inventions – Ownership

Materials and/or inventions developed through a contractual "work-for-hire" agreement are solely owned by the College of DuPage and are not available for use without the College's prior express written permission.

Materials and/or inventions produced with "substantial support" provided by the College will be jointly owned by the author/inventor and the College. A prior written agreement must be reached by the author/inventor and the College specifying the sharing of ownership, distribution of materials, and fair use within the College.

Materials and inventions made without "substantial support" or without a contractual "work-for-hire" agreement are solely owned by the author/inventor and are not available for use without the written permission of the author/inventor.

"Substantial support" that is not a contractual "work-for-hire" will include at least one of the following:

1. Use of personnel, equipment, supplies, or facilities through contractual agreement with the College.

2. Technical support for course-specific materials in excess of 20 hours. Should a new or revised project require in excess of 20 hours of technical support, ownership will be determined through an agreement with the College and the author/inventor prior to the start of the project.

3. Release time or remuneration secured by the College through external grants or other awards.

"Substantial support" specifically excludes assistance normally provided by the College in areas of electronic storage, technical training, accessing materials from College instructional systems, resolution of technical problems, coding or programming required to access a course, and other support not in place at the time when the prior agreement is signed. When a "work-for-hire" or "substantial support" prior agreement is not in effect, the College has the right, at its sole discretion, to provide or withdraw support.

Employee Rights to Materials and/or Inventions Produced With "Substantial Support" or "Work-For-Hire"

When materials and/or inventions are marketed, the author/inventor and the College each are guaranteed a minimum of 10% of the equity gained from the materials and/or inventions. Division of the remaining 80% of the equity will be determined by negotiation. Equity will be shared as it is realized. College costs will be recovered out of the College's share.

If the College discontinues use of the materials and/or inventions for more than 24 consecutive months, the author/inventor may ask the College to relinquish all rights to the author/inventor provided that the author/inventor pays all costs of transfer. The College may refuse to relinquish rights to the materials/inventions.

When materials and/or inventions are owned by the College, either the author/inventor or the College may initiate requests for revision. The College and the author/inventor will initially discuss the necessary revisions and, where appropriate, may agree on the author's/inventor's commitment to prepare the necessary revisions. The author/inventor shall prepare any revision initiated by either the author/inventor or the College. Should the author/inventor decline to prepare revisions, fail to supply revisions as agreed, or should the College deem it inappropriate for the author/inventor to work on the revisions, the College may contract with another party to have the revisions prepared.

Revision procedures for jointly-owned materials will be addressed on a case-by-case basis and will be considered non-precedent setting.

Materials and/or Inventions Developed in Consulting Work

The author/inventor will retain all rights and title in any materials and inventions made by the author/inventor in the course of consulting unless the materials and/or inventions are produced with "substantial support" by the College or produced as a "work-for-hire".

Materials/Inventions Developed Specifically for Use at the College of DuPage

When materials/inventions are prepared by a College author/inventor specifically for use in classes at the College of DuPage and are sold to students through the College bookstore, no royalties or equity will be paid to the College or to the author/inventor.

This Policy will be administered consistent with the College's collective bargaining agreement obligations.

Adopted: 3/19/09	Reviewed:	Amended:

Marketing of Instructional Materials

Instructional packages and materials developed by employees of the College will be designed and produced according to the following general criteria:

1. All actions taken in relation to the marketing of instructional packages or materials will conform to Policy 15-195.

2. All instructional packages and materials will be designed and produced for the primary purpose of meeting identified instructional needs of the College. External marketing will be considered a secondary purpose of the production of such materials.

3. All instructional packages and materials will be designed and produced to meet a standard of the highest possible instructional quality under the constraints of budget, staff and equipment available at the College and subject to the constraints of any outside funding agency.

4. Where possible, unconditional releases will be obtained from all participants and/or outside funding agencies in development of an instructional package. If such releases cannot be obtained, alternate participants will be sought.

5. Marketing decisions involving instructional packages and materials for which unconditional releases have been obtained will be made by the College. Marketing decisions will be managed by the College President or his/her designee.

Guidelines detailing responsibilities related to the marketing of instructional materials will be promulgated consistent with this Policy.

Adopted: 3/19/09	Reviewed:	Amended:

General Employment Classifications (non-faculty)

A. This policy applies to all non-faculty positions:

1) Employee – Employee hired with the expectation of continued employment subject to satisfactory performance.

2) Grant Employee – Employee who performs services funded by government or other external agency grants. Employment in the grant position ends when the grant funding for the position ceases or an employee is otherwise terminated. Full-time and part-time grant employees are entitled to pay, benefits, and working conditions equal to those of employees at the same level of benefits, or as provided by grant funds.

3) Temporary Employee - Temporary employee hired for a definite duration of less than one year, is on call for peak periods/events, or is a vacation substitute. The College President may approve exceptions for extended temporary assignments for a limited specified time, upon the recommendation of the appropriate Vice President.

4 On Call Temporary Employee – Temporary employee hired to work a variable schedule on an as-needed basis for a non-specified period of time.

5) Probationary Period Employee – any employee who is in a specified trial employment period will be considered a probationary employee. Probationary employees may be dismissed without cause.

B. Within each classification, an employee is identified as full-time or part-time:

1) Full-time – Employed to regularly work a 40-hour work week.

2) Part-time – Employed to regularly work less than a 40-hour work week.

C. Full-time and Part-time employees (not temporary) regularly scheduled to work 20 hours or more may be eligible for benefits.

Adopted: 6/18/12	Reviewed:	Amended:

President

The President is the chief executive of College of DuPage. The President derives his authority from and is directly responsible to the Board of Trustees. The primary responsibility of the President is to provide the leadership that enables the College to establish and achieve to the extent possible its philosophy, mission and vision, and goals as approved by the Board of Trustees in accordance with applicable provisions of the *Illinois Public Community College Act*, 110 ILCS 805/1 *et seq.* The specific duties of the President directly relate to the internal operation of the College and the College community at large. The President may delegate responsibilities as appropriate.

Duties and Responsibilities to the Board of Trustees

The President is responsible to the Board of Trustees for preparing, recommending, and executing Board policies, and for implementing the procedures in support of these policies. The President will:

1. Prepare and recommend to the Board the following:
   a. The budget and all budgetary ancillary processes;
   b. Educational programs;
   c. Facilities requirements; and,
   d. Other matters necessary for the proper operation and control of the College.
2. Advise the Board by providing sufficient and timely information to enable all Trustees to make informed decisions, including providing for a budgetary cycle to facilitate Board review and approval.
3. Inform the Board of the state of affairs, problems, and progress in appropriate aspects of the College's development.
4. Inform the Board of statutory duties requiring action.
5. Serve as the Board's liaison with the College's students, faculty, administrators, and staff.
6. Prepare the agendas for Board meetings consistent with direction from the Board Chair and Vice Chair and attend Board meetings, except when the President's own employment is being considered.
7. Immediately advise the Board of other administrative matters that arise for which no provision has been made in law or by Board policy, to enable the Board to determine the appropriate action or response.

Duties and Responsibilities to the College

The President, as the Chief Executive Officer, will develop an appropriate administrative organization for the management of the College.

The President may delegate responsibility as deemed appropriate. The President will:

1. Conduct strategic planning activities, including coordinating the development and execution of a strategic long range plan.
2. Identify the educational needs of the College and develop programs and curricula to meet those needs.
3. Review and evaluate College programs, services and employee performance on a continuing basis.
4. Recommend personnel actions including employment, retention and dismissal of employees to the Board, unless the Board has conferred the authority to the President.
5. Direct the financial and physical operations of the College.
6. Maintain accreditation from the Higher Education Commission of the North Central Association of Colleges and Schools.
7. Prepare and submit reports required by local, state and national agencies.
8. Direct and coordinate aspects of student life and development.
9. Provide leadership to College personnel by maintaining a high degree of professionalism, implementing sound and just policies, and promoting employee morale.

Duties and Responsibilities to the College Community

The President will make reasonable effort to influence the attitude of the community toward the College and to maintain the good will of the various constituencies in the College District. The President will:

1. Communicate the role and services of the College to the community and coordinate appropriate efforts to involve the community in the College.
2. Participate directly, on behalf of the College, in the affairs of the community and encourage employees to take an active part in the concerns of the College as a whole.
3. Work cooperatively with elementary and secondary school districts, community colleges, and four-year colleges and universities to develop educational opportunities for students.
4. Develop a positive working relationship with the business and industrial community.
5. Represent the College locally, statewide, nationally and internationally.
6. Influence the development of local, state, and national educational policies.

Adopted: 3/19/09	Reviewed:	Amended:

President's Evaluation

The Board of Trustees will evaluate the College President prior to the end of each fiscal year. The Board will establish procedures and criteria in consultation with the President to facilitate the evaluation process. A written copy of the Board's evaluation will be provided to the President.

Adopted: 3/19/09	Reviewed:	Amended:

Advisory Committees

The College President may form advisory committees consisting of employees representing the College's constituency groups and students, as well as representatives of the College community for the purpose of addressing important issues facing the College.

