Rock Valley College

# Board Policy Manual

## Rock Valley College District #511

Approved: April 8, 2014 - Individual policies revised as needed
Last Article Revision Date:

- Article 1 Board Bylaws - October 22, 2024
- Article 2 Operations - October 28, 2025
- Article 3 Human Resources - April 28, 2026
- Article 4 Students -
- Article 5 Finance -

*RVC is an equal opportunity educator and employer.*

Rock Valley College

# Rock Valley College Vision and Mission Statement

## Vision Statement

Rock Valley College empowers the community to grow as a society of learners through well-designed educational pathways, leading to further education, rewarding careers, cultural enrichment, and economic-technological development.

## Mission Statement

Rock Valley College empowers students and the community through lifelong learning.

**Adopted:** July 28, 2015

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# Rock Valley College Core Values

## Learner-Centered Community

Rock Valley College is dedicated to providing affordable lifelong learning opportunities that foster student success.

## Mutual Respect

At all times, Rock Valley College upholds the dignity of each individual by being ethical, respectful, fair, and courteous in communications and actions.

## Excellence

Rock Valley College maintains high expectations for teaching and learning and holds itself accountable for promoting continuous improvement.

## Diversity

Rock Valley College promotes, celebrates, and embraces differences, including cultural and ethnic diversity and diversity of thought.

## Collaboration

Rock Valley College fosters innovative, enriching partnerships within the college community and among others that serve the region.

## Innovation

Rock Valley College is a forward-thinking institution that explores creative approaches for the future.

## Public Trust

Rock Valley College honors and upholds its commitment to the community through integrity of actions and efficient use of resources.

**Adopted:** July 28, 2015

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Rock Valley College

# RVC Board Policy 1:10.010

## Board Governance

### Section 1. Purpose of the Board

The purpose of the Board of Trustees is to represent students and the community in determining what programs and services the College shall offer, to whom, at what cost, with what priority, and to evaluate the performance of the organization.

Fundamental to the success of the College is the commitment of each Trustee to carry out his/her/their responsibilities as an elected official charged with providing students and the community a quality, fully accredited, comprehensive community college.

### Section 2. The College Governing Board

The Board of Trustees of Community College District No. 511 has the legal authority and responsibility to govern the College in accordance with the *Illinois Public Community College Act*, 110 ILCS 805/1 *et seq.,* and applicable authority. The Board shall appoint a President to organize and manage the institution in accordance with Board policy.

### Section 3. Authority for Operations

As set forth in Section 3-30, the Board of Trustees has the duties enumerated in Sections 3-21 through 3-29.23 of the *Illinois Public Community College Act,* 110 ILCS 805/3-21 through 3-29.23, and the powers enumerated in Sections 3-31 through 3-43 of the *Illinois Public Community College Act*, 110 ILCS 805/3-31 to 3-43. The Board shall 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*, 110 ILCS 805/1 *et seq.*

### Section 4. Board Duties and Responsibilities

The job of the Board of Trustees is to govern, not manage, the College.

**A. Duties of the Board:**

As the governing body of Community College District No. 511, 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 shall carry out Board policies, including but not limited to, developing appropriate administrative procedures to effectuate Board policies.

The Board may seek input from the College community in the development of said policies.

Additionally, the Board of Trustees shall:

1. Hire and work with the President, who shall be the chief administrative officer of the College and the executive officer in dealing with the Board.
2. Annually establish goals and evaluate the President's performance.
3. Ensure efficient and effective development, operation and maintenance of the College.
4. Execute all duties and powers authorized by the *Illinois Public Community College Act,* 110 ILCS 805/1 *et seq.*
5. Direct the President to formulate and revise policies as necessary for Board consideration.
6. Annually review the financial performance of the College and cause an audit to be made.
7. Annually adopt the Financial Plan of the College.
8. Ensure the quality of education provided by the College.
9. Review matters recommended by the President and cause appropriate action to be taken.
10. Appoint legal counsel as needed.

## B. Responsibilities of the Board:

The Board of Trustees shall:

1. Operate in all ways mindful of its civic Trusteeship obligation to the citizens of its College district.
2. Be the sole governing body of the College. In carrying out its governing responsibility, the Board, as a whole, shall keep adequately informed about educational and other relevant issues, actively gathering and retaining necessary information to enhance the decision-making process.
3. Focus on intended long term outcomes.
4. Use the expertise of individual Trustees to enhance the ability of the Board as a body.

5. Ensure the continuity of its governance capability through retraining, redevelopment, and the orientation of new members.

6. Make decisions, to the extent possible, on a consensus basis.

## Section 5. Authority and Responsibility of Trustees

Trustees have authority when acting as a part of the Board of Trustees in a legal session or proceeding of the Board. No individual member of the Board of Trustees has the power to speak or act in the name of the Board unless authorized to do so by the Board of Trustees. Trustees shall maintain confidentiality of privileged and confidential information, including but not limited to, all information discussed in closed session meetings and other communications, such as attorney-client privilege communications. Trustees shall strive to demonstrate personal integrity and ethical behavior in word and action.

## Section 6. Code of Ethics

The Board of Trustees shall conduct themselves in accordance with the *Illinois State Officials and Employees Ethics Act,* 5 ILCS 430/1 *et seq.,* 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.

### A. Prohibited Political Activities

1. No officer or employee shall intentionally perform any prohibited political activity during any compensated time, in accordance with Section 5-15 of the *Illinois State Officials and Employee Ethics Act*, 5 ILCS 430/5-15 *et seq.* No officer, or employee shall intentionally misappropriate any property or resources of Rock Valley College in connection with any prohibited political activity.

2. At no time shall any officer or employee intentionally misappropriate the services of any other officer or employee to perform any prohibited political activity (i) as part of that officer 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).

3. No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded any additional compensation or any officer or employee benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any officer or employee benefit in consideration for his/her/their participation in any prohibited political activity.

4. Nothing in this Section prohibits activities that are otherwise appropriate for an officer or employee to engage in as part of his/her/their official duties, or

activities that are undertaken by an officer or employee on a voluntary basis as permitted by law.

5. 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.

## B. Gift Ban

Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or Policy. No prohibited source shall intentionally offer or make a gift that violates this Section.

Exceptions. In accordance with Section 10-15 of *the Illinois State Officials and Employees Ethics Act*, 5 ILCS 430/10-15, Section 1:10.010(B) 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 officer or employee, or his/her/their spouse or immediate family member, pays the fair market value.

3. Any (i) contribution that is lawfully made under the Illinois Election Code, 10 ILCS 430/1 et seq. or the Illinois State Officials and Employees Ethics Act, 5 ILCS 430/1 et seq., or (ii) activities associated with a fundraising event in support of a political organization or candidate.

4. Educational materials and missions, as may be further defined by the appropriate ethics commission, or by the Auditor General for the Auditor General, and employees of the Office of the Auditor General.

5. Travel expenses for a meeting to discuss business, as may be further defined by the appropriate ethics commission, or by the Auditor General for the Auditor General, and employees of the Office of the Auditor General.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather,

stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's 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/her/their spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (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 officers 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 eat and 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 officer or employee as an office holder or employee) of the officer or employee, or the spouse of the officer or employee, if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.

10. Intra-governmental and inter-governmental gifts. For the purpose of this Section, “intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.

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 officer or employee does not violate this Policy if the recipient promptly takes reasonable action to return the prohibited gift to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

## C. Definitions:

For purposes of this Code of Ethics, the following terms shall be given these definitions:

1. "Board" means the Board of Trustees of Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Ogle and Stephenson Counties, Illinois.

2. "Campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action (as those terms are defined in Section 2 of the *Illinois Lobbyist Registration Act*, 25 ILCS 170/2), (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

3. "Candidate" means a person who has filed nominating papers or petitions for nomination or election to an elected State office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at either a general primary election or general election as set forth in Section 1-5 of the *Illinois State Officials and Employees Ethics Act,* 5 ILCS 430/1-5.

4. "Collective bargaining" has the same meaning as that term as defined in Section 3 of the *Illinois Public Labor Relations Act*, 5 ILCS 315/3.

5. "Compensated time" means, with respect to an officer or employee, any time worked by or credited to the officer or employee that counts toward any minimum work time requirement imposed as a condition of his/her/their employment, but does not include any designated State holidays or any period when the officer or 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 under the control of the employer and any other time when the officer or employee is executing his/her/their official duties, regardless of location.
6. "Compensatory time off' means authorized time off earned by or awarded to an officer or 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/her/their employment.

7. "Contribution" has the same meaning as that term is defined in section 9-1.4 of the *Illinois Election Code,* 10 ILCS 5/9-1.4.

8. "Employee" means a person employed by Rock Valley College, whether on a full-time or part-time basis or pursuant to a contract, and 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.

9. "Employer" means Community College District No. 511.

10. "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. The value of a gift may be further defined by rules adopted by the appropriate ethics commission, or by the Auditor General for the Auditor General, and employees of the Office of the Auditor General.

11. "Leave of absence" means any period during which an employee or officer does not receive (i) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the employer.

12. "Officer" means a person who holds, by election or appointment, an office created by statute or law, regardless of whether the officer is compensated for service in his/her/their official capacity. The term "officer" includes all members of the Board of Trustees.

13. "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 (as those terms are defined in Section 2 of the *Illinois Lobbyist Registration Act,* 25 ILCS 170/2), (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

14. "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 *Illinois 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.

15. "Prohibited political activity" means:

a. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.

b. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.

c. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.

d. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

e. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

f. Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.

g. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.

h. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.

i. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.

j. Preparing or reviewing responses to candidate questionnaires in connection with a campaign for elective office or on behalf of a political organization for political purposes.

k. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.

l. Campaigning for any elective office or for or against any referendum question.

m. Managing or working on a campaign for elective office or for or against any referendum question.

n. Serving as a delegate, alternate, or proxy to a political party convention.

o. Participating in any recount or challenge to the outcome of any election except to the extent that under subsection (d) of Section 6 of Article IV of the Illinois Constitution each house of the General Assembly shall judge the elections, returns, and qualifications of its members.

16. "Prohibited source" means any person or entity who:

a. is seeking official action (i) by an officer or (ii) in the case of an employee, or by the officer or another employee directing that employee;

b. does business or seeks to do business (i) with the officer or (ii) in the case of an employee, or with the officer or another employee directing that employee;

c. conducts activities regulated (i) by the officer or (ii) in the case of an employee, or by the officer or another employee directing that employee;

d. has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee;

e. is registered or required to be registered with the Secretary of State under the *Illinois Lobbyist Registration Act,* 25 ILCS 170/1 et seq., except that an entity not otherwise a prohibited source does not become a prohibited source merely because a registered lobbyist is one of its members or serves on its board of directors; or

f. is an agent of, a spouse of, or an immediate family member who is living with a 'prohibited source.'

## D. Construction:

This Policy shall be construed in a manner consistent with the provisions of the *Illinois State Officials and Employees Ethics Act,* 5 ILCS 430/ et seq., including but not limited to 5 ILCS 430/70-5. This Policy is intended to impose the same but not greater restrictions than the Act.

## E. Penalties:

A person who violates this Policy may be subject to discipline or other action by the College in addition to the penalties set forth in Section 50-5 of the *Illinois State Officials and Employees Ethics Act,* 5 ILCS 430/50-5.

## Section 7. Conflicts of Interest

Officers and employees shall conduct themselves and College business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.

A conflict of interest arises whenever the officer or employee has the opportunity to influence College operations or business decisions in ways that could result in a personal financial or political benefit to the officer or employee or a member of their immediate family. Personal financial benefits include, but are not limited to, direct financial payments, deferred compensation, gifts, or in-kind donations to the officer, employee, or their immediate family members. Personal political benefits include, but are not limited to, contributions, donations, direct financial payments, loans, gifts, or in-kind donations to political campaigns or political action committees that support the officer and employee.

Officers and designated employees shall voluntarily disclose any real or potential conflict of interest, and/or shall abstain from voting on any conflict of interest in accordance with applicable law and regulations. Each officer and designated employee shall observe and adhere to the College's Code of Ethics Policy. No later than July 1st of each year, each officer and designated employee shall provide a copy of the Statement of Economic Interest that is required to be filed annually with Winnebago County pursuant to the *Illinois Governmental Ethics Act,* 5 ILCS 420/4A-102, to the College's Department of Human Resources.

A person who violates this Policy or fails to disclose or properly identify a conflict of interest may be subject to discipline or other action by the College, including but not limited to, a public censure, where such public censure shall be made in a Board resolution which shall state the nature of the violation; in addition, the person may be subject to the penalties set forth in the Public Officer Prohibited Activities Act, 50 ILCS 105/0.01 et seq., the *Illinois State Officials and Employees Ethics Act,* 5 ILCS 430/1-1 *et seq.,* and applicable law.

**Reference:** AR 307, Board Report(s) 7573, 7620, 8210
**Adopted:** July 23, 2013
**Revised:** December 11, 2018 June 25, 2019, October 22, 2024

Rock Valley College

# RVC Board Policy 1:10.020

## Membership of the Board

### Section 1. Number and Selection

The Board of Trustees is comprised of seven (7) qualified voting members elected at large by the College 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 *et seq.,* and other applicable statutes.

### Section 2. Election

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*, 110 ILCS 805/1 *et seq.* Voting Trustees are elected for staggered terms of six (6) years.

### Section 3. Qualifications of Trustees

Each voting Trustee shall, on the date of their election, be citizens of the United States, 18 years of age or older, and a resident of Illinois and District 511 for at least one year immediately preceding the election.

### Section 4. Student Trustee

The Board of Trustees shall have one (1) non-voting member who is a student, 18 years of age or older, 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 shall be elected by the student body to a one-year term beginning on the date of the next regular meeting after the organizational meeting. The student assumes all the rights and responsibilities of a district-elected Trustees 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 Trustees do, and has an advisory vote.

### Section 5. Vacancies

Vacancies on the Board of Trustees shall be filled by the Board through appointment in accordance with Section 3-7 (d) of the *Illinois Public Community College Act,* 110 ILCS 805/3-7(d). A vacancy arising because of resignation shall be deemed to have occurred whenever written notice of the resignation is received by the Board Secretary or when notice is given in a Board meeting. All Trustees shall be involved in the selection process for filing any vacancy.