Adopted: 3/19/09	Reviewed:	Amended:

Vice President Evaluation

The College President will annually evaluate the College's vice presidents and other administrators designated as direct reports to the President in accordance with the procedures and criteria established by the President. Evaluations will be completed prior to the end of the each fiscal year. A written copy of the President's evaluation of each Vice President and other administrators designated as direct reports will be provided to the appropriate administrator and available to the Board upon request.

Adopted: 3/19/09	Reviewed:	Amended:

Vice President's Compensation

The President will recommend to the Board for approval the initial salary for each Vice President upon hire. The appointment salary is for a twelve (12) month fiscal year. Vice Presidents will receive fringe benefits accorded to other administrators in the College. There may be additional fringe benefits which are specifically applicable to Vice Presidents. The College will pay the State Universities Retirement System (SURS) employee retirement contribution for Vice Presidents.

Salary increases for Vice Presidents subsequent to the initial salary will be determined by the President and approved by the Board of Trustees:

Tenured Faculty and Tenured Administrators

Tenured faculty or tenured administrators who are appointed as Vice Presidents will retain seniority in their respective discipline. Upon return to faculty status, the Vice President will be placed at the highest earned step and range placement within the faculty salary schedule as though they had not left that status. Credits earned in the Administrative Development Program will be applied toward range placement in this situation.

Tenured faculty and administrators who become Vice Presidents will not lose their tenure.

Non-Tenured Faculty and Non-Tenured Administrators

Non-tenured faculty or non-tenured administrators appointed as Vice Presidents will follow the same procedures as tenured faculty or administrators, except for a faculty member, the time spent as an administrator will not count toward tenure.

Applicability

Board policies which address the term "administrators", with the exception of Policy 15-255, are also applicable to Vice Presidents.

Adopted: 3/19/09	Reviewed:	Amended:

Administrative Personnel

The College President will identify and recommend individuals for administrative positions to the Board of Trustees for final approval.

Administrative personnel generally:

1. Exercise management responsibilities in their assigned areas.
2. May assist the President in the formulation of recommendations to the Board on policy issues related to the management of their assigned areas.
3. May assist the President in the formulation of recommendations to the Board in regard to hiring or terminating the employment of employees reporting to them.
4. Manage and direct the work and services of personnel assigned to their area(s) of responsibility.
5. Participate in the development and administration of their area's budget.
6. Contribute to the annual execution and updating of the College's Strategic Long Range Plan.

The appointment period for administrative personnel will coincide with the College's fiscal year. Consistent with Section 3B of the *Illinois Public Community College Act*, 110 ILCS 805/3B.

Administrators are not eligible for tenure. Administrators, who, subsequent to their administrative appointment, become employed with the College as teaching faculty, will not accrue tenure based on any time spent as an administrator. Tenured faculty members who subsequently become employed as administrators will retain their tenured status in a teaching position only.

Adopted: 3/19/09	Reviewed:	Amended:

Administrative Assignment

Assignment or reassignment of administrative personnel, including the duties to be performed, the responsibilities assigned, and the work to be accomplished, will be at the exclusive discretion of College President, and will be based upon a continual assessment of the needs and interest of the students, the College, and the community.

With the exception of the College President, administrators will be issued an employment contract not to exceed one (1) year in duration. Administrators with more than three (3) years of successful service to the College will be eligible for a two-year contract. Such determination will be at the discretion of the College President. The terms of the contract will be in writing and a copy of the contract will be provided to the appropriate administrator.

A position description for each administrative personnel position will be kept on file in the College's Human Resources Department.

Adopted: 3/19/09	Reviewed:	Amended:

Duties and Responsibilities of Administrators

The specific duties and responsibilities of each administrator will be defined in their respective job descriptions.

Administrators are generally expected to:

1. Plan, organize and administer the operation of their areas of responsibility efficiently in accordance with Board policies, Administrative procedures, and regulations.
2. Effectively execute College policies, procedures, and programs related to their area of responsibility.
3. Demonstrate initiative and good judgment within the limits of their authority.
4. Keep abreast of changes related to their functions and to adopt those innovations that lead to improvement of the College.
5. Efficiently staff their units in accordance with the organizational structure.
6. Foster the development, retention, and morale of personnel in their areas and maintain an effective channel of communication with their superiors and subordinates.
7. Promote a coordinated effort in the administration of the College by cooperating and coordinating with other administrators and staff.
8. Relate effectively to faculty, students, the community, and other educational institutions, effectively interpreting College policies and programs.
9. Recommend the budget for their area of responsibility and administer the budget approved by the Board.
10. Perform other appropriate duties as assigned or delegated by the College President.

Adopted: 3/19/09	Reviewed:	Amended:

Administrator Evaluation

An administrator's performance will be evaluated annually by the College President or the appropriate supervisor in accordance with the administrative evaluation system approved by the College President. A copy of the written evaluation will be provided to Human Resources, the College President upon request, and the respective administrator.

Adopted: 3/19/09	Reviewed:	Amended:

Administrator Appeal Process

An appeal process for matters of unpaid suspension and/or termination of employment will be provided for all administrators. The employee may request a review of the case by the Board if dissatisfied with the final decision of the College President.

Adopted: 3/19/09	Reviewed:	Amended:

Administrator Compensation

Compensation for current administrative staff will be set annually by the Board of Trustees and will be based on performance, comparative market data, and recommendations submitted by the College President.

Administrators will be provided fringe benefits as determined by the Board. Administrators may also qualify for retirement benefits. An administrator's compensation and benefits will be limited to comply with the State Universities Retirements System ("SURS") limitations on end of career earnings.

Adopted: 3/19/09	Reviewed:	Amended:

Compensation for Newly Hired Administrators

The President will determine the initial salary placement for each newly hired administrator. A procedure will be developed for consistency, and for differences in responsibility. The appointment salary is for 12 months.

Administrators will be provided fringe benefits as determined by the Board. Administrators may also qualify for retirement benefits. An administrator's compensation and benefits will be limited to comply with the State Universities Retirements System ("SURS") limitations on end of career earnings.

Adopted: 3/19/09	Reviewed:	Amended:

Vacation and Paid Holidays for Administrators

Vacation and holidays will be provided to administrators according to the *Administrators Guidebook*. The number of vacation days will be determined by years of service to the College. A progressive vacation schedule will be observed with a minimum of twenty (20) vacation days per year for administrators. Unused vacation days will be carried over from year-to-year up to a maximum of forty (40) days.

A minimum of thirteen (13) holidays and one (1) floating holiday, will be provided to administrators in accordance with legal holidays, or days set aside for state, federal or other institutionally designated observances.

Upon separation from employment, all accrued and unused vacation days will be paid at the then current salary rate of the administrator.

Adopted: 3/19/09	Reviewed:	Amended:

Personal Leave Days for Administrators

The Board of Trustees will provide eligible employees with personal leave days to afford time-off for personal reasons, including emergencies or for conducting business of a personal nature which cannot be scheduled outside the normal workday, subject to supervisory approval. The number and extent of accumulation of personal leave days will be approved by the Board. The Board must approve any changes in the number of personal days granted per year.

Adopted: 3/19/09	Reviewed:	Amended:

Developmental Leave for Administrators

The Board of Trustees may grant, upon recommendation by the College President, a developmental leave to eligible administrators provided that the leave will be of benefit to the College, and the individual's absence will not adversely affect either the budget or the operational efficiency of the College.

Adopted: 3/19/09	Reviewed:	Amended:

Employment Outside the College

Administrators are expected to devote their full professional energies to the mission of the College. Administrators will not engage in on-going business or be regularly employed for remuneration by other agencies during their contractual period of full-time service to the College. The President may make exceptions to this Policy. Failure for the administrator to comply with this Policy may result in disciplinary action.

Adopted: 3/19/09	Reviewed:	Amended:

Administrator Separation

An administrator's employment may be terminated or the administrator not reappointed by:

1. Mutual agreement of the parties.
2. Retirement or resignation of the administrator.
3. Death or mental or physical disability of the administrator which renders the administrator unable to perform his/her essential job duties with or without a reasonable accommodation.
4. A decision by the Board of the Trustees that the financial conditions of the College warrants a reduction in staff or in programs.
5. An overall unsatisfactory performance rating of the employee made prior to the start of the contract year on the official administrative evaluation instrument, together with the recommendation of the President.
6. For cause, including, but not limited to, violation of any College policy, procedure, rule or regulation, or commission of any unlawful act or other inappropriate or unprofessional conduct.

Notification of non reappointment must be made by the last day of February prior to the end of the administrator's current appointment.

In cases where an administrator is deemed incompetent, cruel, negligent, immoral, or exhibits significant and/or repeated unprofessional behavior, or where there is other sufficient cause, the person may be subject to immediate suspension or removal.

The conditions for separation of employment will be made part of the administrator's employment contract.