The vacancy shall be filled by the remaining Trustees in the following manner:

1. The person appointed to fill the vacancy must be 18 years of age and a resident of Community College District 511 for at least one year;

2. The person appointed shall serve until a successor is elected and certified in accordance with the *Illinois Election Code,* 10 ILCS 5/1 *et seq.;*

3. If the vacancy occurs with less than four months remaining before the next scheduled consolidated election and the vacant seat is not scheduled to expire at that election, then the term of the appointee shall extend through that election until the succeeding consolidated election;

4. If the term of the vacant position is scheduled to expire at the upcoming consolidated election, the appointed person shall serve only until a successor is election and certified; and

5. The Board shall take all action required by applicable law in responding to and filling the vacancy, including but not limited to the *Illinois Public Community College Act,* 110 ILCS 805/3-7. The Board shall appoint a person to fill the vacancy within 60 days after the vacancy occurs. If the Board fails to fill the vacancy within 60 days after the vacancy occurs, then the Board shall notify the Illinois Community College Board (ICCB) which may fill that vacancy and take action authorized by statute, where the ICCB appointed person shall serve until a successor is elected and certified.

**Adopted:** July 23, 2013
**Revised:** October 22, 2024

Rock Valley College

# RVC Board Policy 1:10.030

## Officers

### Section 1. Number, Election, Eligibility, and Term

The officers of the Board of Trustees shall be the Chairperson, Vice Chairperson, Secretary, and Treasurer and any assistant to the above officers deemed necessary by the Board. The officers shall be elected or appointed by the Board of Trustees at the Reorganization Meeting. Vacancies in said offices may be filled at any meeting of the Board. The term of all officers shall be one (1) year or until their successors are elected, unless, by Board action, the term is extended to two years, in accordance with the statute.

### Section 2. Chairperson

The Chairperson ("Chair") shall preside at all Board meetings and, whenever possible, represent the Board of Trustees at all official College or community functions.

The role of the Chair is, primarily, to uphold the integrity of the Board's process and, secondarily, to represent the Board to outside parties.

The Chair of the Board of Trustees shall:

1. Preside at all Board meetings in an efficient and effective manner, using Robert's Rules of Order, and shall set the tone for each meeting through positive leadership;

2. Ensure that other Trustees are informed of current and pending Board issues and processes;

3. Make all Board standing committee appointments with the advice and consent of the Board;

4. Attempt to arrive at a consensus by the members on Board decisions;

5. Appoint and dissolve special ad hoc committees;

6. Call special meetings, as required;

7. Direct the preparation of the meeting agenda;

8. Serve as an ex-officio member of all Board committees;

9. Represent the interests of the Board on a day-to-day basis;

10. Perform such other duties as prescribed by Board policy, law or by Board action;

11. Act or designate another person to act, as spokesperson for the Board in communication to the public. The Chair or designated spokesperson shall notify all individual Trustees as promptly as possible of his/her/their actions as the Board's representative.

## Section 3. Vice Chairperson

In the absence of the Chairperson, or in the event of his/her/their inability or refusal to act, the Vice Chairperson (Vice Chair) shall perform the duties of and shall have the same powers of the Chairperson. The Vice Chairperson shall serve as Chairperson until the duly elected Chairperson assumes or resumes his/her/their duties.

The Vice Chairperson shall perform such other duties as may be assigned by the Chairperson and the Board of Trustees.

## Section 4. Secretary

The Board of Trustees shall elect a Secretary to serve at the discretion of the Board. The Secretary shall certify a true copy of each official Board policy and the Board minutes.

The Secretary shall certify at the Reorganization Meeting of the Board, and on request at any other time, that a complete and accurate set of all Board minutes and policies are kept in compliance with State Statutes. The Secretary (or designee) shall be the keeper of all books, records, and the Seal of the Board of Trustees and shall perform all duties assigned by the Chairperson and the Board of Trustees which includes attendance at all Board and committee meetings. If the Secretary is absent from a meeting, the Board of Trustees shall appoint a Trustee as Secretary Pro Tempore.

Board minutes so certified shall be prepared by the Recording Secretary who shall be selected by the President and who shall be required to attend the meetings of the Board. Minutes shall be kept on file in the Office of the President on the main campus and approved minutes shall be kept in Building E and the Bradford Room in the Support Services Building as the official record of Board activity and shall be open to public inspection in accordance with applicable law, including but not limited to Section 2.06 of the *Illinois Open Meetings Act,* 5 ILCS 120/2.06.

The duties of the Recording Secretary of the Board shall be as follows:

1. Attend all meetings of the Board and keep or cause to be kept by a competent recorder a full and accurate record of all votes and acts of the Board.

2. Promptly furnish, or cause to be furnished, a copy of the minutes of each Committee of the Whole, committee, regular or special meeting of the Board to all members of the Board and to the President of the College.

3. Record, or cause to be recorded, all calls for meetings of the Board, and notify all members of such meetings.

4. Keep, or cause to be kept, a digitized record of the names of all members of the Board, the dates of their election, their length of term, the date of expiration of their terms of office, and a file of all reports made by committees of the Board.

5. Keep, or cause to be kept, a current and complete record and text of the Policies of the Board and publish the same from time to time as directed by the Board.

6. Furnish to the President of the College and to all members of the Board, immediately after change, amendments, or additions to the Policies of the Board, a complete, accurate, and official copy of the text thereof.

7. Perform other actions as contemplated by the *Illinois Public Community College Act,* 110 ILCS 805/ *et seq*.

## Section 5. Treasurer

A Treasurer shall be appointed by the Board as provided by the Illinois Public Community College Act, 110 ILCS 805/3-18. Before duties begin, the Treasurer shall execute a bond in the manner and form provided for in the *Illinois Public Community College Act,* 110 ILCS 805/3-19. It shall be the duty of the Treasurer to:

1. Perform all duties which the State of Illinois requires of the Treasurer.

2. Keep an accurate record of all functions and transactions appropriate for the office.

3. Furnish the Board with such reports as may be required.

4. Invest funds in accordance with prescribed policy.

5. Perform other actions as contemplated by the *Illinois Public Community College Act,* 110 ILCS 805/1 *et seq*.

## Section 6. Removal

Any officer or agent elected or appointed by the Board of Trustees may be removed by the Board whenever, in its judgment, the best interests of the College would be

served thereby, but such removal shall be without prejudice to other rights and duties of the office or agent.

**Adopted:** July 23, 2013
**Revised:** October 22, 2024

Rock Valley College

# RVC Board Policy 1:10.040

## Meetings of the Board

### Section 1. Proclaiming Election Winners and Training for Trustees

At the first meeting following the election of Trustees held on the date required under the Consolidated Election Laws of the State of Illinois and not later than twenty- one (21) days thereafter, the Board shall meet for the purpose of proclaiming the winners of the election.

As set forth in the *Illinois Public Community College Act,* 110 ILCS 805/3-8.5 *et seq,* every voting Trustee shall complete a minimum of 4 hours of professional development leadership training covering topics that shall include, but are not limited to, open meetings law, community college and labor law, freedom of information law, contract law, ethics, sexual violence on campus, financial oversight and accountability, audits, and fiduciary responsibilities of the Trustee during the first, third, and fifth year of his/her/their term. The College shall maintain on its website, the names of all voting Trustees who have successfully completed the training and the names of all voting Trustees who have not successfully completed the training. The voting Trustees shall certify completion of the training required under this Policy and applicable law to the secretary of the Board.

### Section 2. Reorganization Meeting

The Reorganization Meeting shall be held annually. The reorganization in election years shall be held on or before the twenty-eighth (28th) day after the election. At all Organizational Meetings, the Chairperson of the Board, or, in his/her/their absence, the President of the Community College or the acting Chief Executive Officer of the College, shall convene the new Board, and conduct the election for Chairperson, Vice Chairperson, and Secretary. The reorganization meetings for non-election years shall be held at the regular meeting of the Board for the month of April.

The order of business shall be:

1. Call to Order by Chairperson of Retiring Board;
2. Roll Call by Secretary;
3. Certification of Audit and Board Minutes and Policies by Secretary;
4. Adjournment of Retiring Board, sine die;
5. Convening of new Board by ranking hold-over officer from retiring Board who shall serve as temporary Chairperson;

6. Seating of new members (Election Year);
7. Election of Chairperson of Board;
8. Election of Vice Chairperson;
9. Election of Secretary;
10. Appointment of Treasurer;
11. Appointment of Attorney;
12. Adoption of Policies of the Board;
13. Appointment of Bank Depository(s);
14. Appointment of Auditor(s);
15. Appointment of Representatives to Standing Committees; and
16. Setting the Schedule of Regular Meetings for the Next Calendar Year.

## Section 3. Regular Meetings

Regular business meetings of the Board shall be held on the fourth Tuesday of every month and shall be open to the public. Additional strategic meetings may be held as needed and shall be open to the public.

A schedule of the regular meetings shall be posted at the beginning of each calendar year or fiscal year and shall state the regular dates, times and places of such meetings. An agenda for each regular meeting shall be posted at the entrance of the principal administration office, on the College's website and at the location where the actual meeting is to be held at least 48 hours in advance of each regular meeting. The agenda shall remain posted on the College's website until the regular meeting is concluded. The place of said meeting shall be the regular meeting place of the Board or any properly designated place within Community College District 511.

## Section 4. Agenda for Regular Meetings

The order of business set forth on the agenda may vary, as needed from meeting to meeting, but shall generally contain one or more of the following items of regular business and/or matters relevant to the exercise of the powers of duties of the Board of Trustees. In the event there is a public hearing, the public hearing shall be held generally before the regular meeting. The agenda for Regular Meetings may be as follows:

A. Call to Order

B. Roll Call

C. Communications and Petitions (Public Comment)

D. Recognition of Registered Visitors

E. General Presentations

F. Minutes

G. Board Committee Reports

H. Action Items

I. Unfinished/New Business

J. Reports

1. President's Report
2. Leadership Team
3. Illinois Community College Trustees Association (ICCTA)
4. Trustee Comments
5. Student Trustee
6. RVC Foundation Liaison
7. Freedom of Information Act
8. Other

K. Closed Session

L. Adjourn

The agenda shall set forth the general subject matter of any resolution or ordinance that shall be the subject of final action at the meeting.

## Section 5. Special Meetings

A Special Meeting of the Board may be called by the Chairperson or by any three (3) members of the Board by giving notice thereof in writing stating the time, place, and purpose of the meeting. Except in the event of a bona fide emergency, such notice shall be given at least 48 hours before such meeting or by personal service 24 hours before the meeting. The notice shall include the agenda for the special meeting.

## Section 6. Emergency Meetings

Notice of an Emergency Meeting shall be given as soon as practicable, but in any event prior to the holding of such meeting, to any news medium which has filed an annual request for notice.

## Section 7. Adjourned Meetings

A Regular Meeting may be adjourned to a future date as the Board may determine.

## Section 8. Closed Sessions

Closed Sessions may be held in accordance with the *Illinois Open Meetings Act*, 5 ILCS 120/1 *et seq.,* as amended, modified or construed, and pursuant to adopted College policies.

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 the *Illinois Open Meetings Act*, 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 with respect to a series of meetings, a portion or portions of which are proposed to be closed to the public, provided that each meeting in such series involves the same particular matters and is scheduled to be held within three months of the vote.

The following subjects may be discussed in closed sessions:

1. The appointment, employment, compensation, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers, or legal counsel. However, a meeting to consider an increase in compensation to a specific employee that is subject to the *Local Government Wage Increase Transparency Act,* 50 ILCS 155/1 *et seq.,* may not be in closed session;

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;

3. Selection of a person to fill a vacancy on the Board, or discipline, performance, or removal of the Trustee when the Board has such power to remove under applicable law or ordinance;

4. Evidence or testimony presented to the Board regarding denial of admission to College events or property pursuant to Section 24-24 of the *Illinois School Code*, 105 ILCS 5/24-24, or as otherwise authorized by law provided that the

Board prepares and makes available for public inspection a written decision setting forth its determinative finding;

5. Acquisition, purchase or lease of real property, including meetings held for the purpose of discussing whether a particular parcel should be acquired;

6. The setting of a price for sale or lease of property owned;

7. The sale or purchase of securities, investments, or investment contract. However, this exception shall not apply to the investment of assets or income deposited into the Illinois Prepaid Tuition Trust Fund;

8. Campus security measures to respond to actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property;

9. Student disciplinary cases;

10. Matters relating to individual students;

11. Litigation, when an action against, affecting or on behalf of the Board of Trustees has been filed and is pending before a court or other administrative tribunal, or when the Board of Trustees 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 sessions;

12. The establishment of reserves or settlement of claims as provided in the *Illinois Local Governmental and Governmental Employees Tort Immunity Act,* 745 ILCS 10/1 *et seq.,* if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the Board of Trustees or any intergovernmental risk management association or self insurance pool of which the Board of Trustees is a member;

13. The discussion of minutes of meetings lawfully closed under the *Illinois Open Meetings Act,* 5 ILCS 120/1 *et seq*. whether for purpose of approval by the Board of the minutes or semi-annual review of the minutes; and

14. Any other subject set forth in Section 2 of the *Illinois Open Meetings Act*, 5 ILCS 120/2.

## Section 9. Recording of Closed Sessions

A verbatim record shall be kept of all closed sessions of the Board of Trustees or any subsidiary "public body" (as defined by the *Illinois Open Meetings Act*, 5 ILCS 120/1 *et seq*. of the College. The verbatim record shall be in the form of an audio or video recording. In addition, minutes shall be kept of all closed sessions in the manner

required by the *Illinois Open Meetings Act,* 5 ILCS 120/1 *et seq.,* minutes of closed sessions 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 sessions. The Secretary of the Board, or his/her/their designee, shall maintain the verbatim recordings and minutes of all closed sessions 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. The verbatim record of closed sessions shall not be open for public inspection or subject to discovery, except as provided by law.

## Section 10. Budget Hearing

A public hearing on the budget shall be held each year prior to its adoption. Notice of the hearing shall be published in the local newspapers in accordance with Section 103-20.1 of the *Illinois Public Community College Act,* 110 ILCS 805/103-20.1, as amended, modified or construed.

## Section 11. Special Hearings

Special hearings shall be set by official Board action, and the date and place for the hearings shall be published in the local newspapers.

## Section 12. Quorum and Voting

A majority of the voting Trustees of the Board of Trustees shall constitute a quorum for transaction of business at any meeting of said Board. For all meetings of the Board of Trustees, a quorum of Trustees must be physically present at the location of the meeting. If less than a majority of the duly qualified and acting voting Trustees are present at said meeting, a majority of the Trustees present may adjourn the meeting without further notice.

Unless otherwise provided herein and/or in the *Illinois Public Community College Act*, 110 ILCS 805/1 *et seq.* a majority of the votes of the Trustees voting on a measure shall determine the outcome thereof, provided there is a quorum present. Voting ordinarily shall be by voice except in matters requiring the expenditure of funds or the execution of contracts, when a roll call vote of the Trustees shall be required. A roll call vote may also be used when requested by any member of the Board of Trustees.

For committee meetings, a majority of voting Trustees of the committee shall constitute a quorum. If less than a majority of the duly qualified and acting committee members is present at the meeting, the Board Chair may act as an ex officio Board member to create a quorum at the committee meeting.

## Section 13. Open to the Public; Communications and Petitions (Public Comment)

All meetings and hearings of the Board shall be open to the public, except Closed Sessions as indicated in Section 9 above. Members of the public may participate in the meetings. The public comment section of the agenda shall be limited to a thirty (30) minute maximum, to be extended, if necessary, at the discretion of the Chairperson. Presentations by any one individual shall be limited to three (3) minutes. The Board, at its option, may not publicly comment on the substance of presentation to the Board. Visitor presentations and discussions related thereto may be taken into closed session or taken under advisement as the Board deems appropriate. Nothing contained herein shall be construed to limit the power of the Board to impose other reasonable constraints upon the ability of visitors to comment to or ask questions of the Board.

## Section 14. Workshops/Board Retreats

Trustees may attend workshops or retreats organized for the purpose of assisting Trustees to gain greater understanding of the College and issues affecting higher education. Workshops and/or retreats may be scheduled as deemed necessary or advisable. When required, the news media shall be given notice of the time and place of such meetings in compliance with the *Illinois Open Meetings Act*, 5 ILCS 120/1 *et seq*.

## Section 15. Board Member use of Electronic Means of Communication

Electronic means of communication (such as, without limitation, electronic mail, electronic chat, instant messaging, or other means of contemporaneous interactive communication) to, by, and between Trustees in their capacity as Board members, shall not be used to conduct Board business in a manner that duplicates such contemporaneous interactive communication. Electronic communication use by Trustees, in their capacity as Board members, shall be limited to:

1. Disseminating information; and

2. Messages or communications not involving deliberation, debate or decision-making among three or more Trustees.

Examples of permissible electronic communication are:

1. Agenda item suggestions;

2. Reminders regarding meeting times, date, and places;

3. The dissemination of Board meeting agenda or public record information concerning agenda items;

4. Responses to questions posed by the community, administrators or College staff; and

5. Questions or requests for information directed to administrators or College staff.

Trustees Attendance by a Means Other Than Physical Presence:

1. If a quorum of Trustees is physically present at a Board meeting, a majority of the Board may vote to allow a Board member who is not physically present to attend the meeting by other means if the member is prevented from physically attending because of: (i) personal illness or disability; (ii) employment purposes or the business of the College; (iii) a family or other emergency; or (iv) unexpected childcare obligations. “Other means” is by video or audio conference.

2. If a Trustee wishes to attend a meeting by other means, the Trustee must notify the Board Chairperson of the College before the meeting unless advance notice is impractical.

3. A majority of the Trustees may allow a Trustee to attend a meeting by other means only in accordance with and to the extent allowed by the College, and in accordance with this Section 16.

## Section 16. Rules of Procedure

In matters of procedure not governed by these Policies of the Board, or modified by the Board, Robert's Rules of Order, as revised, shall govern.

Board meetings shall be conducted according to current Robert's Rules of Parliamentary Procedure, except as modified by the Board. The ayes and nays shall be called and entered upon each vote. Voting ordinarily shall be by voice except when formal resolutions are required or when funds are to be expended, in which case the vote shall be by call of the roll. A roll call vote may also be used when requested by any Trustee. Whenever a committee makes a report to the Board and the committee chairperson or other person making the report on behalf of the chairperson moves to accept the report, this motion shall not require a second.

## Section 17. Recognition of Registered Visitors

Visitors wishing to be heard at a Board meeting may be afforded time, subject to reasonable constraints, to comment or to ask questions of the Board and shall comply with the following guidelines:

1. Individuals or groups who desire to speak to the Board shall submit a request on a designated form and turn in the request to the designated staff up to 10 minutes prior to the scheduled beginning of the meeting.

2. Any request to speak to the Board shall include the name of individual(s), the organization represented (if any), the topic to be addressed, and whether they shall speak for or against the issue.

3. The public comment section of the agenda shall be limited to a thirty (30) minute maximum, to be extended, if necessary, at the discretion of the Chairperson.

4. Presentations by any one individual shall be limited to three (3) minutes.

5. If more than one individual is to speak on a topic, each must speak consecutively. Each individual's presentation shall be limited to three (3) minutes. The Chairperson shall have the option of halting presentations which repeat points already presented, or to limit the number of speakers addressing the same perspective (for or against) on a topic.

6. The Board, at its option, may not publicly comment on the substance of presentation to the Board.

7. Informal opportunities to address the Board may be granted at the Chairperson's discretion.

8. Ten (10) copies of any document or other medium to be submitted to the Board are to be supplied for distribution to the President's Office at least three (3) days before a Board meeting.

9. Visitor presentations and discussions related thereto may be taken into closed session or taken under advisement as the Board deems appropriate.

10. Nothing contained herein shall be construed to limit the power of the Board to impose other reasonable constraints upon the ability of visitors to comment to or ask questions of the Board.

## Section 18. Minutes

A record of all transactions of the Board shall be set forth in the minutes of the Board, and all minutes shall be kept by the Secretary of the Board as a permanent record of all Board actions and policy decisions in the College; this Section 19 shall be read in conjunction with Section 10. The approved minutes of all open sessions shall be open to the inspection of the public at any time during normal business hours. Minutes of closed sessions shall be kept in the same manner, but shall remain closed until such time the items or topics of discussion are judged to be open under the requirements of the *Illinois Open Meetings Act*, 5 ILCS 120/1 *et seq*. All minutes shall record the name of the person making a motion, the name of the person seconding

the motion, and the vote. A Trustee may request that the reason for his/her/their vote be recorded in the minutes, such request to be made at the time of voting.

All minutes shall be recorded and kept according to the amendments to Section 120/2.06 (a-h) of the *Illinois Open Meetings Act*, 5 ILCS 120/2.06.

**Adopted:** July 23, 2013
**Revised:** June 24, 2014, October 22, 2024

Rock Valley College

# RVC Board Policy 1:10.050

## Committees

### Section 1. Special Committees

Special Committees may be created by the Chairperson of the Board or by Board action. The President of the College, with the approval of the Chairperson of the Board, may call meetings of the Board Committees and may attend all committee meetings, except when his/her/their employment or salary is under consideration. A Special Committee shall report recommendations to the Board for appropriate action and shall be dissolved when its report is complete and accepted by the Board.

### Section 2. Committee of the Whole

The Board shall maintain a Committee of the Whole consisting of every Trustee. The Committee of the Whole shall generally meet monthly to discuss College business in preparation for the Regular Board Meeting. Items discussed at the Committee of the Whole shall be according to the agenda for that specific meeting. The Committee of the Whole shall not be used for the taking of Board actions.

### Section 3. Standing Committees

The Board may appoint Standing Committees to provide the Trustees with additional· oversight or heightened levels of awareness of key College matters. Standing Committees are comprised of Trustees appointed by the Chair with the advice of the Board. College administrators may also be assigned to a Standing Committee as deemed appropriate by the Board of Trustees.

Standing Committees shall not interfere with the wholeness of the Board's duties and responsibilities, nor with delegation from the Board to the President nor with President's authority.

**References:** Board Report 4377-1 through 4377-9, February 20, 1989; Board Report 3257, September 22, 1980; Attorney Resolution 307, July 23, 2013; Board Report 7430; Board Report 8210, October 22, 2024.
**Adopted:** June 27, 2017
**Revised:** October 22, 2024

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Rock Valley College

# RVC Board Policy 1:10.060

## Contracts and Finances

### Section 1. Contracts

The Board of Trustees may authorize any officer or officers, agent or agents to enter into any contract and execute and deliver any instrument on behalf of this Board. The President is expressly authorized to execute any contracts and grant documents approved by the Board.

### Section 2. Finances

No funds shall be borrowed without specific authorization by the Board for contracting any indebtedness.

### Section 3. Checks and Depository

All checks, drafts, or orders for payment of wages, salaries, and/or other bills issued by this College shall be signed by the properly designated officers in accordance with the Board action filed with the depository. The depository of the funds of the Board of Trustees shall be designated at the Reorganization Meeting.

**Adopted:** July 23, 2013
**Revised:** October 22, 2024

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Rock Valley College

# RVC Board Policy 1:10.070

## Board Polices

### Section 1. Policies of the Board

The exercise of Board powers concerning the Board structure and direction regarding the internal operating organization of the College may be classified as Policies of the Board.

"Policy/Policies" shall hereinafter be defined as a basic assumption or principle established by the Board of Trustees as a guideline for action by the administration, faculty, and staff in conducting the affairs of the College to achieve the stated goals or objectives.

The Policies adopted by the Board of Trustees have been written to be consistent with the provision of law, but do not encompass all laws relating to the District's activities. All members of the academic community shall be expected to know said applicable laws and shall be held responsible for observing all provisions of these policies pertinent to their specific activities.

The operation of the College, whether or not any action is covered by the stated Policies of the Board, shall be subject to the policies of the Illinois Community College Board, local, state, and federal statutes and to the United States Constitution.

### Section 2. Intent of the Policies

Rules and procedures in support of the Policies of the Board are established by the administration, faculty, and staff members with the approval of the President in order to apply Board Policy to specific situations. Such rules and procedures shall be reduced to writing and shall subsequently be made a part of the College catalog, manuals and/or such handbooks as may be appropriate.

### Section 3. Suspension

Any policy may be temporarily suspended, on an emergency basis only, by a majority vote of the entire Board of Trustees, which vote shall be taken by roll call and shall be entered in the minutes of the meeting.

**Reference:** Board Report 6607, May 26, 2009; Board Report 8210, October 22, 2024
**Adopted:** July 23, 2013
**Revised:** October 22, 2024

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Rock Valley College

# RVC Board Policy 1:10.080

## Amendments and Adoption of Board Policies

The Policies of the Board may be amended by a majority vote of the entire Board at any meeting provided that Trustees receive official notice of the proposed amendment at the Regular Board meeting prior to the meeting at which said amendment is adopted. Amendment to a policy shall be made by the repeal of an existing policy and/or the enactment of a new or additional policy. Vote on the change shall be taken by roll call and entered in the minutes of the meeting.

These Policies of the Board may be amended, altered, or repealed and new rules adopted at any meeting of the Board of Trustees by a unanimous vote of all voting Trustees.

**Adopted:** July 23, 2013
**Revised:** October 22, 2024

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Rock Valley College

# RVC Board Policy 1:10.090

## The Board and The President

### Section 1. President

The President of the College shall be the chief administrative officer of the internal operating organization of the College and shall be appointed by the Board. In addition, to the extent allowed by the Illinois Public Community College Act, the President may represent the College on official and ceremonial occasions.

The Board of Trustees expects:

1. The President, or his/her/their designee, to attend and inform and advise, without vote, in all meetings of the Board of Trustees, except where his absence is expressly desired by the Board.

2. The President, or his/her/their designee, to attend all committee meetings of the Board and act as the resource person to the committees of the Board, unless expressly asked to leave by the committee.

3. The President to be responsible for the overall operation of the College by initiating, guiding, and directing activities which are necessary to fulfill the mission of the College and any such other expectations that the Board of Trustees may establish.

### Section 2. Acting President

The President shall be authorized to designate a member of the College staff as Acting President during temporary disability or absence from the College. In the case of lengthy continued disability or absence of the President, in case of vacancy of the presidency, or under other special circumstances, the Board shall name an Acting President and shall negotiate a commensurate salary for said responsibility.

### Section 3. Communication with the Board

The President shall serve as the primary channel of communication between the Board and all subordinate administrative officers and personnel of the internal organization, except that nothing herein is intended to limit the ability of the Board of Trustees to communicate with Administrators assigned to Board committees or other special projects.

Mail received by the College which is generally addressed to the "Board of Trustees" shall be opened by the President's Office and addressed with the Board accordingly. Mail addressed to individual Trustees received by the College shall not be opened and shall be forwarded to the Trustee as soon as practicable.

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The email addresses of Trustees shall be made available to the public. Such other contact information of a Trustee which is authorized for release by a Trustee shall also be made available.

## Section 4. Emergency Action

In the event of emergency situations not covered by specific policies, the College President shall have the authority to take any necessary or appropriate action as he or she deems to be required by such emergency. Action taken and the reason therefore shall be communicated to the Board as soon as practicable.

**Adopted:** July 23, 2013
**Revised:** October 22, 2024

Rock Valley College

# RVC Board Policy 2:10.010

## Internal/External Communications and Marketing

The Administration is authorized to implement guidelines for internal/external communications and marketing initiatives.

**Reference:** Board Report 6223
**Implemented:** January 25, 2005
**Revised:** April 8, 2014; October 28, 2025

Rock Valley College

# RVC Board Policy 2:10.020

## Compliance with the Illinois Freedom of Information Act

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 ("FOIA" or the "Act") (5 ILCS 140/1 *et seq.),* 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.

**Reference:** Board Report 6679
**Implemented:** January 26, 2010
**Revised:** April 8, 2014; October 28, 2025

Rock Valley College

# RVC Board Policy 2:10.030

## Abused and Neglected Child Reporting; Minors on Campus

The Board of Trustees recognizes the obligations set forth in the Abused and Neglected Child Reporting Act ("ANCRA") (325 ILCS 5/1 *et* seq.) and Article II of the Juvenile Court Act of 1987 ("JCA") (705 ILCS 405/2-1 *et* seq.).

**Mandated Reporters:** ANCRA provides that all personnel of institutions of higher education are mandated reporters. 325 ILCS 5/4. Mandated reporters are required to immediately report to the Department of Children and Family Services ("DCFS") whenever there is **reasonable cause** to believe that a child with whom they have contact in their professional capacity may be **abused or neglected.**

Students enrolled in an academic program leading to a position as a child care worker, school service personnel, and/or education degree, as well as medical personnel, including but not limited to residents and interns, are also mandated reporters pursuant to ANCRA.

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

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

**No Retaliation:** Retaliation against any employee, student, volunteer, or other individuals who makes a good faith report of abuse or neglect or who participates in any investigation of abuse or neglect under ANCRA is prohibited. Anyone found to have engaged in prohibited retaliation may be subject to discipline, up to and including termination, expulsion, and/or other sanctions.
Procedures to implement this policy will be published through the College's Human Resources Department and made available in that office, the Student Affairs office, and the College's website.