Adopted: 3/19/09	Reviewed:	Amended:

Administrator Emeritus

The Board of Trustees may acknowledge the commitment rendered by retirees with fifteen (15) or more years of service in an administrative position by naming them Emeritus for life. Their name and honorary title will be carried on the College's webpage and placed on a plaque to be displayed in a prominent location for the life of the retiree.

Any administrator retiring after 1983 must have fifteen (15) years of service to the College to qualify for emeritus status, unless an exception is made by the President or the Board.[1]

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[1] Any administrator who retired from the College prior to 1984 with less than fifteen (15) but more than ten (10) years of service were given this title under the following conditions:
1977 . . . . . - at least 10 years of service
1978 . . . . . - at least 10 years of service
1979 . . . . . - at least 10 years of service
1980 . . . . . - at least 11 years of service
1981 . . . . . - at least 12 years of service
1982 . . . . . - at least 13 years of service
1983 . . . . . - at least 14 years of service

Adopted: 3/19/09	Reviewed:	Amended:

Full-Time Faculty

Regular full-time faculty is defined as a College employee who is offered and accepts a nine-month or two-semester academic year appointment, has not been terminated, and whose duties for over 50% of the employee's time include a majority of those functions listed in the collective bargaining agreement between the College and the Faculty Association as the Duties of Teaching Faculty, Duties of Counseling Faculty, or Duties of Library Faculty. The personnel in the positions of Reference Librarians, Technical Services Librarian, Coordinator of Faculty Development, and Coordinator of International Education are also considered regular full-time faculty.

Adopted: 3/19/09	Reviewed:	Amended:

Collective Bargaining, Full-Time Faculty

The Board of Trustees recognizes the College of DuPage Faculty Association as the bargaining representative of College full-time faculty members, as defined in the collective bargaining agreement, and agrees to enter into exclusive agreements with the Association to provide for an appropriate salary schedule, fringe benefits, an orderly and expeditious grievance procedure, and certain conditions of employment of designated full-time faculty members.

All matters agreed upon between the Board and the Faculty Association are contained in the written agreement executed by the parties. The employees covered by the collective bargaining agreement are full-time faculty members as defined in the collective bargaining agreement and Policy 15-285.

Adopted: 3/19/09	Reviewed:	Amended:

Full-Time Faculty Guidebook

A Full-Time Faculty Guidebook containing pertinent information, procedures, rules, and regulations for full-time faculty will be available to all full-time faculty via the College website.

Adopted: 3/19/09	Reviewed:	Amended:

Spoken English Proficiency for Faculty

The ability to use spoken English effectively is an essential skill for faculty members. The College will assess oral English proficiency of all instructors, as required by Section 3-29.2 of the *Illinois Public Community College Act*, 110 ILCS 805/3-29.2, to ensure instructors are orally proficient in English and can adequately communicate with students.

This Policy will be administered consistent with Policy 15-5.

Adopted: 3/19/09	Reviewed:	Amended:

Recruitment and Selection of Faculty

The College is committed to the recruitment and selection of competent and outstanding faculty to carry out the College's mission and maintain its excellence.

The College President, with the assistance of administrative staff, will identify and recommend individuals for full-time faculty to the Board of Trustees for final approval.

Adopted: 3/19/09	Reviewed:	Amended:

Duties and Responsibilities of Faculty

General and specific duties and responsibilities of teaching, library, and counseling faculty will be administered consistent with the College's collective bargaining agreement obligations.

Adopted: 3/19/09	Reviewed:	Amended:

Faculty Evaluation

Evaluation of the performance of faculty members provides both faculty and administrators with information they need to maintain the quality of the College's educational program. Evaluation also provides faculty members with information that can be used in maintaining and improving the level of their teaching.

The evaluation process is intended to be both developmental and evaluative. The performance of faculty members will be evaluated by the College's administration consistent with the College's collective bargaining agreement obligations. The Board of Trustees may request appropriate summaries of the evaluation process and results.

Adopted: 3/19/09	Reviewed:	Amended:

Initial Salary Placement of Faculty

Upon recommendation from the College President or his/her designee, the Board of Trustees will affirm the initial salary placement for faculty members on the appropriate faculty salary schedule.

This Policy will be administered consistent with the College's collective bargaining agreement obligations.

Adopted: 3/19/09	Reviewed:	Amended:

Benefits, Full-Time Faculty

The College will provide eligible full-time faculty members with benefits consistent with the College's collective bargaining agreement obligations.

The College will comply with applicable federal and state statutes and regulations regarding non-discrimination in the provision of fringe benefits.

Adopted: 3/19/09	Reviewed:	Amended:

Tenure, Full-Time Faculty

A full-time faculty member regularly engaged in teaching or academic support services will be eligible for tenure in accordance with Section 3B of the *Illinois Public Community College Act* (the "Act"), at the end of the faculty member's third year of consecutive full-time service. 110 ILCS 805/3B.

On an annual basis, the College President will present the Board of Trustees with a recommendation on which full-time faculty members are to receive tenure consistent with Section 3B of the Act. The Board reserves the right to extend the probationary period to four years in accordance with the Act.

This Policy will be administered consistent with the College's collective bargaining agreement obligations.

Adopted: 3/19/09	Reviewed:	Amended:

Academic Freedom/Instructional Material, Full-Time Faculty

Faculty members will be free to present instructional materials which are pertinent to the subject and level taught. Faculty members shall be expected to present facets of controversial issues in an unbiased manner.

In the execution of a faculty member's duties and responsibilities and in matters related to the College, each faculty member will make every effort to:

1. Be accurate;
2. Exercise appropriate restraint;
3. Show respect for the opinions of others, including their students; and
4. Indicate, in the expression of the faculty member's opinions that, the faculty member is not speaking for or on behalf of the College.

This Policy shall be administered consistent with the College's collective bargaining agreement obligations.

Adopted: 4/16/09 Rescinded: 5/4/09 Adopted: 10/15/09	Reviewed:	Amended:

Faculty Administrative Review Board (FARB)

The Board recognizes the Faculty Administrative Review Board (FARB) as an appeal vehicle for full-time faculty members who allege that an administrative decision affecting his or her welfare is not in compliance with existing Board policies. FARB may only hear appeals which fall under its scope of authority as delineated in the faculty association collective bargaining agreement.

This Policy will be administered consistent with the College's collective bargaining agreement obligations.

Adopted: 3/19/09	Reviewed:	Amended:

Professor Emeritus

The Board of Trustees may acknowledge the commitment rendered by retirees with fifteen (15) or more years of service in a faculty position by naming them Professor Emeritus for life. Their name and honorary title will be carried on the College's webpage and placed on a plaque to be displayed in a prominent location for the life of the retiree.

Any faculty member retiring after 1983 must have fifteen (15) years of service to the College to qualify for emeritus status unless an exception is made by the President or the Board. [1]

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[1] Any faculty member who retired from the College prior to 1984 with less than fifteen (15) but more than ten (10) years of service were given this title under the following conditions:
1977 . . . . . - at least 10 years of service
1978 . . . . . - at least 10 years of service
1979 . . . . . - at least 10 years of service
1980 . . . . . - at least 11 years of service
1981 . . . . . - at least 12 years of service
1982 . . . . . - at least 13 years of service
1983 . . . . . - at least 14 years of service

Adopted: 3/19/09	Reviewed:	Amended:

Substitute Assignments, Full-Time and Part-Time Faculty Members

With prior approval of the appropriate dean or designee, qualified persons may substitute for faculty members in the event of absence. When applicable, compensation will be at the appropriate part-time faculty rate.

When a substitute assignment is expected to be no more than one-half the duration of a course, it will be paid at the substitute hourly rate for hours worked. If the substitute assignment is expected to exceed one-half the duration of the class, it will be paid on a pro-rata basis of the total compensation for the class as determined by the part-time faculty pay schedule.

This Policy will be administered consistent with the *Faculty Guidebook* and *Information Guide for Part-time Faculty*, except when superseded by collective bargaining agreements.

Adopted: 3/19/09	Reviewed:	Amended:

Employment Outside of the College, Full-time Faculty

Full-time faculty are expected to devote their full professional energies to the mission of the College. When full-time faculty are being compensated for service to the College during the academic year, they will not engage in other remunerated activities that may interfere with their professional duties and performance at the College, except with prior approval of the President of the College.

This policy will be administered consistent with the College's collective bargaining agreement obligations.

Adopted: 3/19/09	Reviewed:	Amended: 2/24/11

Part-Time Faculty

Part-time faculty is defined as an employee who is hired term-by-term and accepts a one term or less assignment or is a substitute, and who has not been terminated, and is performing instructional duties or related responsibilities at the College. Part-time faculty assignments are no more than 80% of a full-time faculty load on average annualized over the academic year.

Adopted: 3/19/09	Reviewed:	Amended:

Collective Bargaining, Part-Time Faculty

The Board of Trustees recognizes the College of DuPage Adjuncts Association as the bargaining representative of eligible College part-time faculty members, as defined in the collective bargaining agreement, and agrees to enter into exclusive agreements with the Association to provide for an appropriate salary schedule, fringe benefits, an orderly and expeditious grievance procedure, and certain conditions of employment of certain part-time faculty members.