**Minors on Campus:** The College recognizes that minors may accompany adults during visits to campus. Rock Valley College's practice is to be respectful and supportive of the families and children of students, employees, and visitors. As an institution of higher education, the College provides educational and support services primarily to adult learners, although a variety of activities, classes, and programs are offered to minors. The College is a public institution, available to its students and the general public who may wish to use its facilities, learn about its services and programs, or attend functions on the campus. The general public has the right to use the College's facilities and to visit the College during normal hours of operation.

Rock Valley College

In general, the College does not supervise minors outside of officially sanctioned programs and activities, and neither the College, nor its employees, agents, or students may accept responsibility to do so on behalf of the College. The College accepts neither responsibility, nor liability for accidents or injuries that may occur to a non-enrolled minor while on campus.
Responsibility and liability lie completely with the minor's parent or responsible adult.

Minors shall not be present at an employee's workplace or accompany a student to his/her classes (e.g., office, classroom, labs, etc.) in lieu of other childcare arrangements. Exceptions may be granted by the College President or appropriate vice president for College planned special events.

No student, employee, or visitor to the College shall leave a minor unattended at the College, including outside of classrooms where a parent or accompanying adult is attending an activity at the College, **in** campus buildings, on campus grounds, or **in** a vehicle.

Unattended minors who are on campus without a parent or accompanying adult may be asked by Rock Valley College Police to leave; may be referred to the Department of Children and Family Services (DCFS); or may be referred to the local police, depending upon the circumstances (e.g., child's age, address, behavior, etc.).

**Reference:** Board Report 6926, 7988
**Implemented:** August 28, 2012
**Revised:** April 8, 2014; October 25, 2022; October 28, 2025

Rock Valley College

# RVC Board Policy 2:10.035
## Prohibiting Sex-Based Misconduct

### I. Policy Statement
Rock Valley College is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment and other misconduct on the basis of sex, which includes sexual orientation, gender- related identity and expression, pregnancy, and other protected characteristics related to sex under federal, state, or local law. The College prohibits all forms of sex-based misconduct, including, but not limited to, sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. The College also prohibits discrimination and harassment on the basis of protected characteristics under its under its Non-Discrimination-Students Policy and Equal Employment Opportunity Policy.

It is the policy of the College to comply with Title IX of the Education Amendments of 1972 ( "Title IX"), the Violence Against Women Reauthorization Act ("VA WA"), Title VII of the Civil Rights Act of 1964 ("Title VII"), the Illinois Human Rights Act, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ( "Clery Act"), the Preventing Sexual Violence in Higher Education Act, and all other applicable laws and local ordinances regarding unlawful sex-based discrimination, harassment or other misconduct.

Employees or students found to have engaged in prohibited misconduct will be subject to disciplinary action, up to and including termination and/or expulsion from the College. Contractors, visitors, and any other third parties found to have engaged in prohibited misconduct will be addressed in accordance with the authority of the College in the context of the relationship of the third-party to the College.

### II. Title IX Compliance
As required under Title IX and its implementing regulations, the College does not discriminate on the basis of sex and prohibits sex discrimination in the education programs and activities that it operates. This requirement not to discriminate extends to admission and employment.

The College has designated the Dean of Students and Executive Director of Human Resources as the Title IX Coordinator(s), who are responsible for coordinating the College's efforts to comply with its responsibilities under Title IX. Inquiries about the application of Title IX and 34 C.F.R. Part 106 may be directed to the College's Title IX Coordinator(s), the Assistant Secretary for Civil Rights at the United States Department of Education, or both.

### III. Retaliation Prohibited
Retaliation, including intimidation, threats, coercion, adverse educational or employment actions, or discrimination against any person because they have, in good faith, reported or disclosed alleged discrimination, filed a complaint, or

otherwise participated or declined to participate in an investigation into allegations of discrimination, is strictly prohibited.

## IV. Implementing Procedures

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

- The application and scope of the College's prohibition on sex-based misconduct;
- Definitions of prohibited conduct and a definition of consent;
- Responsibilities of and contact information for the College's Title IX Coordinator(s) and Department of Human Resources;
- Rights and options for assistance by the College, law enforcement, a medical facility, or a crisis center following an incident of sex-based misconduct;
- Procedures for reporting and confidentially disclosing alleged sex-based misconduct, including a mechanism for reporting and independent review of allegations against an elected official by;
- Responsibilities of College employees with regard to reporting, forwarding, and/or keeping confidential allegations of discrimination, as applicable;
- The College's response to reports of alleged sex-based misconduct;
- The College's grievance process for complaints alleging Title IX sexual harassment and/or alleging sexual violence, domestic violence, dating violence, or stalking;
- Potential sanctions that may be imposed following the implementation of the College's grievance procedures and limits on those sanctions;
- Prevention and education programming provided to College students; and
- Training and education provided to the Title IX Coordinator(s), Department of Human Resources, campus law enforcement, Responsible Employees and anyone else involved in the receipt of reports of, responding to, investigating or adjudicating alleged incidents of sexual discrimination, harassment or other sex-based misconduct, or involved in the referral or provision of services to survivors.

**Reference:** Board Report(s) 6924, 7318, 7325, 7493, 7770
**Implemented:** August 29, 2012 (3:10.020) April 8, 2014 (4:10.020)
**Revised:** April 8, 2014 (3:10.020); August 23, 2016; March 27, 2018; November 24, 2020; October28, 2025

Rock Valley College

# RVC Board Policy 2:10.040

## Registered Sex Offenders Compliance Policy

The Federal Campus Sex Crimes Prevention Act of 2000, 42 U.S.C. 14071 (j), provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education.

As of January 1, 2012, the Illinois Sex Offender Registration Act, 730 ILCS 150/1 *et seq.*, requires that any sex offender or sexual predator that will be employed at or enrolled in classes at higher education institutions must register with the campus police.

Rock Valley College will have procedures to implement this policy regarding Registered Sex Offenders in conformance with federal, state, and other legal requirements including the Campus Sex Crimes Prevention Act and the Illinois Sex Offender Act.

**Reference:** Board Report 6941
**Implemented:** October 23, 2012
**Revised:** April 8, 2014; October 28, 2025

Rock Valley College

# RVC Board Policy 2:10.050

## Official College Holidays

The following holidays are official Rock Valley College holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Good Friday
- Memorial Day
- Juneteenth National Freedom Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

The Board of Trustees reserves the right to designate additional days as days on which the College is closed.

**Reference:** Board Report 4510, Board Report #7897
**Implemented:** February 19, 1990
**Revised:** January 25, 2022; October 28, 2025

Rock Valley College

# RVC Board Policy 2:10.060

## Identity Theft Protection

Rock Valley College Board of Trustees authorizes the Administration to implement an Identity Theft Prevention Program in compliance with the Fair and Accurate Credit Transactions Act of 2003: 16 C.F.R. Part 681 (Federal Trade Commission Rule) and to implement policies to comply with the Safeguards Rule: 16 CFR Part 314.

The purpose of this Identity Theft Prevention Program is to detect the warning signs - or "red flags" - of identity theft in our day-to-day operations, take steps to prevent the crime, and mitigate the damage it inflicts. This Program establishes reasonable policies and procedures to facilitate the identification, detection, and response of identity theft in connection with new and established Covered Accounts.

The Federal Trade Commission's Red Flags Rule apply to creditors, including the College based on the College's offering of institutional loans to students and a plan for payment of tuition, and the Red Flag Rules impose obligation on those creditors that maintain Covered Accounts, specifically the obligation to maintain a written Identity Theft Prevention Program. A Covered Account, under the Red Flags Rule, is basically a consumer account that involves multiple payments or transactions, such as a loan that is billed or payable monthly. The term Covered Account is also other accounts where there is a reasonably foreseeable risk to consumers or the safety and soundness of the credit from identity theft.

The Program applies to the creation, modification and access to Identifying Information of customers to the College. This Program does not replace or repeal any previously existing policies or programs addressing some or all of the activities that are the subject of this Program. This Program acts as a supplement to existing policies and programs.

**Reference:** Board Report 6594
**Implemented:** April 28, 2009
**Revised:** April 8, 2014; October 28, 2025

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Rock Valley College

# RVC Board Policy 2:10.070

## Records Retention

In accordance with the Local Records Act, 50 ILCS 205/1 et seq., Local Records Commission, Illinois State Archives, and Office of the Secretary of State, Rock Valley College shall follow, all procedures for handling and disposing of both paper and electronic files.

**Reference:** Attorney Resolution 314
**Implemented:** April 8, 2014
**Revised:** October 28, 2025

Rock Valley College

# RVC Board Policy 2:10.080

## Alcohol Served at Events

Rock Valley College will allow alcohol to be served only at specific events each year. Each event must be approved by the College President or their designee. Only beer and wine products will be allowed, and all procedures for proper insurance and approval will be required prior to the event.

All Local, State and Federal regulations regarding the serving of alcohol will be followed.

The Administration is authorized to adopt and maintain a procedure on the use of alcohol at College events.

**Reference:** Board Report 6609
**Implemented:** May 26, 2009
**Revised:** April 8, 2014; October 28, 2025

Rock Valley College

# RVC Board Policy 2:10.090

## Smoking Compliance Policy

The Smoke Free Illinois Act, 410 ILCS 82/ 1 et seq., prohibits smoking within15 feet of any public place as defined by the Smoke Free Illinois Act which includes the College.

The Smoke-Free Campus Act, 110 ILCS 64/1 et seq., prohibits smoking on campuses of a State-supported institution of higher education.

Rock Valley College will establish procedures which inform occupants of campus of the restrictions and provide for adequate enforcement. Violators may be fined in accordance with the Smoke Free Illinois Act, the Smoke-Free Campus Act, and Rock Valley College Administrative Procedures.

**Reference:** Board Report 6485; 6942; Attorney Report 343
**Implemented:** December 18, 2007; October 23, 2012; June 23, 2015
**Revised:** July 1, 2015; October 28, 2025

Rock Valley College

# RVC Board Policy 2:10.095

## Drug-Free Schools and Communities Act Policy

### I. Policy Statement

Rock Valley College is committed to maintaining a safe and healthy work environment for all students, employees, and community members. In compliance with the requirements of the federal Drug-Free Workplace Act of 1988 and the federal Drug-Free Schools and Communities Act Amendments of 1989, the College has enacted and maintains a drugfree campus policy.

It is the policy of the College that the use, possession, distribution, manufacture, or sale of, or intoxication by illegal drugs, cannabis or its derivatives, controlled substances, unauthorized prescription drugs, or alcoholic beverages (unless authorized as set forth herein) on the premises of any College building or facility, in College-owned vehicles, during work or school hours or while attending any College-related activity is hereby prohibited. Exceptions for alcoholic beverages for special events must be approved by the College's President and in accordance with the Illinois Liquor Control Act of 1934 and any applicable local ordinances.

For purposes of this policy, the terms "controlled substances" or "drugs" shall be defined as the term "controlled substances" is defined in Schedules I through V of Section 202 of the Federal Controlled Substances Act (21 USC§ 812).

### II. Prohibited Conduct

The use, possession, distribution, manufacture, or sale of illegal drugs, cannabis or its derivatives, controlled substances, unauthorized prescription drugs or alcoholic beverages (unless authorized as set forth herein) by students and employees on College property or while participating in any of its activities is prohibited. Faculty, staff, students, and visitors are also prohibited from being under the influence of illegal drugs, cannabis or its derivatives, controlled substances, unauthorized prescription drugs, or alcohol (unless authorized as set forth herein) on the premises of any College building or facility, in College-owned vehicles, while on call, or otherwise during work or school hours, regardless of when and/or where the use occurred.

### III. Disciplinary Sanctions

Any student or employee who violates this Policy is subject to all applicable Rock Valley College disciplinary sanctions as outlined in the Student Code of Conduct and/or the Employee Handbook. Any community member who violates this Policy will be subject to removal from the College property or event and may be referred to the appropriate law enforcement agency.

### IV. Drug and Alcohol Abuse Prevention Program

Rock Valley College shall develop and implement a program to educate students and employees on dangers associated with the use of illegal drugs, controlled

substances, cannabis and its derivatives, and alcohol. Procedures shall be established to prevent the use, possession, distribution, manufacture, and sale of illegal drugs, controlled substances, cannabis and its derivatives, and alcohol by students, employees, and visitors.

## V. Compassionate Use of Medical Cannabis Program Act

In compliance with the Compassionate Use of Medical Cannabis Program Act, the College will not discriminate against any person based solely on their status as a registered qualifying patient. The College will enforce its drug -free workplace policies in a non-discriminatory manner. Notwithstanding the foregoing, this policy prohibits the use or possession of medically prescribed cannabis in the workplace and on campus, and/or being under the influence of cannabis, as a qualifying patient under the Illinois Compassionate Use of Medical Cannabis Program Act during the workday, on College property, in College-owned vehicles, and while participating in College-sponsored activities.

**Reference:** Board Report 6156; Board Report 7674
**Implemented:** April 11, 1989
**Revised:** April 28, 2004; April 8, 2014; December 17, 2017; October 28, 2025

Rock Valley College

# RVC Board Policy 2:10.100

## Acceptance of Contributions

Rock Valley 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, in accordance with all other policies and procedures, the Board of Trustees may accept contributions to the College to meet financial, programmatic, and capital needs.

**Reference:** Board Report 8119
**Implemented:** April 8, 2014
**Revised:** December 19, 2023; October 28, 2025

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Rock Valley College

# RVC Board Policy 2:10.110

## Information Technology Compliance

Rock Valley College will comply with all federal, state and local laws with regard to the use of Information Systems and electronic data transmissions, including archiving, storage, and use of said systems and data.

**Reference:** Board Report 6612
**Implemented:** May 26, 2009
**Revised:** April 8, 2014; October 28, 2025

Rock Valley College

# RVC Board Policy 2:10.120

## Americans With Disability Act (ADA)

Title I and II of the Americans with Disabilities Act (ADA) of 1990 as amended, Section 504 of the Rehabilitation Act of 1973; 28 Code of Federal Regulations Part 35, and other applicable federal and state laws and regulations that prohibit discrimination on the basis of disability.

The Americans with Disabilities Act (ADA) is a federal civil rights law that prohibits discrimination against people with disabilities. The ADA requires that people with disabilities be provided equal opportunities in public accommodations, employment, transportation, telecommunications, and participation in educational programs as those available to others. Rock Valley College is committed to complying with all relevant and applicable state and federal laws.

Non-discrimination includes making reasonable accommodations in accordance with applicable College procedures. Rock Valley College will endeavor, in compliance with state and federal law, to make such reasonable accommodations, unless those accommodations fundamentally alter the nature of the service, program, or activity, or would place an undue hardship on the College.

Rock Valley College prohibits retaliation against any individual who reports concerns regarding discrimination on the basis of disability, who cooperates with or participates in any investigation of allegations of disability discrimination, or any individual who is perceived to have engaged in any of these actions.

Rock Valley College understands that a welcoming environment for students, employees, and the community is fundamental to achieving its mission. Therefore, Rock Valley College is committed to building and maintaining a community that improves opportunities for all, including all qualified individuals with disabilities. This commitment is an expectation of our College's shared values, consistent with an intellectual community that celebrates individual differences.

Rock Valley College will establish procedures for employees, students, facilities, and technology regarding compliance with the ADA and other applicable state and federal laws, including information on submitting requests for accommodations.

**Reference:** Board Report 8129
**Implemented:** January 30, 2024
**Revised:** October 28, 2025

Rock Valley College

# RVC Board Policy 2:10.130

## Non-Discrimination and Anti-Harassment

Rock Valley College is committed to maintaining an educational environment free from discrimination and harassment. In accordance with applicable state and federal laws, the College prohibits all forms of discrimination and harassment, including discriminatory and/or harassing conduct by or towards any of its students, employees, vendors, officers, officials, board members volunteers, agents, or visitors on campus.

This policy's prohibitions may extend to conduct that occurs on campus, in any College related setting, or any off-campus College event or activity, such as during trips, conferences, meetings, athletic contests, and College-related social events.

The College strongly urges the reporting of all incidents of discrimination and harassment. Reports of discrimination and harassment, other than reports of sexual harassment, will be handled pursuant to this policy.

Members of the College who violate this policy will be subject to discipline, up to and including termination, expulsion, and/or permanent removal from College property.

**Reference:** Board Report 2383
**Implemented:** October 28, 2025

Rock Valley College

# RVC Board Policy 2:20.010

## Health and Safety Standard

Rock Valley College shall maintain a healthy learning and working environment by complying with federal, state, and local environmental health and safety standards. The Board of Trustees authorizes the Administration to implement a procedure regarding health and safety standards.

**Reference:** Board Report 6616
**Implemented:** May 26, 2009
**Revised:** April 8, 2014; October 28, 2025

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Rock Valley College

# RVC Board Policy 2:20.015

## Violence and Disruptive Behavior

Rock Valley College is committed to maintaining an educational environment free from violence, threats of violence, and disruptive behavior.

Violence and threats of violence include, but are not limited to, gestures or communications which a reasonable person would interpret as threatening physical harm to persons or property. Disruptive behavior is behavior which compromises the efficient and orderly operations of the College.

The College reserves the right to remove individuals from campus who are acting inconsistent with this policy. Further, individuals acting inconsistent with this policy may be subject to disciplinary action and/or criminal penalties. All members of the campus community are responsible for reporting conduct inconsistent with this Policy.

The College will take reasonable precautions to minimize the potential for workplace violence and disruptive behavior. Individuals should immediately notify the Rock Valley College Police Department of any potentially threatening, disruptive, or uncomfortable situation.

**Reference:** Board Report 6221
**Implemented:** January 25, 2005
**Revised:** April 8, 2014; October 28, 2025

Rock Valley College

# RVC Board Policy 2:20.020

## Rock Valley College Police Department

The Rock Valley College Police Department ("Police Department") is created in accordance with the Illinois Public Community College Act, 110 ILCS 805/3-42.1. The officers of the Police Department are peace officers in accordance with the Act. Therefore, they are granted the same authority as police officers in cities and sheriffs in counties, including the power to make arrests on view or warrants of violations of State statutes and city or county ordinances.

The Police Department provides service, assistance and protection of life and property, enforces the laws of the State of Illinois, and cooperates with and assists local law enforcement agencies in accordance with applicable statutes and mutual aid agreements.

The Police Department shall maintain a procedure manual which reflects current best practices and model procedures within the law enforcement profession. Officers shall be authorized to carry weapons, including firearms. All members of the Police Department shall receive training and maintain certification in accordance with applicable statutes.

**Reference:** Board Report 6616
**Implemented:** May 26, 2009
**Revised:** April 8, 2014; October 28, 2025

Rock Valley College

# RVC Board Policy 2:20.030

## Emergency Closing of Campus Plan

The Board of Trustees of Rock Valley College authorizes the Administration to institute an Emergency Closing of Campus Plan to maintain and enhance safety and security at the College during emergency or inclement conditions and to proactively address safety and security issues that may impact the College main campus and other College-owned or operated facilities. The purpose of this plan is to present a process, which the College President or his/her designee will use to determine the need to close the College or any portion thereof. The plan shall include communication processes to notify employees and students of any closing.

**Reference:** Attorney Resolution 314
**Implemented:** April 8, 2014
**Revised:** October 28, 2025

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Rock Valley College

# RVC Board Policy 2:20.040

## Emergency Response Plan Policy

The Board of Trustees of Rock Valley College shall authorize the Administration to institute an Emergency Response Plan that will protect the interest, safety and health of all employees, students and guests in the event of an emergency.

**Reference:** Board Report 6457
**Implemented:** August 28, 2007
**Revised:** April 8, 2014; October 28, 2025

Rock Valley College

# RVC Board Policy 2:20.050

## Campus Traffic Code

The Administration is authorized to adopt and maintain procedures on vehicle registration, parking, moving regulations, and appeals.

**Reference:** Board Report 3246
**Implemented:** July 21, 1980
**Revised:** April 8, 2014; October 28, 2025

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Rock Valley College

# RVC Board Policy 2:20.060

## Office Doors/Windows

The purpose of this policy is to allow visibility into offices to promote the safety of Rock Valley College faculty, staff and students.

I. Office doors with a single glass pane and/or upper glass pane in doors with two panes and/or walls with a door-length pane glass within three feet of the door must remain clear in accordance with the following:
   A. Four-inch strip (or width of glass if less than 4 inches wide), from top to bottom, shall be clear of coverings of any type.
   B. Remainder of upper glass pane may be covered with posters, curtains, etc., providing the covering is approved by the Divisional Vice President.

II. Lower glass pane in two-pane doors: no coverings of any type shall be permitted.

III. Any variation must allow clear view into an office and must be approved by the Divisional Vice President.

IV. No coverings of any type shall be permitted on exterior glass panes of offices.

**Reference:** Administrative Policy 231
**Implemented:** July l, 1988
**Revised:** April 8, 2014; October 28, 2025

Rock Valley College

# RVC Board Policy 2:20.070

## Weapons/Concealed Carry

### I. Statement of Purpose

Rock Valley College hereby establishes this Concealed Carry Policy (hereafter referred to as the "Policy") pursuant to the 2013 Illinois Firearm Concealed Carry Act, 430 ILCS 66/1 et seq. (the "IFCCA"). 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 IFCCA.

### II. Implementation

Rock Valley College will have procedures to implement this policy regarding the 2013 Illinois Firearm Concealed Carry Act, 430 ILCS 66/1 et seq., and in conformance with any federal or state law.

**Reference:** Attorney Resolution 314
**Implemented:** April 8, 2014
**Revised:** October 28, 2025

Rock Valley College

# RVC Board Policy 2:20.080

## Communicable Diseases

Rock Valley College places a high priority on the need to prevent the spread of chronic, communicable diseases. The College is committed to educating its staff, students, and the community about protection from and control of communicable diseases, as defined by the Illinois Department of Public Health in the Illinois Control of Communicable Diseases Code, 77 Ill. Admin. Code 690. l 0.
The College shall develop consistent procedures for student and employee absence due to a communicable disease as described under Section 690.30 and Section 690.200 of the Illinois Control of Communicable Diseases Code.

**Reference:** Board Report 6642
**Implemented:** August 23, 2009
**Revised:** April 8, 2014; October 28, 2025

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Rock Valley College

# RVC Board Policy 2:20.090

## Hazardous Materials/Hazardous Communications

Rock Valley College will develop and maintain a procedure defining appropriate hazardous material documentation, communication, and disposal in accordance with pertinent statutes and regulations.

**Reference:** Board Report 6618
**Implemented:** May 26, 2009
**Revised:** April 8, 2014; October 28, 2025

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Rock Valley College

# RVC Board Policy 2:20.100

## Campus Demonstrations

Rock Valley College respects the rights of individuals to self-expression and to demonstrate that expression peacefully. The Illinois Campus Demonstrations Policy Act, 110 ILCS 10/1 et seq., establishes that the College's Administration is responsible for establishing rules and regulations for maintaining decorum and order on the campuses of the institution.
The College shall develop procedures outlining rules and regulations to maintain order on the College's campuses, ensuring that the civil rights of others are not infringed, and establishing methods to secure the reasonable operation of College activities in accordance with all applicable statutes and regulations, including but not limited to the Illinois Campus Demonstrations Policy Act.

**Reference:** Board Report 6617
**Implemented:** May 26, 2009
**Revised:** April 8, 2014; October 28, 2025

Rock Valley College

# RVC Board Policy 2:20.110

## Campus Trespass Policy

Rock Valley College is a public institution of higher education that is generally open to the public. At the same time, the College is committed to safeguarding its students, employees and visitors, to ensuring the safe operation of College programs and activities, and to protecting College assets. In that regard, the College reserves the right to establish expectations and parameters governing visitors' presence on College property. The College further reserves the right to restrict a visitor's access to some or all College property, where the visitor fails to refrain from any conduct that may adversely affect the College's educational function or disrupt or interfere with the rights of others to pursue their education, conduct their College duties and responsibilities, or participate in the College's activities.

The Administration, in consultation with the College Police Department, shall develop procedures outlining the circumstances under which a visitor's access to or presence on College property may be restricted, and the process for issuing a no-trespass order to such visitor for a definite period of time, to be determined on a case-by-case basis.

Nothing in this Policy precludes the College from issuing a no trespass directive to a currently enrolled student pursuant to the College's existing policies and procedures governing students, including but not limited to the Student Code of Conduct and the Code of Conduct for Visitors and Guests.

**Reference:** Board Report 7673
**Implemented:** December 17, 2019
**Revised:** October 28, 2025

Rock Valley College

# RVC Board Policy 2:20.120

## Service and Other Animals Policy

It is the policy of Rock Valley College to ensure that all individuals with disabilities who require the assistance of a service animal have an equal opportunity to access College property, courses, programs, and activities. The College Administration shall establish Procedures implementing this Policy.

Except as set forth in the Procedures implementing this Policy, service animals will be permitted to accompany individuals with disabilities in all public areas of the College. For purposes of this Policy, "service animal" is defined as set forth in the Americans with Disabilities Act ("ADA"). The support provided by the service animal must be directly related to the individual's disability. Service animals whose sole function is to provide comfort or emotional support do not qualify as service animals under this Policy.

Service animals must be under the control of the handler at all times. Service animals must be harnessed, leashed, or tethered, unless the individual's disability prevents the use of these devices or unless these devices interfere with the service animal's safe and effective performance of the tasks it has been trained to perform. In such cases, the individual must still maintain control of the service animal by means of voice, signal, or other effective controls.

Students in need of a service animal on campus must contact Disability Support Services to request and manage their accommodations, including the need for a service animal on campus. Employees in need of a service animal on campus must contact Human Resources to request a reasonable accommodation allowing the presence of a service animal in the workplace.

Animals that do not satisfy the above criteria are strictly prohibited from all Rock Valley College property.

The College reserves the right to remove and/or exclude any service animal from College property for legitimate and legally permissible public health or safety reasons.

In implementing this Policy, Rock Valley College complies with the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Amendments Act of 2008 (ADAAA), Section 504 of the Rehabilitation Act of 1973, the Service Animal Access Act/White Cane Law, and all other federal and State laws pertaining to service animals and/or accommodations for individuals with disabilities.

**Reference:** Board Report 7788
**Implemented:** February 23, 2021
**Revised:** October 28, 2025

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Rock Valley College

# RVC Board Policy 2:30.010

## Conducting Institutional Research

Rock Valley College will develop procedures which ensure that research conducted at, for, or through the College properly protects the rights of research participants and safeguards the College.

**Reference:** Board Report 6201
**Implemented:** October 26, 2004
**Revised:** April 8, 2014; October 28, 2025

Rock Valley College

# RVC Board Policy 2:30.020

## Acceptable Use Policy for Information Technology Systems

The Rock Valley College Board of Trustees authorizes the Administration to develop and implement procedures for the acceptable use of Information Technology (IT) systems and resources, in order to protect the rights and privileges of the users of the IT systems, to ensure compliance with all applicable laws and regulations and to safeguard the College. All such systems shall be used only in accordance with this policy and the associated procedures. It shall be the responsibility of all users of College IT systems to be familiar with, understand and comply with this policy and related procedures.

**Reference:** Board Report 6612
**Implemented:** May 26, 2009
**Revised:** April 8, 2014; October 28, 2025

Rock Valley College

# RVC Board Policy 2:30.030

## Computer Equipment

The Rock Valley College Board of Trustees authorizes the Administration to develop and implement procedures for the use of computer hardware and software.

Computing equipment shall be defined as, but not exclusive to, PC's, Mac's, switches, servers, blades, data projectors, computer accessories or other equipment necessary to run or access the College network. Certain guidelines, access, security and maintenance should be adhered to with this equipment.

**Reference:** Board Report 6643
**Implemented:** August 25, 2009
**Revised:** April 8, 2014; October 28, 2025

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Rock Valley College

# RVC Board Policy 2:30.040

## Grants Policy

A consistent process for grant acquisition and administration will be implemented to help achieve Rock Valley College strategic initiatives and standards of accountability.

**Reference:** Board Report 6219
**Implemented:** January 25, 2005
**Revised:** April 8, 2014; October 28, 2025

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Rock Valley College

# RVC Board Policy 2:30.050

## Rock Valley College Donations and Foundation

The Rock Valley College Foundation ("Foundation") solicits, receives, manages, and dedicates funds and property for the use and benefit of Rock Valley College to support its educational mission. The College looks to the Foundation for funding of scholarships to support students in their pursuit of academic and career goals. Broad- based initiatives being conducted by the Foundation will support facilities improvements and will form a means of financial support for future program and facility needs.