All matters agreed upon between the Board and the Adjuncts Association are contained in the written agreement executed by the parties. The employees covered by the collective bargaining agreement are part-time faculty members as defined in the collective bargaining agreement and Policy 15-355.

Adopted: 3/19/09	Reviewed:	Amended:

Information Guide for Part-Time Faculty

An Information Guide containing pertinent information, procedures, rules, and regulations for part-time faculty will be available to all part-time faculty members via the College website.

Adopted: 3/19/09	Reviewed:	Amended:

Part-Time Faculty Assignments and Pay Rates

The College President or the President's designee is responsible for the assignment or reassignment of part-time faculty, based on a continual assessment of the needs and interests of the students and the community served by the institution. Part-time assignments for individuals are limited to eighty percent (80%)* of a normal working load monitored on a two semester academic year basis.

All part-time and overload assignments are temporary and may be canceled or discontinued at any time by the Board of Trustees or the College administration with no further obligation or liability.

Pay rates for part-time teaching assignments will be established by the Board.

This Policy will be administered consistent with the College's collective bargaining agreement with part-time faculty.

This Policy is subject to a Memorandum of Agreement to the CODAA contract which guarantees that College of DuPage will not be obligated to future changes in benefits as a result of any future interpretation of this Policy.

* Part-time instructors who teach a 12 base load class are limited to 21 credit hours.

Adopted: 11/20/08	Reviewed:	Amended:

Benefits, Part-Time Faculty Members

The College will provide eligible part-time faculty members with benefits consistent with the College's collective bargaining agreement obligations. The College retains the right to modify, change providers, and/or delete these benefits.

The College will comply with appropriate federal statutes and regulations regarding non-discrimination in the provision of fringe benefits, consistent with the College's collective bargaining agreement obligations.

Adopted: 3/19/09	Reviewed:	Amended:

Academic Freedom/Instructional Material, Part-Time Faculty

Adjunct faculty members shall be free to present instructional materials which are pertinent to the subject and level taught in their courses and may present facets of controversial issues in an unbiased manner within the scope of the College approved course objectives and discipline guidelines, including but not limited to textbook selection.

In the execution of a faculty member's duties and responsibilities and in matters related to the College, each faculty member will make every effort to:

1. Be accurate;
2. Exercise appropriate restraint;
3. Show respect for the opinions of others, including their students; and,
4. Indicate in the expression of the faculty member's opinions that the faculty member is not speaking for or on behalf of the College.

This Policy will be administered consistent with the College's collective bargaining agreement with part-time faculty.

Adopted: 3/19/09	Reviewed:	Amended:

Appeal Process, Part-Time Faculty

An appeal process for matters of unpaid suspension and/or termination of employment will be provided for all part-time faculty. The employee may request a review of the case by the Board. Rather than hearing evidence directly, the Board may appoint a hearing officer to take evidence at its option, unless a collective bargaining agreement provides an alternative hearing process.

The employee must have completed the available employee appeal process prior to engaging in this process.

Adopted: 3/19/09	Reviewed:	Amended:

Definition of Classified Employment

A Classified employee is a support staff individual paid pursuant to the Classified salary schedule. Duties are described in a Classified Position Description.

There are three categories of Classified personnel employed by the College. In addition, any employee who is in the specified trial employment period will be considered a probationary employee. Probationary employees may be dismissed without cause.

A. The following employment categories are applicable to Classified employees:
   1) Regular Employee – A regular employee is an employee hired with the expectation of continued employment subject to satisfactory performance.

   2) Grant Employee – A grant employee is an employee who performs services funded by government or other external agency grants. Employment in the grant position ends when the grant funding for the position ceases or an employee is otherwise terminated. Full-time and part-time grant employees are entitled to pay, benefits, and working conditions equal to those of Classified employees at the same level of benefits, or as provided by grant funds

   3) Temporary Employee - An employee who is hired for a definite duration of less than one year, is on call for peak periods, or is a vacation substitute. The College President may approve exceptions for extended temporary assignments, upon the recommendation of the appropriate Vice President.

B. Within each category, an employee is identified as full-time or part-time:

   1) Full-time Employee – An employee who is employed for a normal 40-hour work week.

   2) Part-time Employee – An employee whose total hours worked each week are less than the normal 40-hour work week.

C. Within each category, a Classified employee is further identified as benefited based on the following levels:

   *L1 1-19 hours per week – eligible for minimal benefits

   *L2 20-29 hours per week – eligible for limited benefits

   *L3 30-39 hours per week – eligible for all health benefits and other prorated benefits

*L4 40 hours per week – eligible for all available benefits

*Excludes temporary employees with assignments of less than 6 months duration.

Grant employees may be eligible for benefits when provided by the grant.

The *Classified Employee Guidebook* defines the specific terms of benefits for each level of benefits listed above.

Adopted: 3/19/09	Reviewed:	Amended:

Classified Employee Guidebook

The administrative practices and procedures, which pertain to Classified staff during their employment with the College, are contained in the *Classified Employee Guidebook*.

Any amendments to the *Classified Employee Guidebook* will be subject to approval by the President.

Adopted: 3/19/09	Reviewed:	Amended:

Assignment of Classified Employees

Assignment or reassignment of Classified employees, including the duties to be performed, the responsibilities assigned, and the work to be accomplished, will be at the exclusive discretion of the President upon recommendation by the appropriate Vice President, and will be based upon a continual assessment of the needs and interest of the students and the College community.

Generally, the duties and responsibilities of Classified employees are determined by the particular requirements of the position. These requirements shall be defined in the position descriptions provided by the College's Human Resources Department. Human Resources and the appropriate supervisor will be responsible for informing and orienting classified employees regarding their job duties and responsibilities.

Adopted: 3/19/09	Reviewed:	Amended:

Classified Employee Evaluation

The College President and administrative personnel will provide a system of performance evaluation to ascertain the effectiveness of Classified employees. The evaluation will serve to enhance the employee's productivity and commitment to the mission and vision of the College.

Upon completion of a written evaluation, a copy will be provided to the Classified employee. The Board of Trustees will receive appropriate summaries of the evaluation process established by the college and administrative personnel upon request.

Adopted: 3/19/09	Reviewed:	Amended:

Compensation for Classified Employees

Classified employees will be compensated in accordance with the classified compensation schedule as set forth in the Classified Employee Agreement.

Adopted: 3/19/09	Reviewed:	Amended:

Vacations and Paid Holidays, Classified Employees

The Board of Trustees will provide vacation allowances for Classified employees in accordance with the *Classified Employee Guidebook*.

Full-time employees and part-time employees who work 30 hours or more a week are eligible for earned vacation.

Holidays observed as paid legal holidays will be approved by the Board on an annual basis in accordance with the College's fiscal year including any floating holidays as agreed in the Classified Agreement.

Adopted: 3/19/09	Reviewed:	Amended:

Retirement Benefits, Classified Employees

The Administration will define benefits for eligible, retired Classified employees. Said retirement benefits will be set forth in the *Classified Employee Guidebook*. Changes to the classified retirement benefits must be approved by the Board.

Adopted: 3/19/09	Reviewed:	Amended:

Reclassification and Reduction In Force, Classified Employees

Reclassification is permitted based on findings and recommendations by appropriate administrative personnel and approval by the College President.

The College administration will openly communicate the financial condition of the College to the Classified employees. The Board may terminate employment in the event the Board determines that reduction in staff is warranted because of a condition of financial exigency. The classified staff termination process will utilize the *Classified Employee Guidebook*. A list of benefits upon termination will be outlined in Procedure 15-420.

Adopted: 3/19/09	Reviewed:	Amended:

Separation of Employment, Classified Employees

The procedure for termination of employment of a Classified employee is delineated in the *Classified Employee Guidebook*.

To the extent possible, a benefited Classified employee who is dismissed will be given two weeks' notice of intent to dismiss unless immediate dismissal is required because the employee's continued presence would interfere with the normal operation of the College.

This Policy will be administered consistent with the *Classified Employee Guidebook*.

Adopted: 3/19/09	Reviewed:	Amended:

Appeal Process, Classified Employees

An appeal process for matters of unpaid suspension and/or termination of employment will be provided for all regular and grant classified employees.

The following groups of employees are included under this Policy:

1. Regular classified employees after probation period; and
2. Grant classified employees during grant period after probation period.

Procedures for this appeal process will be maintained in the *Classified Employee Guidebook.*

Adopted: 3/19/09	Reviewed:	Amended:

Amendment or Appeal of Grievance Procedures for Classified Employees

The Board of Trustees recognizes the appeal procedures of the Classified Administrative Board of Appeals (CABA) to determine if administrative/supervisory decisions affecting a classified employee's welfare are in conformity with Board Policy, Administrative Procedures, and the *Classified Employee Guidebook*.

Any amendments to this appeal procedure will be in accordance with the process prescribed within the grievance procedures in the *Classified Employee Guidebook* and the Classified Agreement.