There are many reasons advantageous to both the College and Foundation for centralizing all private donations for the benefit of the College through the Foundation.

These include:

1. The tracking and reporting of all gifts and/or pledges in compliance with the various Illinois governmental agencies, the Not-for-Profit Act, and professional fund-raising organizations of which Rock Valley is a member.
2. The issuance of the required tax deductibility information to each donor.
3. Appropriate appreciation and recognition of all donors.

Accordingly, the Board of Trustees approves and encourages the channeling of private (third-party) donations, both monetary and in-kind, to the Foundation.

**Reference:** Board Report 5789, 6904
**Implemented:** May 15, 2000; May 22, 2012
**Revised:** April 8, 2014; October 28, 2025

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Rock Valley College

# RVC Board Policy 2:30.060

## Cyber and Information Security Policy

The Rock Valley College (RVC) Board of Trustees authorizes the Administration to develop and implement procedures to ensure the confidentiality, integrity, and availability of RVC's information assets by providing protection against malicious or criminal actions, theft, fraud, and accidental threats, and also for responding to cyber incidents and attacks.

Cyber security and information security threats take advantage of weaknesses in technology, people, and processes in order to gain unauthorized access to the RVC network or to confidential, private, and/or proprietary information. These incidents may cause harm by interrupting or impairing the RVC network, disseminating or using the information, or other cyber-related attacks. RVC manages cyber security risk to safeguard its mission and protect the interest of the people whose personal information it holds.

Management of cyber security risk requires concerted effort across all of RVC and cannot be considered just an aspect of Information Technology.

**Reference:** Board Report 8120
**Implemented:** December 19, 2023
**Revised:** October 28, 2025

Rock Valley College

# RVC Board Policy 2:40.010

## Facilities and Grounds Rental

The Rock Valley College Board of Trustees authorizes the Administration to develop and implement procedures for the acceptable use of the College Facilities and Grounds in order to encourage community organizations to use College facilities. Consistent with this position, the Board encourages use of College facilities by community groups at such times as the facilities and grounds are not required for College activities. Reservations will be considered on a first-come, first-served basis after College priorities have been satisfied. Rental requests will be handled through the Office of Facilities Planning Operations and Maintenance. The College reserves the right to deny the rental of any or all parts of the College facilities and/or grounds.

**Reference:** Board Report 6477
**Implemented:** November 27, 2007
**Revised:** April 8, 2014; October 28, 2025

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Rock Valley College

# RVC Board Policy 2:40.020

## College Facility Development and Preservation

Rock Valley College shall provide safe, functional, clean, economically operating and aesthetically pleasing campuses using federal, state, or local guidelines; assuring that the physical plant, buildings, as well as grounds receive the necessary care, maintenance, and repair not only to extend their useful life to the College, but also to ensure that the integrity of the appearance of campuses is maintained.

Rock Valley College Board of Trustees shall authorize the Administration to implement a procedure regarding College facility development and preservation.

**Reference:** Board Report 6613
**Implemented:** May 26, 2009
**Revised:** April 8, 2014; October 28, 2025

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Rock Valley College

# RVC Board Policy 2:40.030

## Fleet Management

Rock Valley College will provide safe, economical fleet equipment to meet College maintenance and transportation needs.

Rock Valley College Board of Trustees shall authorize Administration to implement a procedure regarding fleet management.

**Reference:** Board Report 6614
**Implemented:** May 26, 2009
**Revised:** April 8, 2014; October 28, 2025

Rock Valley College

# RVC Board Policy 2:40.040

## Shipping and Receiving

The purpose of the Rock Valley College campus-wide policy on shipping and receiving is to acknowledge that the establishment of central locations for Shipping and Receiving will best meet the requirements of the College. Rock Valley College has established central locations for the processing of inter- campus and external mailings related to the College's official business following Federal mailing guidelines.

It is the policy of the College to establish central locations for Shipping and Receiving to mitigate costs, ensure safety and meet personnel needs. Commitment to the fixed asset management policy and procedures is implemented through the Mail and Distribution Center (MDC). The MDC is a restricted service that distributes and processes the College's official mail. The College prohibits the use of MDC for personal or the private gain of employees or non-College groups. The College also prohibits the delivery of College property to any location not established by the College. Delivery and pickup by any vendor at other campus buildings is not permissible without preauthorization of the MDC.

**Reference:** Administrative Policy Manual 3.70.020, # 194, 195
**Implemented:** March 8, 1982
**Revised:** April 8, 2014; October 28, 2025

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Rock Valley College

# RVC Board Policy 2:40.060

## Disposal of Assets

Rock Valley College will follow prevailing statutes to dispose of public assets. The Board of Trustees allows the College, to the extent permitted by the prevailing statutes, to dispose of public assets which include, but are not limited to, the following categories integral to the operation or administration of the College: all equipment (scientific, office, audio visual, fitness, maintenance, communication, administrative), furniture, computers, software, vehicles, and all other items owned by the College. The Office of Business Services will facilitate the disposal procedures.

The disposal of all land, buildings, and building improvements owned or leased by the College must have Board of Trustees approval and are excluded from this Policy.

**Reference:** Board Report 4255
**Implemented:** March 21, 1988
**Revised:** April 8, 2014; October 28, 2025

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# RVC Board Policy 3:10.010

## Equal Employment Opportunity

It is the policy of Rock Valley College to provide equal opportunity in all employment decisions consistent with federal and state law. Discrimination is thus prohibited on the basis of race, color, religion, national origin, ancestry, citizenship status, work authorization status, sex, age, physical or mental disability, marital status, order of protection status, protected characteristics consistent with the Illinois Human Rights Act pregnancy, actual or perceived decisions regarding reproductive health, family responsibilities, military status, or unfavorable military discharge, genetic information, or other legally protected categories.

This policy of equal employment opportunity applies to all employment policies and procedures. This policy governs application for and treatment in all aspects of employment, including but not limited to: recruitment, hiring, transfers, promotions, demotions, reclassifications, compensation, benefits, tuition assistance, training, discipline, lay-offs, termination, social and recreational programs, use of College facilities, or any other terms, conditions, and privileges of employment.

Individuals who believe they have not received equal employment opportunities or with questions about any type of discrimination (see Board Policy 2:10.095) in the workplace should bring these concerns to the attention of the Human Resource Department. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including dismissal, from employment with the College. In addition, retaliation against any person for making a report of or participating in an investigation regarding unlawful discrimination is strictly prohibited.

**Reference:** Board Report 6977, 8377
**Implemented:** February 27, 2013
**Revised:** April 8, 2014; April 28, 2026

Rock Valley College

# RVC Board Policy 3:10.030

## Access to Personnel Files

Rock Valley College maintains a personnel file on each employee. All personnel files are maintained, disseminated, and inspected consistent with the *Illinois Personnel Record Review Act*, 820 ILCS *40/1 et seq.,* the *Illinois Local Record Act*, 50 ILCS 205/1 *et seq.,* and other applicable state and federal laws.

The Human Resources department will make all reasonable efforts to coordinate a reasonable time for employees to examine items in their own personnel file within three (3) working days upon receipt of the employee's written request to the Vice President of Human Resources/Chief Human Resources Officer or designee.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Report(s) 6478, AR 314, 8031 (Amended), 8377
**Implemented:** November 27, 2007
**Revised:** April 8, 2014; April 25, 2023; April 28, 2026

Rock Valley College

# RVC Board Policy 3:10.040

## Copyright

Rock Valley College shall make every effort to comply with applicable copyright law, including, but not limited to, the *Copyright Act of 1976*, 17 U.S.C. 101 et *seq*. and its amendments. All of the College's employees (faculty and staff), anyone officially performing duties on behalf of the College, and the College's students (enrolled in credit or non-credit courses) are expected to comply with all applicable copyright laws.

The College will make available to its community (faculty, staff and students) reasonable information about copyright law in order to promote compliance.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Report 6861, 6862, 8377
**Implemented:** February 28, 2012
**Revised:** April 8, 2014; April 28, 2026

Rock Valley College

# RVC Board Policy 3:10.050

## Employee Code of Ethics

The Board of Trustees of Rock Valley College expects that its employees will maintain high standards of personal conduct, work performance, punctuality and attendance. The College maintains standards of conduct and work rules for its employees that are necessary to protect the interests and property of students, employees, and the College.

The provisions of Board Policy 1:10.010 Section 6 shall apply to all College employees.

Infractions of the standards include, but are not limited to, violations of the College's policies, procedures, and practices; incompetent or inefficient service; insubordination; illegal acts; willful neglect of duty; dishonesty; or unethical or unprofessional conduct constitute misconduct on the part of the employee.

Misconduct may result in disciplinary action, up to and including dismissal as an employee of the College.

**Reference:** Board Report 6122,8377
**Implemented:** November 25, 2003
**Revised:** April 8, 2014; April 28, 2026

Rock Valley College

# RVC Board Policy 3:10.080

## Oral English Proficiency

As required by Section 3-29.2 of the *Illinois Public Community College Act*, 110 ILCS 805/3-29.2, Rock Valley College will, in its hiring practices, assess the oral English proficiency of all persons providing classroom instruction to ensure that candidates can adequately communicate with their students. The College may, in its sole discretion, waive oral English proficiency requirements for any person who provides classroom instruction to students in foreign language courses only.

**Reference:** Board Report 6861, 8377
**Implemented:** February 28, 2012
**Revised:** April 8, 2014; April 28, 2026

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Rock Valley College

# RVC Board Policy 3:10.090

## Personnel Reports

Human Resources shall prepare and provide a Personnel Report at each regular monthly Board meeting. The Personnel Report will contain all appointments, promotions, demotions, departures, lateral transfers, reclassifications, and retirements for all Rock Valley College employees who are classified as Administration, and Faculty/Teaching specialists.

At the end of each fiscal year, Human Resources shall prepare an annual report to be provided to the Board which shall contain metrics on all full-time employees working for the College, such as total number of employees, employee demographics, promotions, demotions, departures, lateral transfers, reclassifications, retirements, and turnover rates.

**Reference:** Board Report 5542, 7583, 8377
**Implemented:** January 26, 1998
**Revised:** April 8, 2014; January 29, 2019; April 28, 2026

Rock Valley College

# RVC Board Policy 3:10.100

## Whistleblower

Rock Valley College is committed to the highest ethical standards and conducting its operations in compliance with all federal and state laws and regulations. The purpose of this policy is to encourage all members of the College community to report allegations of internal wrongdoing and to provide assurance of confidentiality and anonymity for such reporting in good faith pursuant to the *Illinois Whistleblower Act,* 740 ICLS 174/1 *et seq.* and the Illinois State Officials and Employees Ethics Act, 5 ILCS 430/15, and other applicable state and federal laws.

For purposes of this policy, wrongdoing may include but is not limited to:

(1) Crimes or violations of the law or governmental regulations;
(2) Fraud or financial irregularity;
(3) Improper use of College funds, property or assets;
(4) Corruption, malfeasance, bribery, theft, coercion or blackmail;
(5) Endangering the health or safety of an individual;
(6) Harming College property; and
(7) Other unethical conduct.

In accordance with the *Illinois Whistleblower Act*, neither the Board, nor employees of the College may retaliate against or make threats of retaliation against a whistleblower who has reasonable cause to believe that the information reported discloses a violation of a State or federal law, rule, or regulation, or for refusing to participate in an activity that they reasonably believe would result in a violation of a state or federal law, rule or regulation, or who disclosing the information in court, an administrative hearing, before a legislative commission or committee, or in any other proceeding.

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

## Whistleblower Policy

Whistleblowers who believe that they have been retaliated against may file a written complaint with the Vice President of Human Resources or the President. Any complaint of retaliation will be promptly investigated and appropriate corrective measures taken if allegations of retaliation are substantiated. This protection from retaliation is not intended to prohibit managers or supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.

**Reference:** AR 314, Board Report 8377
**Implemented:** April 8, 2014
**Revised:** April 28, 2026

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Rock Valley College

# RVC Board Policy 3:10.110

## Drug- and Alcohol-Free Workplace Policy

### Purpose

Rock Valley College has a longstanding commitment to provide a safe, quality-oriented and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of Rock Valley College employees and students, in addition to the security of the College's equipment and facilities. For these reasons, Rock Valley College is committed to the elimination of drug and alcohol use and abuse in the workplace.

### Scope and Enforcement

This policy applies to all employees and all applicants for employment of the College. The Human Resources (HR) department, under the direction of the Vice President of Human Resources/Chief Human Resources Officer is responsible for policy interpretation, administration, and enforcement.

### Prohibited Conduct

The College prohibits the use, possession, distribution, sale, or manufacture of illegal drugs, cannabis (both recreational and medical) and its derivatives, controlled substances, alcohol, and unauthorized prescription drugs, which are not prescribed to the individual or are used in a way other than prescribed, in the workplace. This is prohibited on College property, including any worksite designated for the performance of work, in College-owned vehicles, while on duty or while acting in an official capacity on behalf of the College, and/or while participating in any College-sponsored activities. Alcoholic beverages are prohibited on College property, in College-owned vehicles, and while participating in any College-sponsored activities unless expressly authorized by the College President, in accordance with the Illinois Liquor Control Act of 1934 and any applicable local ordinances. Employees are, as a condition of employment, required to abide by this policy. All employees will receive a copy of this policy and will abide by this policy as a condition of employment. The College reserves the right to order an employee to undergo drug and/or alcohol testing as part of pre-employment screening, upon reasonable suspicion that the employee is under the influence while on duty or while acting in an official capacity on behalf of the College, or for any other reason deemed necessary by the College and permitted by applicable federal and state law.

### Inspections

In order to assure that employees comply with the prohibition on manufacturing, distributing, dispensing, possessing, or using alcohol, controlled substances, or cannabis, employees may be subject to inspection as follows:

A. Desks, files, vehicles, equipment and other containers and property owned or leased by the College and which an employee is permitted to use during employment with the College, are and remain the property of the College.

Employees are not permitted to keep controlled substances, cannabis or alcohol in or on such property. Any such property reasonably suspected of having or holding such substances is subject to search by the College

B. Any refusal to submit to such an inspection will be treated as an act of insubordination and may result in disciplinary action, up to and including dismissal.

## Disciplinary Action

Employees who test positive for drugs and/or alcohol in violation of this policy may be subject to disciplinary action, up to and including termination. Further, the College will discipline an employee up to and including termination for the following: (1) if the employee refuses to submit to diagnosis, testing or screening upon request of the College; (2) if the employee tampers in any way with the specimen given to the medical facility for purposes of alcohol or drug screening or testing or if employee provides a false sample to the drug screening/testing facility; (3) if the medical facility recommends treatment and the employee refuses to undergo such treatment; (4) if, while undergoing treatment, the employee fails or refuses to follow the course of treatment; (5) if the employee, during the course of or following treatment, is again under the influence of alcohol or drugs in violation of this Policy; or, (6) if the employee fails to notify HR of a conviction for violating any federal or state criminal drug statute.

In place of, or in addition to, any disciplinary sanctions for violation of this policy, the College in its sole discretion may require the employee to satisfactorily participate in and complete a drug abuse assistance or rehabilitation program approved by the College and approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency. Any employee who undergoes such a rehabilitation program will be required to complete and successfully pass a drug and alcohol test upon release from the program before returning to work. Participation in such treatment will be at the employee's expense, although some of these expenses may be covered under the employee's personal health insurance.

## Notice of Convictions

Any College employee or prospective employee who is convicted of a violation of any federal or state criminal drug statute must notify the Human Resources Department as soon as reasonably possible after such conviction. For purposes of this notice requirement, a conviction includes a finding of guilty; a no-contest plea; or a judgment entered by a judicial body for any violation of criminal statue involving the unlawful manufacture, distribution, dispensation, possession or use of illegal drugs or controlled substance.

If the employee is directly engaged in performance of work pursuant to the provisions of a federal grant or federal contract, the College shall give notice of the conviction to the federal agency with whom it has contracted or from whom it received the grant within ten (10) calendar days of receiving notification of conviction.

In accordance with the Illinois Human Rights Act, before taking any employment action, the College will review an employee or prospective employee's drug-related conviction to determine if: (1) there is a substantial relationship between the criminal offense and the employment sought or held; and (2) the continuation of employment involves an unreasonable risk to property or to the safety or welfare of specific individuals or the general public. The College may consider the following factors during this review:

- The length of time that has passed since the conviction.
- The number of convictions.
- The relationship between the conviction and the individual's job duties or prospective job duties.
- The facts surrounding the conviction.
- The individual's age at the time of the conviction.
- Evidence of rehabilitation efforts.

## Employee Assistance

It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to disciplinary action. The College will not discipline an employee who voluntarily seeks treatment for a substance abuse problem if the employee is not in violation of the College's drug and alcohol policy or other rules of conduct. Seeking such assistance will not be a defense for violating the College's drug and alcohol policy, nor will it excuse or limit the employee's obligation to adhere to the College's policies, rules of conduct, and standards including, but not limited to, those regarding attendance, job performance, and safe and sober behavior on the job.

Employees who suffer from alcohol or drug abuse are encouraged to consult voluntarily with the Director of Employee Relations and undergo appropriate medical treatment. Participation in such treatment will be at the employee's expense, although some of these expenses may be covered under the employee's personal health insurance.

## Confidentiality

The results of any drug and/or alcohol test shall be kept strictly confidential among the tested individual, the clinic, any outside laboratory used by the clinic for analysis and the College. However, the College may use the results to decide upon what course of action, if any, shall be taken towards the tested individual. In addition, in the event of any legal or administrative proceedings involving the College and the tested individual, the College may utilize the test results in the prosecution or defense of said legal or administrative proceeding.

## Drug and Alcohol Abuse Prevention Program

The College shall maintain a drug and alcohol abuse prevention program to inform all employees about: a) the health risks associated with drug and alcohol abuse; b)

the College's intent to maintain a drug-free workplace; c) any available drug counseling rehabilitation and employee assistance programs; and d) the penalties that may be imposed for violation of this policy.

## Compassionate Use of Medical Cannabis Program Act

In compliance with the Compassionate Use of Medical Cannabis Program Act, the College will not discriminate against an employee or applicant based solely on their status as a registered qualifying patient. The College will enforce its drug and alcohol-free workplace policies in a non-discriminatory manner. Notwithstanding the foregoing, this policy prohibits the use or possession of medically prescribed cannabis in the workplace, and/or being under the influence of cannabis, as a qualifying patient under the Illinois Compassionate Use of Medical Cannabis Program Act, during the workday, on College property, in College-owned vehicles, and while participating in College-sponsored activities.

### Implementing Procedures

The College will establish and maintain procedures implementing this Policy. The Human Resources Department shall be responsible for the administration and implementation of this policy.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Policy 641, Board Report 6156, AR 314, Board Report 7674, Board Report 8377
**Implemented:** April 11, 1989
**Revised:** April 28, 2004; April 8, 2014; December 17, 2019; April 28, 2026

Rock Valley College

# RVC Board Policy 3:10.120

## Conflict of Interest - Employees

All employees shall conduct themselves in a manner that reflects the highest standards of ethical conduct, and in a manner that is in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.

A conflict of interest arises whenever the employee has the opportunity to influence College operations or business decisions in ways that could result in a personal financial benefits to the employee or a member of an employee's immediate family. Personal financial benefits include, but are not limited to, direct financial payments, deferred compensation, gifts, or in-kind donations to the employee or immediate family member.

Employees shall voluntarily disclose to his or her supervisor any situation in which the employee has a real or potential conflict of interest. Each employee will observe and adhere to the College's Employee Code of Ethics Policy. All employees required to file statements of economic interest under the Illinois Government Ethics Act, 5 ILCS 420/4A-101(i), shall also report that information to the College. The Administration shall prepare procedures and forms for employees to disclose their economic interests to the College, including all information required to be disclosed under the Ethics Act (5 ILCS 420/4A-102).

Violation or failure to disclose or properly identify a conflict of interest may subject the employee to disciplinary action.

The College reserves the right to modify an employee's position, including job duties and responsibilities, in order to avoid a conflict of interest under this policy. The following are examples of conflicts of interest requiring employee disclosure or abstention, and are only illustrations and not meant to be exclusive:

1. An employee or immediate family member of the employee owns, in whole or in part, a business entity with which the College does or proposes to do business, and the employee is in a decision-making role or otherwise is in a position to influence the College's business decisions regarding the business entity, or otherwise benefit from the College transacting business with the entity.

2. An employee holds or assumes an executive, officer or director position in a for-profit or not-for-profit business or entity engaged in educational, commercial, or activities similar to those of the College.

3. Employee participates in consultation activities for a for-profit or not-for- profit business or entity or entity engaged in educational, commercial, or activities similar to those of the College.

The following activities are prohibited under this Policy:

1. Using College property, facilities, equipment or other resources in any manner that results in personal financial benefit to an employee or a member of an employee's immediate family.
2. Using College property, facilities, equipment or other resources in any manner to perform outside work or to further private interests (e.g. vehicles, supplies, facilities, equipment or inside information).
3. Using College stationary or letterhead in connection with outside activities, other than activities having a legitimate relationship to the performance of College business.
4. Using College facilities or the employee's position at the College for the purpose of advocating, endorsing, or marketing the sale of any goods or services, other than as part of the employee's College responsibilities, without the prior approval of a supervisor.
5. Requiring students to use the employee's published works and products for papers and lectures when the employee is realizing a profit from the published works and products.
6. Using the College's name, trademark or trade name for personal business or economic gain to the employee or a member of the employee's immediate family.
7. Using any College data or information for personal financial benefit to the employee or a member of the employee's immediate family.
8. Using any College employee for any outside activity during normal work time for which he or she is receiving compensation from the College.
9. Participating in the selection or awarding of a contract between the College and any entity with which an employee is seeking employment or has been offered employment.
10. Obtaining personal financial gain from fellow employees, students, and persons doing business with the College in the course of outside employment.
11. Accepting gifts, except those of nominal value ($100 or less), from any person doing, or seeking to do, business with the College.
12. Other activities may be prohibited if a supervisor concludes that there is no reasonable way to manage an associated conflict of interest.

**Reference:** Board Report 7574, 8377
**Implemented:** December 11, 2018
**Revised:** April 28, 2026

Rock Valley College

# RVC Board Policy 3:10.160

## Remote Work

### Purpose

Rock Valley College recognizes that certain employees may be permitted to work remotely as a regular part of their duties or for a short period of time, as long as the employee's performance or efficient operation of the College is not adversely affected. This policy will govern the conditions under which certain employees work at remote work locations for all or part of their scheduled work week. Remote work arrangements will be granted by the College on a case- by-case basis.

### Scope and Enforcement

This Policy applies to all eligible employees of Rock Valley College. The Human Resources (HR) department, under the direction of the Vice President of Human Resources/ Chief Human Resources Officer is responsible for this policy's interpretation, administration, and enforcement, consistent with the College's Remote Work administrative procedures.

### Policy

Remote work is often a temporary work arrangement, and it is appropriate for only some employees and positions. No College employee is entitled to or guaranteed the opportunity to work remotely. Certain categories of positions may be ineligible for remote work, while others may require remote work on a regular basis. Supervisors will consult with the HR Department to determine a position's eligibility for remote work arrangements as well as to decide whether to approve remote work for individual employees on a case-by-case basis. The College reserves the right to revoke approval for remote work at any point because of concerns with an employee's performance or for operational reasons.

Employees who are approved to work remotely must perform the same work they would perform in the central workplace in accordance with their job description, established performance expectations, and any other agreed-upon terms and conditions of their employment. The College may require alternative timekeeping or other accountability measures as a condition of a remote work arrangement. An employee's classification, compensation, and benefits will not change upon approval for remote work.

When the College requires or permits an employee to work remotely and is not able to provide the necessary equipment, the employee may be eligible for a recurring allowance or other reimbursement to cover eligible expenses. The Accounts Payable Department will provide reimbursements under the conditions provided in the College's Remote Work administrative procedures.

**Reference:** Board Report 7735, 8377
**Implemented:** July 28, 2020
**Revised:** April 28, 2026

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Rock Valley College

# RVC Board Policy 3:20.010

## Job Posting and Hiring

It is the policy of Rock Valley College to employ the most qualified candidate for vacant positions. Regular full-time and continuous part-time positions will be posted upon approval to fill a vacancy. Vacant positions will be consistently advertised internally and externally to ensure that employees and other interested individuals are notified regarding employment opportunities at the College. Applications will be accepted through an electronic process. Rock Valley College is an Equal Employment Opportunity College and will comply with all applicable federal and state laws when posting and filling vacant positions.

The President shall have the authority to approve new hires and to assign employment start dates. Should the President determine that it is in the best interests of the College to alter the full-time or continuous part-time position counts beyond the approved budget, the Board of Trustees shall be consulted in advance of any hiring.

This Policy will be administered consistent with 110 ILCS 805/3-42 and the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Reports 2299, 6328, AR 314, 8306, 8311, 8377
**Implemented:** September 4, 1973; April 4, 2006
**Revised:** April 8, 2014; July 22, 2025; August 26, 2025; April 28, 2026

Rock Valley College

# RVC Board Policy 3:20.020

## Employment Categories

### Probationary Positions

Employees who are within the first 90 days of employment, or within 90 days after an internal transfer or promotion, are considered to be in their probationary period. The probationary period may be extended at the discretion of the Vice President of Human Resources/Chief Human Resource Officer.

### Grant Positions

Rock Valley College employees who perform services funded by government or other external grant agencies are considered to be employed for a period not to exceed the duration of the grant funding period. Employment ends when the funding ceases, or sooner, should the program be terminated.

### FLSA Status

The Fair Labor Standards Act (FLSA) is the federal regulation for employee working hours and pay standards. It determines the exempt or non-exempt status of job and overtime requirements.

An employee's FLSA status describes whether that employee is classified as exempt or non-exempt.

- **Exempt:** An exempt employee is not subject to FLSA overtime requirements. These workers typically receive an annual salary that does not change based on the number of hours worked.

- **Non-exempt:** A non-exempt employee is entitled to compensation – at 1.5 times their regular pay – for the hours they work beyond the standard 40-hour workweek.

### Employment Status

- **Full-time:** Employees who work a minimum of 40 hours per week on a regular basis. Full-time employees are eligible for the benefits programs offered by the College.

- **Continuous Part-time:** Employees who work 25 hours per week on a continuous basis. Continuous part-time employees are eligible for the benefits programs offered by the College. These employees are not eligible for SURS insurance.

- **Part-time:** The US Department of Labor defines part-time work as 34 hours or fewer per week.

- **Temporary:** When the College has an unusually heavy workload or an unfilled vacancy, or when a regular employee is on leave for an extended period, the

College may employ a temporary employee for a limited time period (no more than 180 days), as referenced in Board Policy 3:40.040, Temporary Employees. Temporary employees will be paid within the pay grade of the employee they are replacing. Temporary employees are not eligible for college-provided benefits.

## Work Group Bargaining Units

The following are the recognized position classifications of college personnel:

- **Adjunct:** Adjunct instructors are employed on a semester basis and can teach a maximum of 12 CHEs per fall and spring semesters, depending on the duration of their course. Adjuncts can also teach a maximum of 6 CHEs during the summer semester, depending on the duration of the course.

- **Administration (ADM):** Administrative staff are line officers of the college who manage, conduct, and administer programs, staff, and operations of the board of trustees. Examples include the president, deans, directors, and managers.

- **Educational Support Staff (ESP):** Educational Support Staff are Executive Assistants who support Vice Presidents and/or serve in a confidential environment such as Human Resources, Career and Technical Education, Academic Affairs, and Payroll.

- **Faculty (FAC):** The terms “faculty”, “faculty member”, or “full-time faculty member” shall mean individuals with nine-month employment contracts who have a standard academic year instructional workload of 30 CH/CHE (refer to Section 6.2 of the Faculty CBA), librarians and any full-time faculty member hired into existing or new faculty positions.

  Library Faculty and Dental Hygiene Clinical Instructors
  Library faculty will follow the same three-year tenured faculty process as teaching faculty. Library faculty shall be evaluated in the manner prescribed in all applicable sections of the faculty collective bargaining agreement.

- **Fraternal Order of Police (FOP):** The College recognizes the FOP Labor Council as the exclusive bargaining agent for all regularly employed full-time Police Officers, excluding the Sergeants, Part-Time Officers, Chief of Police, all other professional and non-professional employees, and any supervisory, managerial, confidential, and short-term employees as defined in Section 2 of the Illinois Education Labor Relations Act (IELRA).

- **Professional Staff Association (PSA):** According to the PSA Bylaws (Amended June 14, 2005, and Proposed changes September 8, 2020), “All full-time and continuous part-time exempt employees (excluding the employees who report directly to the President) shall be considered members of this Association.”