This Policy will be administered consistent with the *Classified Employee Guidebook*.

Adopted: 3/19/09	Reviewed:	Amended:

Collective Bargaining, College of DuPage Police

The Board of Trustees recognizes the right for collective bargaining representation for all eligible Police Department employees of the College.

Where not otherwise mandated by statute, the Board shall enter into an agreement with the collective bargaining representative for the purpose of providing the salary structure, fringe benefits, and other employment conditions of the employees, to promote the maximum productivity of such employees, to prevent interruptions of work and interference with the efficient operation of the College, and to provide an orderly and prompt method for handling and processing grievances.

Adopted: 3/19/09	Reviewed:	Amended:

Police Department Employee Drug and Alcohol Testing Program

The College will maintain a Police Department employee drug and alcohol testing program.

The following rules shall apply to all applicants, probationary and regular employees of the College's Police Department:

1. No employee or final applicant shall illegally use, possess, sell, purchase or deliver any illegal drug or controlled substance at any time, on or off duty, unless in accordance with duty requirements.

2. No employee shall use or be under the influence of alcohol while on duty.

3. No employee shall possess, sell or deliver alcohol while on duty except in the execution of their responsibilities of their position.

4. No employee shall use any controlled or other dangerous substance, unless as prescribed by a licensed medical practitioner.

    a. Employees shall notify their immediate supervisor when required to use prescription medicine that they have been informed has the potential to impair job performance. The employee shall advise the supervisor of the known side effects of such medication, and the prescribed period of use.

    b. Supervisors shall document this information through the use of an internal memorandum and maintain this memorandum in a secured file.

    c. When appropriate, the employee may be temporarily reassigned to other duties.

5. No employee shall use any prescribed medication in amounts beyond the recommended dosage which results in impairments while on duty.

6. Any employee who unintentionally uses, or is made to use a controlled substance shall immediately report the incident to their supervisor so that appropriate medical steps may be taken to ensure the employee's health and safety.

7. An employee must notify the Vice President of Human Resources or their immediate supervisor the workday immediately following conviction arising from a drug or alcohol related offense.

8. Any employee having a reasonable basis to believe that another employee is illegally using or in possession of any illegal drug or controlled substance or is illegally in possession of or under the influence of alcohol while on duty, shall immediately report the facts and circumstances to their supervisor.

9. Discipline of employees for violation of this Policy shall be in accordance with procedures as set forth by the Board, within the due process rights provided in the Police Department's discipline and grievance procedures, and within the Illinois Fraternal Order of Police Labor Council Collective Bargaining Agreement.

Adopted: 3/19/09	Reviewed:	Amended:

Collective Bargaining, Operating Engineers

The Board of Trustees recognizes the right for collective bargaining representation for all eligible operating engineers employed by the College.

Where not otherwise mandated by statute, the Board shall enter into an agreement with the collective bargaining representative for the purpose of providing for the salary structure, fringe benefits, and other employment conditions of the employees, to promote the maximum productivity of such employees, to prevent interruptions of work and interference with the efficient operation of the College, and to provide an orderly and prompt method for handling and processing grievances.

Adopted: 3/19/09	Reviewed:	Amended:

Externally Grant Funded Employees

Solicitation of grant applications for external funding that will enable the College to fulfill its mission is encouraged. The intent of all grant projects will be to help achieve institutional goals more quickly and cost effectively than otherwise would be possible.

The President or his/her designee shall approve all grant employee positions that are externally funded. The continuation of grant funded positions is subject to continued funding from the respective grant. The President or his/her designee must approve the conversion of any grant funded employee to a regular employment position.

Adopted: 3/19/09	Reviewed:	Amended:

CDL Employee Drug Testing Program

As outlined in the *Omnibus Transportation Employee Testing Act of 1991*, 49 C.F.R. 40, every applicant for employment or employee who is in a position which requires a Commercial Drivers' License (CDL) is subject to post-offer, reasonable suspicion, random, post-accident, and return to duty alcohol and controlled substance tests at the College's expense. Additionally, any employee who performs maintenance on College owned vehicles or who uses a College vehicle requiring a CDL or CDL-P license will be subject to alcohol and controlled substance tests.

All applicants and employees covered by this Policy will be issued a copy of this Policy from the College's Human Resources Department upon application of employment, and as this Policy is revised.

Adopted: 3/19/09	Reviewed:	Amended:

Independent Contractors

The College may retain independent contractors. Independent contractors are generally individuals who offer their services to the public as a normal part of their business. Employees of the College cannot also serve as independent contractors, except for payments under intellectual property rights, Policy 15-195.

All other individuals under the direction of the College and paid by the College will be hired as employees through established procedures and paid through the payroll system.

Adopted: 3/19/09	Reviewed:	Amended:

COLLEGE OF DUPAGE Index of Policies

Policy Manual of the Board of Trustees

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Non-Discrimination Policy

The College prohibits discrimination in its admissions, employment, and educational programs or activities on the basis of race, color, sex, religion, creed, national origin, age, ancestry, marital status, sexual orientation, gender identity and expression, arrest record, military status or unfavorable military discharge, citizenship status, and physical or mental handicap or disability. The College will protect an individual's right to express their viewpoint or opinion, so long as it does not violate State or Federal law and is not detrimental to the College.

This Policy against discrimination applies throughout all College environments, whether on campus, at work assignments off campus, at College-sponsored social functions, or otherwise.

Procedures to facilitate the College's prohibition of discrimination will be promulgated consistent with this Policy.

Adopted: 4/16/09 Rescinded: 5/4/09 Adopted: 11/19/09	Reviewed: 3/10/14	Amended: 4/17/14

Communicable Diseases, Students

The Board of Trustees places a high priority on the need to protect students and employees from the spread of reportable communicable disease on campus. The Board does not intend to exclude students with or who are carriers of a reportable communicable disease if there is no significant risk of transmission to others or danger to the student.

Students are to inform the Dean of Student Affairs Office if they have or are a carrier of a reportable communicable disease as defined by the Illinois Department of Public Health (IDPH).

A student who has or is a carrier of a reportable communicable disease may attend the College and participate in programs and activities when, through reasonable accommodation, there is no reasonable risk of transmission of the disease to others (pending documented proof).

A student who has or is a carrier of a reportable communicable disease may be denied admission to or may be dismissed from a particular program or course of study if the 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.

The College will respect the right to privacy of any student who has or is a carrier of a reportable communicable disease. The student's medical condition will be disclosed only to the extent necessary to minimize the health risks to the student and others. The College will consider appropriate public agency guidelines to determine which personnel will be notified to assure the student is properly cared for and to minimize transmission of the disease 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: 3/19/09	Reviewed:	Amended: 6/22/10 2/24/11

Student Education Records

The College of DuPage will comply with the federal *Family Educational Rights and Privacy Act*, 20 U.S.C. Sec. 1232g *et seq.*

Adopted: 3/19/09	Reviewed:	Amended:

Student Handbook

The College will annually publish, and/or present on-line, a Student Handbook or College Catalog to communicate information to students in a comprehensive manner. The Student Handbook or College Catalog will contain College rules and regulations, student rights and responsibilities, and student services information.

Adopted: 3/19/09	Reviewed:	Amended:

Student Financial Aid Program

The College will provide a financial aid program to students in an attempt to bridge the gap between the financial resources of students and their families and the cost of education at the College thereby helping to eliminate the economic barrier to obtaining an education. The program may consist of grants, loans, scholarships, veteran benefits, and work opportunities.

The financial aid programs available to students will be published by the College.

Adopted: 3/19/09	Reviewed:	Amended:

Student Rights and Responsibilities

Students do not surrender their constitutional rights simply because they are students or in the confines of the College community. Students are encouraged to participate in the development and review of College regulations and policies. Connected with these rights are the responsibilities of students to fulfill their academic obligations and to comply with existing College rules and regulations.

If student conduct is disruptive or interferes with College operations or with the educational process, the College reserves its right to seek disciplinary action. The right of due process will be afforded in any disciplinary or legal action taken against any student. Board Policy 20-40, Student Discipline, will be used should there be a need to administer student discipline.

The Student Discipline Policy 20-40 will be published by the College.

Adopted: 3/19/09	Reviewed:	Amended: 8/20/09

Code of Student Conduct

The College will maintain a Code of Student Conduct to provide fair and reasonable rules and procedures to promote personal development and to ensure that students do not engage in conduct that interferes with the operations of the College. Students are responsible for their own conduct in complying with existing College policies regarding student behavior.

The College will maintain disciplinary procedures to address violations of the Code of Student Conduct.

The Code of Student Conduct procedures will be published in the College Catalog.

Adopted: 3/19/09	Reviewed: 5/7/12	Amended: 7/19/12

Code of Academic Conduct

College of DuPage is committed to the promotion of absolute integrity and high ethical standards of individual honesty in academic work. As members of the College community, students are expected to refrain from academic dishonesty in all forms, including but not limited to: cheating, plagiarism, furnishing false information, abuse of academic materials, misconduct during a testing situation, facilitating academic dishonesty, and misuse of identification with intent to defraud or deceive.

All work submitted by students is expected to be the result of the student's individual thoughts, research and self-expression. When students use ideas, wording, or organization from another source, the source shall be acknowledged appropriately.

The College will maintain disciplinary procedures to address violations of the Code of Academic Conduct.

The Code of Academic Conduct procedures will be published in the College Catalog.

Adopted: 7/19/12	Reviewed:	Amended:

Residency

Student residency classification and verification will be in accordance with the provisions of the *Illinois Public Community College Act*, 110 ILCS 805/1 *et seq.*, and guidelines established by the Illinois Community College Board (ICCB).

In accordance with the ICCB, the College will maintain procedures for the classification and verification of student residency status.

Adopted: 3/19/09	Reviewed:	Amended:

Student Admission

Applicants eligible for admission to the College of DuPage include the following:

1. Graduates of accredited high schools or completion of General Educational Development (GED).

2. Non-high school graduates who are 18 years of age or older and who can benefit from college level courses and/or programs.

3. Transfer students from other colleges and universities.

4. Currently enrolled high school students who, with permission, may enroll in courses for credit or noncredit.

5. Other categories of students as determined by the College.

The admission of students under the age of 18 will be handled on a case-by-case and course-by-course basis. Such admission may require high school consent, parental consent, and/or approval by the Coordinator of Admission Services.

Admission to the College does not guarantee entrance into a particular course or program of study.

The College will not discriminate in the admission or recruitment of students consistent with Policy 20-5.

Adopted: 3/19/09	Reviewed:	Amended:

Military Service Personnel, Education Opportunities

Residency requirements for a degree or certificate may be waived for military personnel by the Admissions Office. Also, credits earned from other institutions may be applied to an approved program as arranged through the Records Office.

If a student withdraws from the College after the midpoint of the term because of military duty with the armed services of the United States, the student may be eligible for full academic credit for each course the student is registered, provided there is mastery of the curriculum content. In order to receive full academic credit, the instructor of the course must be able to evaluate whether the student achieved the objectives for the course at the time of withdrawal, and award an appropriate grade. If this evaluation is not possible, or if the student withdraws from the College prior to the midpoint of the term, the student is eligible for a full refund of all tuition and fees paid and no academic credit will be awarded.

In order to benefit from this Policy, the student must submit to the Admissions Office a copy of the notice and/or orders calling for military duty.

Adopted: 3/19/09	Reviewed:	Amended:

Enrollment Restrictions

The College is committed to the academic success of its students. In order to promote student success, students may be required to take the College's placement tests in reading, writing, and mathematics prior to registering for certain courses. The College may restrict a student's enrollment in a particular course at the discretion of an administrator and/or require the student to meet with a designated College employee prior to registration.

Adopted: 3/19/09	Reviewed:	Amended:

Student Classification

Full-time Students

Students enrolled in twelve (12) semester hours of course work or more during the fall and spring semester shall be considered full-time. Students enrolled in six (6) semester hours of course work or more during the summer term will be considered full-time. Applicable federal regulations will be utilized to determine full-time status for students receiving financial aid and/or Federal education benefits.

Part-time Students

Students enrolled in less than 12 semester hours of course work during the fall and spring semesters shall be considered part-time. Students enrolled in less than six (6) semester hours of course work during the summer term shall be considered part-time.

Adopted: 3/19/09	Reviewed:	Amended:

Student Identification Cards

The College will provide an official College student identification (ID) card upon request. This ID card shall be considered the official identification for students and shall be used for access to libraries, designated labs, recreation facilities, and other services, as necessary.

For purposes of identification, students will be assigned identification numbers in a manner which protects students' confidentiality rights.

Adopted: 3/19/09	Reviewed:	Amended:

Student Use of Facilities

College-recognized student clubs and organizations, teams and performance groups will be allowed to use the College facilities as prescribed in Policy 10-105.

Adopted: 3/19/09	Reviewed:	Amended:

Health Services

The College may elect to provide students with health services at its on-campus Health Center. The Center's professional staff will provide students with confidential medical care for minor illnesses as well as confidential health counseling and testing services. The Health Center will offer the College community seminars and programs to increase awareness and knowledge of wellness issues.

Adopted: 3/19/09	Reviewed:	Amended:

Intercollegiate Athletics/Student Activities Program

The College will establish and maintain an intercollegiate athletics program and student activities program that contributes to the educational growth of students and enhances campus and student life.

The College, as an affiliate of the National Junior College Athletic Association, will adhere to all applicable rules and regulations.

Procedures for the College's intercollegiate athletics and student activities program will be promulgated consistent with this Policy.

Adopted: 3/19/09	Reviewed:	Amended:

Student Clubs and Organizations

The College is committed to the existence of, support for, and student participation in student clubs and organizations.

The fundamental rights, and the responsibilities associated with those rights, accorded to students in relation to the forming and operation of student clubs and organizations are addressed in Policy and Procedure 20-30, Student Rights and Responsibilities.

All information pertaining to student clubs and organizations will be published by the College via the Student Clubs and Organizations Handbook.

Adopted: 3/19/09	Reviewed:	Amended:

Student Publications

The Board of Trustees supports quality student publications produced through the College for the benefit of students. The format for the publications may include a student newspaper, student literary magazine, and/or other formats which will effectively communicate the views and ideas of students. This Policy will comply with the *College Campus Press Act*, Public Act 95-580.

All College-sponsored or authorized student publications are considered learning opportunities for students and are expected to follow the professional standards of the appropriate discipline. The College may sponsor student publications by providing work space, partial or total funding, and/or designation of an advisor.

Adopted: 3/19/09	Reviewed:	Amended:

Group Travel

The College may offer group domestic and international travel opportunities for students. The College's group travel programs will operate in accordance with all Board policies, administrative procedures and state, federal, and international laws.

Procedures and guidelines for student group travel will be published by the College.

Adopted: 3/19/09	Reviewed:	Amended:

Standards of Academic Progress

The College is committed to student success. Students enrolled in an academic program must maintain minimum academic achievement standards. Standards for academic achievement are published by the College.

A student whose academic performance is below the acceptable standard will be placed on academic warning or academic probation. A student who fails to progress toward satisfactory academic achievement may be dropped for low scholarship.

Satisfactory academic progress can be defined by grade point average and/or credit courses completed in relation to courses attempted.

Adopted: 3/19/09	Reviewed:	Amended:

Evaluation of Student Performance

The College will maintain an equitable process of evaluating and recording student performance in courses compliant with applicable accreditation standards. Grading and evaluation standards will be published by the College.

Adopted: 3/19/09	Reviewed:	Amended:

Academic Honors

In recognition of academic excellence, the President will ensure a means by which to honor students for their superior achievement.

The manner in which superior academic achievement will be recognized will be published by the College.

Adopted: 3/19/09	Reviewed:	Amended:

Scholarships

The College, with the assistance of the College of DuPage Foundation and other charitable or philanthropic organizations or programs, will develop and administer a financial scholarship program to provide support for eligible students. Scholarships provided by the College and/or Foundation are generally merit-based, need-based and/or College major specific.

Adopted: 3/19/09	Reviewed:	Amended:

Withdrawal from Class - Medical

The College will permit students to voluntarily withdraw from a class subject to appropriate limitations and guidelines published by the College.

The College will provide additional guidelines for students seeking to withdraw from a class due to a medical condition which requires a student to withdraw from, or be withdrawn from a class or classes. In these situations, the College may require certification from a licensed physician or psychiatrist for such withdrawal.

Adopted: 3/19/09	Reviewed:	Amended:

Academic Withdrawal

A student may be withdrawn from a course when an instructor determines that the student is not actively pursuing completion of course objectives.

The specific provisions of an academic withdrawal will be published by the College.

Adopted: 3/19/09	Reviewed:	Amended:

Course Repetitions

Students may repeat courses previously taken at the College.

In those instances where the College does not receive reimbursement from the State for students who repeat courses, the College reserves the right to assess a supplemental fee.

Any limitations on course repetitions will be published by the College.

Adopted: 3/19/09	Reviewed:	Amended:

Auditing a Course

Students may apply to audit a course. A student auditing a course will not be considered enrolled in that course for purposes of financial aid, standards of academic progress, or athletic eligibility. The final grade for the course will be shown on the official transcript as an audit with the letter grade of "X." The audit grade of "X" earns no credit and does not affect the grade point average.

The specific provisions for auditing a course will be published by the College.

Adopted: 3/19/09	Reviewed:	Amended:

Academic Appeals

Procedures for filing an appeal related to the College's standards of academic progress and/or the College's stated academic policy are published by the College.

Some programs may have a different appeal process.

Adopted: 3/19/09	Reviewed:	Amended:

Religious Observance

College of DuPage recognizes and respects the broad diversity of religious beliefs and practices of its students in accordance with the University Religious Observances Act (110 ILCS 110/0/01).

The College of DuPage will reasonably accommodate the religious observance of individual students in regard to admissions, class attendance, and the scheduling of examinations and work requirements. Students who inform instructors in advance of an intended absence for a major religious observance will not be penalized. Reasonable accommodations will be made by the instructor for students which may include providing a makeup test, altering assignment dates, permitting a student to attend another section of the same course for a class period or other reasonable accommodations. Instructors are not responsible for teaching material again. Instructors will inform students of this practice at the beginning of each semester so that arrangements can be made accordingly.

A student may contact the Vice President for Student Affairs in the event that reasonable accommodations have not been made in accordance with this policy. The Vice President will work with the faculty member and appropriate academic administrator(s) to work toward a reasonable accommodation for religious observance.

Adopted: 3/19/09	Reviewed:	Amended:

Part V: Educational Programs

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Drug-Free School

The College prohibits the unlawful possession, use, distribution, dispensing, and manufacture of illegal drugs and alcohol by students on its property or as part of any College activity. Any student who violates this Policy may be subject to immediate disciplinary action, including mandatory participation in an approved rehabilitation program, termination from the College, or expulsion from the College.

This Policy will be administered consistent with the *Drug-Free Schools and Communities Act of 1989,* 20 U.S.C. 3211, as amended, and College procedures.

Adopted: 3/19/09	Reviewed:	Amended:

Tuition

The Board of Trustees is empowered to establish rates of tuition for all courses offered through the College. Such rates may be changed without notice, upon affirmative Board action, but may not exceed statutory limits. Students may be required to pay additional fees depending on the status of the student, the program in which the student is enrolled, and the College's requirements.

The Board delegates to and authorizes the College President to grant individual tuition waivers to students for credit courses offered at the College when such waivers will aid in achieving the mission and objectives of the College. Administrative Procedures will be promulgated to effectively administer Policy 25-10.

Adopted: 3/19/09	Reviewed:	Amended: 4/15/10

Variable Tuition

Tuition charged for courses, seminars, and symposia are determined by the Board of Trustees.

Upon the recommendation of the President and with Board approval variable tuition may be instituted on a case by case basis to help a College program be either self-sufficient or reduce its financial operating losses.

Adopted: 3/19/09	Reviewed:	Amended:

Tuition and Fees, Senior Citizens (District Residents)

Residents of District 502, age 65 years or older, who register for classes during or after open-registration, may take credit courses at the College by paying a reduced rate established by the Board of Trustees, plus the full amount of any lab fees or other fees that may be charged for certain courses.

Adopted: 3/19/09	Reviewed:	Amended:

Employer-Based Tuition/Educational Service Agreements

Students who reside outside of District 502, but who are lawfully employed by an entity or individual located in District 502 on a full time basis, are entitled to in-district tuition rates.

Adopted: 3/19/09	Reviewed:	Amended:

Service Fees

The Board of Trustees will establish service fees. Service fees are subject to change without notice. All fees and refund policies will be published by the College.

Adopted: 3/19/09	Reviewed:	Amended:

Lab Fees

In order to defray costs associated with specialized courses requiring the use of laboratory equipment and materials, the College will establish appropriate laboratory fees and maintain an appropriate lab fee structure for such classes.

Adopted: 3/19/09	Reviewed:	Amended:

Payment Policy

Payment due dates will be published by the College.

Payments not received by the due date may result in the student being dropped from all courses for which he/she is registered. If full payment has not been received and the student drops class(es), the student's obligation for the outstanding bill remains.

The College accepts payment by cash, check, money order, or certain credit cards.

The College will maintain a payment plan to assist students in fulfilling their financial obligations to the College.

Failure to pay any outstanding debt to the College or its contracted partners by the due date may result in a hold being placed on the student's academic record.

Adopted: 3/19/09	Reviewed:	Amended: 12/10/09

Tuition Refund

Students may receive refunds for credit courses. The amount of refund allowed when a student drops a class will be calculated according to a schedule published by the College.

Adopted: 3/19/09	Reviewed:	Amended:

Chargebacks

Students residing in District 502 who wish to enroll in an approved program of study not offered by the College may apply for a chargeback to attend another community college in Illinois that offers that curriculum. A student approved for a chargeback will be entitled to that college's in-district tuition rates.

Deadlines, terms and conditions of the College's chargeback program will be published by the College.

Adopted: 3/19/09	Reviewed:	Amended:

Academic Calendar

The Board of Trustees will establish and approve an academic calendar for each school year.

Adopted: 3/19/09	Reviewed:	Amended:

Cooperative Agreement With Other Agencies or Institutions

The College may enter into cooperative educational agreements with other entities. These may include, but are not be limited to, intergovernmental agreements, agreements with high schools, other community colleges, baccalaureate degree-granting institutions, educational agencies, and clinical agreements with hospitals, clinics, and nursing homes. The purpose of these agreements is to enhance services to the College community and resources available to the College and students.

Adopted: 3/19/09	Reviewed:	Amended:

Non-Credit Educational Activities

The College will provide non-credit educational activities that may include, but are not limited to, symposia, seminars, workshops, and lecture series for the purpose of providing personal and professional non-credit learning experiences to the College community.

Adopted: 3/19/09	Reviewed:	Amended:

Degrees and Certificates

The College will award associate degrees in recognition of successful completion of any degree program offered by the College as approved by the Illinois Community College Board.

Certificates, as approved by the Illinois Community College Board, will be offered for students not pursuing an associate's degree. Certificate programs may focus on technical or professional skills necessary to enter a field of employment or for employment-specific continuing education. Some courses taken in a certificate program may be applied to an associate's degree in the same field of study.

Requirements for obtaining degrees and certificates awarded by the College will be published in the current College Catalog. The College reserves the right to make changes at any time to the academic regulations and requirements pertaining to the awarding of degrees and certificates. Students meeting specific qualifications as listed in the College Course Catalog and/or on file in the Office of Admissions, Registration, and Records may be awarded more than one degree or certificate from the College.

Programs of study are approved by the Board upon the recommendation of the President and, where statutorily required, by the Illinois Community College Board (ICCB).

Adopted: 3/19/09	Reviewed:	Amended:

Assignment of Credit Hours

College of DuPage will equate its learning experiences with semester credit hours using practices common to institutions of higher education. The lengths of academic programs shall be comparable to similar programs found in accredited institutions of higher education. Program-specific tuition will be based on program costs, program length, and program objectives.

The College shall notify the Higher Learning Commission of any significant changes in the relationships among credits, program length, and tuition.

Adopted: 4/24/13	Reviewed:	Amended:

Honorary Degrees and Distinguished Service Awards

The Board of Trustees may confer honorary associate degrees or distinguished service awards upon individuals who have demonstrated outstanding contributions in scholarly or creative areas; individuals who have acquired national or international reputation for excellence in a specific field or endeavor; or individuals with a recognized record of distinguished community or public service. The Board is committed to awarding honorary degrees and distinguished service awards to recipients who will enhance and promote the College's mission and educational philosophy in the College community.

Adopted: 3/19/09	Reviewed:	Amended:

Program Review

All College programs shall be evaluated by the faculty, staff, and students for effectiveness and efficiency to maximize achievement of the College's mission and vision. The evaluation will be taken to provide faculty, administration, and the Board of Trustees with information about how well programs function and to determine the College's needs. The program review will focus upon the state of a program area, identification of accomplished services in a program area, program areas needing improvement, and recommendations for implementing changes or improvements to program areas.

Adopted: 3/19/09	Reviewed:	Amended:

Student Development Education

The College will maintain a comprehensive student development education program, which will provide instruction, assistance and information services to students and community members in a manner convenient and accessible to all students and community members. Offered services will provide personal assistance to persons seeking guidance in achieving their personal development and educational goals. Generally, the program should include orientation, assessment, testing, advising, educational planning, personal counseling and career counseling.

Primary emphasis will be placed on enhancing the individual's ability to assume responsibility for meeting his/her educational goals.

Adopted: 3/19/09	Reviewed:	Amended: 2/24/11

Resources for Learning

The College maintains a library with resources offered to students, faculty, staff and community borrowers. The library will keep an up-to-date collection of reference works and other learning resources to meet the needs of its students, faculty, staff, and the College community consistent with the College's curriculum. Hours of operation will be determined by the President or his/her designee; they will reflect student/community usage and the cost effective operation of the library.

Adopted: 3/19/09	Reviewed:	Amended:

Co-curricular Activities

The College recognizes the value of co-curricular activities, which are an integral part of the education process. Co-curricular activities include, though not limited to, service learning, co-operative education, internships and practicum.

All information pertaining to co-curricular activities will be published by the College.

Adopted: 3/19/09	Reviewed:	Amended:

Credit By Demonstrated Competence

The College shall provide a Credit by Demonstrated Competence Program for students and community residents to transfer knowledge acquired in an occupational setting, educational environment outside the College, or through life experience, into College credit. The College shall provide students with the opportunity to achieve credit by either of the following methods: Credit by Proficiency through an Instructor or Credit by National Examination.

Students will be required to pay service fees prior to obtaining credit.

Adopted: 3/19/09	Reviewed:	Amended:

Transfer Credit

Transfer students seeking to apply credits from another college or a university to a College of DuPage program of study shall have official copies of the student's transcript from the previous institution forwarded to the Office of Records. The College shall have the official transcript from the transferring institution evaluated by the appropriate College official, as designated by the College President. Transcripts will also be evaluated as part of a graduation audit to determine a student's candidacy for receipt of a degree and/or certificate.

Guidelines regarding the Transfer Credit Policy will be published by the College.

Adopted: 3/19/09	Reviewed:	Amended:

Graduation Requirements

The College requirements for graduation shall conform to units of instruction approved by the Illinois Community College Board. The College will publish requirements and guidelines consistent with this Policy.

Adopted: 3/19/09	Reviewed:	Amended:

Waiver and Substitution of Graduation Requirements

An individual graduation requirement may be waived or substituted at the discretion of the College President, in accordance with the *Illinois Public Community College Act*, 110 ILCS 805/1 *et seq.*

Adopted: 3/19/09	Reviewed:	Amended:

Graduate Level Internship Opportunities

The College will provide graduate student internship opportunities. Procedures to facilitate graduate level internship opportunities will be promulgated consistent with this Policy.

Adopted: 3/19/09	Reviewed:	Amended:

Educational Philosophy

Institutions of higher education are conducted for the common good, which depends on the search for truth and its free exposition. Academic freedom is essential to these purposes and carries with it responsibilities and duties as well as rights. The College of DuPage recognizes that academic freedom in the classroom entails both the freedom to teach and the freedom to learn. The classroom environment is one that is conducive to free discussion, inquiry and expression for all students.

Academic freedom is guaranteed within the discipline subject matter for which faculty members are employed. Academic freedom shall be guaranteed to all faculty members and students, and no arbitrary limitations shall be placed upon study, investigation, presentation and interpretation of facts and ideas concerning humans, societies, the physical and biological world, and other branches of learning. Faculty members shall be free to present instructional materials which are pertinent to the subject and level taught and shall present facets of controversial issues in an unbiased manner within the scope of College-approved course objectives.

Faculty members and students are citizens. When a faculty member or student, speaks, writes, or acts as a citizen, all should be free from institutional censorship and/or discipline. It is the obligation of faculty members and students to be accurate, to exercise appropriate restraint, and to show respect for opinions of others.

Adopted: 4/16/09 Rescinded: 5/5/09 Adopted: 3/18/10	Reviewed:	Amended:

Part VI: Appendix

Appendix A

- College of DuPage Ethics Ordinance

COLLEGE OF DU PAGE ETHICS ORDINANCE

PREAMBLE

WHEREAS, 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), 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; and

WHEREAS, the Act requires all units of local government and school districts, within six months after the effective date of Public Act 93-615, to adopt ordinances or resolutions regulating the political activities of, and the solicitation and acceptance of gifts by, the officers and employees of such units "in a manner no less restrictive" than the provisions of the Act; and

WHEREAS, it is the clear intention of the Act to require units of local government and school districts to implement regulations that are at least as restrictive as those contained in the Act, and to impose penalties for violations of those regulations that are equivalent to those imposed by the Act, notwithstanding that such penalties may exceed the general authority granted to units of local government to penalize ordinance violations; and

WHEREAS, it is the clear intention of the Act to provide units of local government with all authority necessary to implement its requirements on the local level regardless of any general limitations on the power to define and punish ordinance violations that might otherwise be applicable; and

WHEREAS, because the Act provides for the imposition of significant penalties for violations of said local regulations, it is necessary to adopt the required regulations by Ordinance rather than by Resolution;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF COLLEGE OF DU PAGE, AS FOLLOWS:

SECTION 1: The Code of Ordinances of College of DuPage is hereby amended by the addition of the following provisions:

ARTICLE 1
DEFINITIONS

Section 1-1. For purposes of this ordinance, the following terms shall be given these definitions:

"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 (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"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).

"Collective Bargaining" has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3).

"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 his or her employment, but for purposes of this Ordinance, 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 is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.

"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 his or her employment.

"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).

"Employee" means a person employed by College of DuPage, whether on a full-time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.

"Employer" means College of DuPage.

"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.

"Leave of absence" means any period during which an employee does not receive (i) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the employer.

"Officer" means a person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity.

"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 (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"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.

"Prohibited political activity" means:

(1) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.

(2) 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.

(3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.

(4) 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.

(5) 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.

(6) 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.

(7) 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.

(8) 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.

(9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.

(10) Preparing or reviewing responses to candidate questionnaires.

(11) 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.

(12) Campaigning for any elective office or for or against any referendum question.

(13) Managing or working on a campaign for elective office or for or against any referendum question.

(14) Serving as a delegate, alternate, or proxy to a political party convention.

(15) Participating in any recount or challenge to the outcome of any election.

"Prohibited source" means any person or entity who:

(1) is seeking official action (i) by an officer or (ii) by an employee, or by the officer or another employee directing that employee;

(2) does business or seeks to do business (i) with the officer or (ii) with an employee, or with the officer or another employee directing that employee;

(3) conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or

(4) has interests that may be substantially affected by the performance or nonperformance of the official duties of the officer or employee.

ARTICLE 5
PROHIBITED POLITICAL ACTIVITIES

Section 5-1. Prohibited political activities:

(a) 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 College of DuPage in connection with any prohibited political activity.

(b) At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i) as part of that officer's or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).

(c) 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 any 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 his or her participation in any prohibited political activity.

(d) Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this Ordinance.

(e) No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) 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 he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

ARTICLE 10
GIFT BAN

Except as permitted by this Article, no trustee or employee and no spouse of, or immediate family member living with, any trustee or employee (collectively 6 referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this Section.

Exceptions: This Gift Ban is not applicable to the following:

(1) Opportunities, benefits, and services that are available on the same conditions as for the general public.

(2) Anything for which the trustee or employee, or his or her spouse or immediate family member, pays the fair market value.

(3) Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.

(4) Educational materials and missions.

(5) Travel expenses for a meeting to discuss business.

(6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, aunt, uncle, 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 fiancé or fiancée.

(7) 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 his or her 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: (i) 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; (ii) 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 (iii) 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 trustees or employees or their spouses or immediate family members.

(8) Food or refreshments not exceeding $75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared, or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.

(9) 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 trustee or employee), if the benefits have not been offered or enhanced because of the official position or employment of the trustee or employee, and are customarily provided to others in similar circumstances.

(10) Intra-governmental and inter-governmental gifts. For the purpose of this Act, "intragovernmental gift" means any gift given to a trustee or employee from another trustee or employee, and "inter-governmental gift" means any gift given to a trustee or employee by a trustee or employee of another governmental entity.

(11) Bequests, inheritances, and other transfers at death.
(12) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than $100.

Each of the exceptions listed in this Section is mutually exclusive and independent of every other.

Disposition of gifts: An trustee or employee, his or her spouse, or an immediate family member living with the trustee or employee does not violate this Ordinance if the recipient promptly takes reasonable action to return a gift from a prohibited source 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.

ARTICLE 25
PENALTIES

11. Section 25-1. Penalties.

(a) A person who intentionally violates any provision of Article 5 of this Ordinance may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed $2,500.

(b) A person who intentionally violates any provision of Article 10 of this Ordinance is subject to a fine in an amount of not less than $1,001 and not more than $5,000.

(c) Any person who intentionally makes a false report alleging a violation of any provision of this Ordinance to the local enforcement authorities, the State's Attorney or any other law enforcement official may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed $2,500.

(d) A violation of Article 5 of this Ordinance shall be prosecuted as a criminal offense by an attorney for College of DuPage by filing in the circuit court an information, or a sworn complaint, charging such offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a reasonable doubt. A violation of Article 10 of this Ordinance may be prosecuted as a quasi-criminal offense by an attorney for College of DuPage or, if an Ethics Commission has been created, by the Commission through the designated administrative procedure.

(e) In addition to any other penalty that may be applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of Article 5 or Article 10 of this Ordinance is subject to discipline or discharge.

SECTION 2: This Ordinance shall be in effect upon its passage, approval and publication [*if required*] as provided by law.

Adopted: July 16, 2009	Reviewed:	Amended:

RECORD CERTIFICATION

1. I, _____, am a duly authorized custodian of records of _____ with authority to execute this affidavit and certify to the authenticity and accuracy of the records produced with this affidavit pertaining to Subpoena Duces Tecum Control No. _____.

2. I hereby certify that the documents submitted herewith are the original records or duplicates of original records in our possession and control that are specified in the aforementioned Subpoena Duces Tecum.

3. The records attached to the response to the Subpoena Duces Tecum were made and kept in the course of regularly conducted business activity, and it was the regular practice of this company's regularly conducted business activity to make such records.

4. The records were made at or near the time of the occurrence of the matter set forth by, or from information transmitted by, a person with knowledge of those matters.

I hereby declare under penalty of perjury that the foregoing is true and correct.

_____

Subscribed and sworn to before me
This _____day of _____, 2014.

_____
Notary Public