- **Student Worker:** A student worker must not be classified as a high school student during the financial aid award period in which they are to be employed. They must be enrolled in a minimum six (6) credit hours in the fall or spring financial aid period in which they are employed; or in the case of summer, be enrolled for at least six (6) credit hours in summer terms or be enrolled in at least six (6) credit hours in in the fall award period immediately following. A student worker must be authorized to work in the United States, be an International Student who entered the country under an F-1, F-2, J-1, or J-2 VISA status, have obtained work authorization from the Designated School Official and must be receiving pay exclusively through RVC institutional funds. They cannot be in default on any student loans or owing Title IV monies. They must maintain satisfactory Academic Progress, have a complete financial aid file issued, and cannot be employed by RVC. A student worker must complete or be on track to complete the annual student worker training. They can work up to 20 hours per week regardless of the academic session, and this position is not eligible for unemployment benefits.

- **Support Staff Association (SSA):** The College recognizes the Association as the exclusive bargaining agent for all full-time and part-time Educational Support Personnel (ESP). This excludes Executive Assistants who support Vice Presidents and/or serve in a confidential environment such as Human Resources, Career and Technical Education, Academic Affairs, and Payroll, and all supervisors, managerial, confidential, short-term, student and part-time academic employees defined by the Illinois Educational Labor Relations Act (IELRA).

**Reference:** Board Report 6978, 8377
**Implemented:** February 26, 2013
**Revised:** April 8, 2014; April 28, 2026

Rock Valley College

# RVC Board Policy 3:20.030

## Criminal Background Investigation

Consistent with the *Campus Security Enhancement Act of 2008*, 110 ILCS 12/1 et seq., Rock Valley College will conduct a criminal background investigation prior to onboarding any individual conducting official business on behalf of the College. Applicants are required to complete the Criminal Background Investigation Authorization and Waiver form. Employees who transfer or are promoted may be subject to background investigations as determined by the Vice President of Human Resources/Chief Human Resources Officer or designee.

All criminal background investigations will be conducted by the College Human Resources Department.

Pursuant to the Illinois Human Rights Act, 775 ILCS 5/2-103.1, the College will not refuse to hire or take any other adverse employment action solely on the basis of a conviction record without first providing the individual notice and an interactive assessment of whether there is a substantial relationship between the conviction and the position, or if granting employment would involve an unreasonable risk to College property or to the safety or welfare of the College's students and employees.

**Reference:** Board Report 7989, 8377
**Implemented:** March 24, 2009
**Revised:** April 8, 2014; October 25, 2022; April 28, 2026

Rock Valley College

# RVC Board Policy 3:20.040

## Recruiting and Relocation Expense Reimbursements

Rock Valley College may provide reimbursements for costs incurred by applicants in the process of interviewing for open positions. Additionally, the College may reimburse newly hired employees for costs associated with relocating.

The amount of any reimbursement will be determined by College Administration and as set forth in the Administrative Procedures. Due to inflationary and market-driven reasons, the amounts may need to be adjusted accordingly.

**Reference:** Board Reports 6519, 6520, 8377
**Implemented:** June 24, 2008
**Revised:** April 8, 2014; July 26, 2022; January 24, 2024; April 28, 2026

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# RVC Board Policy 3:20.050

## Workers' Compensation

All paid employees of Rock Valley College will be covered under the provisions of the *Illinois Workers' Compensation Act,* 820 ILCS 305/1 et seq., for all job-related injuries covered by the Act. An employee's *Family and Medical Leave Act* leave entitlement will be applied to any worker's compensation absence to the extent permitted by law.

Workers' Compensation claims will be reviewed and considered by the Vice President of Operations/Chief Operations Officer or designee.

Recommendation of assignment of light duty work, based on medical documentation, shall be provided to the Human Resources Benefits Office and reviewed in consultation with the employee's supervisor.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** AR 314, Board Report 8377
**Implemented:** April 8, 2014
**Revised**: April 28, 2026

Rock Valley College

# RVC Board Policy 3:20.060

## Tardiness and Absences

Any Rock Valley College employee who is tardy or absent shall notify their immediate supervisor within fifteen minutes, or earlier, based on departmental protocol, of the employee's normal starting time. In the areas where shift work is required, employees shall provide at least one hour notice to their supervisor.

Any College employee not properly reporting a tardy or absence may not be paid for the tardy or absence.

Any College employee who has been hospitalized or otherwise incapacitated due to illness for three or more consecutive scheduled work days must provide a note from a health care provider as a basis for pay for those three days, and must also provide a health care provider 's release prior to returning to work. The release must state that the employee is, in the judgment of the health care provider, capable of returning to work as of a specified date.

The College reserves the right to terminate employment for a history of tardiness and absence, and/or for being absent three consecutive scheduled work days without proper notification.

This Policy shall be implemented consistent with all applicable state and federal law, as well as any applicable Collective Bargaining Agreements.

**Reference:** Board Reports 2303, 909, 150, 8377
**Implemented:** February 28, 2012
**Revised:** April 8, 2014; April 28, 2026

Rock Valley College

# RVC Board Policy 3:20.070

## Employee Discipline

The College is committed to providing a fair and equitable working environment in which all individuals are treated with respect and dignity. It is the intent of Rock Valley College to foster optimum performance and otherwise assist all employees in successfully accomplishing their professional responsibilities. The College's Administration will utilize administrative procedures for resolving alleged unfair or inappropriate treatment by a supervisor, an alleged violation of Board Policy, or disciplinary sanctions.

Reasons for disciplinary sanctions include, but are not necessarily limited to, conviction of a serious crime or offense, dishonesty or theft, willful damage to College property, immorality or indecent conduct, falsification of records, unsatisfactory attendance, unsatisfactory work performance, insubordination, failure to comply with prior Board or administrative directives, violation of Board Policy, or any other act committed while a College employee, which is detrimental to the general welfare and/or best interests of the College, as determined by the College.

In connection with any allegation of misconduct, the College may suspend an employee with or without pay pending the outcome of the College's investigation of the allegation. The College will notify any employee who is suspended regarding the general nature of the allegations.

Recognizing that the preferred desired outcome of disciplining any employee is positive change in the employee's performance and/or conduct, the College may utilize the following disciplinary options:

Step 1 - Verbal Warning
Step 2 - Written Warning
Step 3 – Final Written Warning and/or Suspension With/without Pay
Step 4 - Dismissal

The College reserves the right to bypass any of these steps if, in the College's sole discretion, it determines that the severity of the employee's conduct, record of previous discipline, the length of service since the last documented offense, or other circumstances warrant a more severe level of discipline, up to and including immediate dismissal. This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Report 6121, 8377
**Implemented:** March 24, 2009
**Revised:** April 8, 2014; April 28, 2026

Rock Valley College

# RVC Board Policy 3:20.090

## Employment of Related Parties

The Board of Trustees is committed to ensuring the hiring and retention of the most qualified individuals for all positions and preventing nepotism and conflicts of interest at Rock Valley College. In order to avoid both the reality and the appearance of nepotism in employment, related parties of College employees or Trustees may only be employed or hired as independent contractors under the following conditions:

> No employment decision regarding an employee, applicant, or independent contractor may be made by a College employee or Trustee who is 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 employment benefits, termination or other adverse employment action.
>
> For purposes of this policy, "related party" means members of the same family including a child, spouse, mother, father, brother, sister, stepchild, stepparent, grandchild, or grandparent (including the spouse of any of the foregoing) or people living in the same residence. People living in the same residence are individuals residing at the same US postal 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 will be transferred to a different assignment at an equivalent level of pay, if applicable

Any affected employee/employees are responsible for promptly notifying the College of a relationship that is covered by this Policy.

No exception shall be made to this Policy unless approved by the President in writing. Individuals who are employed by the College as of December 2013, will be excluded from this Policy in their current position. This Policy applies to the employment of full-time, part-time, temporary employees, and independent contractors.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** AR 314, Board Report 8377
**Implemented:** April 8, 2014
**Revised:** April 28, 2026

Rock Valley College

# RVC Board Policy 3:20.100

## Physical Examinations and Fitness for Duty

### Physical Examination

Designated positions at Rock Valley College may require an individual to meet certain physical requirements, such as weight restrictions and lifting requirements. For those positions, a physical examination will be required and the employee will be notified. The examination will take place at the College's expense.

### Fitness for Duty

In instances where the employee exhibits manifestations of diminished capacity in their areas of responsibility and/or where the employee exhibits behaviors that pose a direct threat to the employee's own safety or the safety of others, the Board of Trustees reserves the right to request a Fitness for Duty examination by a Physician chosen by the College at the College's expense as a condition for continued employment at the College. The employee may designate a Board-Certified Physician to conduct the examination.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Report 6330, 8377
**Implemented:** April 4, 2016
**Revised:** April 8, 2014; April 28, 2026

Rock Valley College

# RVC Board Policy 3:20.110

## Independent Contractors

Rock Valley College may retain the services of independent contractors as necessary. Employees of the College cannot also serve as independent contractors of the College.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Policy 191, 8377
**Implemented:** October 19, 1981
**Revised:** April 8, 2014; April 28, 2026

Rock Valley College

# RVC Board Policy 3:20.120

## Changes in Job Titles and Organizational Restructuring

The Administration will periodically review job descriptions, job analysis and the College's organizational structure. The Administration shall share information concerning any substantive administrative reorganization with the Board of Trustees.

**Reference:** Board Report 6143, 8377
**Implemented:** February 24, 2004
**Revised:** April 8, 2014; April 28, 2026

Rock Valley College

# RVC Board Policy 3:20.130

## Separation of Employment

Rock Valley College reserves the right to terminate the employment of any College employee for any reason consistent with applicable state and federal law, and consistent with any applicable Collective Bargaining Agreement.

The Administration will maintain procedures on the employment termination process.

**Reference:** Board Reports 2386, 1224, 8377
**Implemented:** February 18, 1974
**Revised:** April 8, 2014; April 28, 2026

Rock Valley College

# RVC Board Policy 3:20.140

## Attendance of Faculty Members and Administrators at Commencement Exercises

Commencement exercises always fall on a day within the academic calendar approved by the Board. Attendance at these exercises are a part of the duties of certain administrators and all full-time faculty members.

Any faculty member or designated administrator who is unable to attend commencement exercises because of illness, professional duties, or urgent personal business should request the appropriate leave.

**Reference:** Board Policy 96, 8377
**Implemented:** November 23, 1970
**Revised:** April 8, 2014; April 28, 2026

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Rock Valley College

# RVC Board Policy 3:20.150

## Employee Recognition

Rock Valley College values employees who provide outstanding service or contributions to the College, or who enhance the College's mission and educational reputation in the College community. The Administration will establish criteria and procedures for Employee Recognition.

**Reference:** Board Report 4820, 8377
**Implemented:** July 20, 1992
**Revised:** April 8, 2014; April 28, 2026

Rock Valley College

# RVC Board Policy 3:30.010

## Health and Life Insurance

The opportunity for coverage under a health insurance plan and group term life insurance policy will be made available to eligible employees. The extent of coverage and ratio of cost sharing for non-collective bargained employees each employee group will be determined by college administration. The Board of Trustees reserves the right to modify or change insurance provisions and coverage, consistent with any collective bargaining obligations and applicable limitations in collective bargaining agreements covering Rock Valley College's eligible employees.

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 where applicable.

**Reference:** Board Report 5336, 8377
**Implemented:** May 20, 1996
**Revised:** April 8, 2014; April 28, 2026

Rock Valley College

# RVC Board Policy 3:30.020

## Health Insurance Portability and Accountability Act (HIPAA)

Rock Valley College will comply with all applicable requirements of the *Health Insurance Portability and Accountability Act of 1996* ("HIPAA"), including requirements for ensuring the security and privacy of individuals' medical information. The College is subject to the HIPAA Privacy Rule requirements as both a health plan, based on the College's flexible benefits spending plan, and as a plan sponsor based on the College's other health plans.

The College designates the Human Resources Department as the sole healthcare component of a hybrid entity in accordance with HIPAA. The College's Human Resources 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 the hybrid entity and not subject to the requirements of a health plan as defined under HIPAA. The College as a whole shall comply with all of its obligations under HIPAA which are applicable to a plan sponsor as defined under HIPAA.

The Administration is authorized to adopt procedures necessary to comply with the obligations of the hybrid entity status of the Human Resources Department, as well as the College's general obligations as a health plan sponsor.

**Reference:** Board Report 6148, 8377
**Implemented:** March 23, 2004
**Revised:** April 8, 2014; April 28, 2026

Rock Valley College

# RVC Board Policy 3:30.030

## Insurance Coverage for Full-Time Faculty Members Who Retire or Resign

Full-time faculty members/teaching specialists who participate in Rock Valley College's medical and dental group insurance plans at the time of retirement or resignation, and who leave the College no earlier than the last day of a spring semester but no later than August 31 of the same year shall:

- be allowed to continue in the College's Dental Plan until August 31 of the last year of employment, and
- be required to make payments for the Dental Plan in the same amount as full-time faculty members.

For retirees, the retiree shall:

- be allowed to continue in the Medical Plan until August 31 of the year of retirement, and
- be required to make payments in the same amount as full-time faculty members or as other retirees, whichever is less costly to the retiree, through August 31 of the year of retirement.

For those who resign, the resignee shall:

- be allowed to continue in the Medical Plan as determined by COBRA, and have COBRA payments made by the resignee through August 31 of the year of resignation.

Full-time faculty members whose employment is terminated by the College shall not be allowed to continue in the College's Medical Plan or Dental Plan after the last day of the month of termination unless specifically required by COBRA, applicable State or Federal laws, or any executed termination agreement.

Group life insurance terminates on the last day of the month of employment.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Report 5336, 8377
**Implemented:** May 20, 1996
**Revised:** April 8, 2014; April 28, 2026

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Rock Valley College

# RVC Board Policy 3:30.040

## Vacation

Rock Valley College recognizes that employees need opportunities for rest, relaxation and personal pursuits. Eligible employees earn and may use vacation leave as set forth below and as provided in the procedures implementing this Policy.

| **Employee Status** | **Days of Vacation per Year** | **Maximum Unused Accrued Hours Permitted to Annually Carry Over** |
|---|---|---|
| Full-time Exempt, Non-Grant Funded | 20 days of vacation per year. (Based on per pay period accrual.) | 160 unused vacation hours, as of December 31 |
| Full-time Non-Exempt, Non-Grant Funded | Year 1 through 5 = 10 days.<br>Year 6 through 10 = 15 days.<br>Year 11 or more = 20 days.<br>(Based on per pay period accrual.) | 160 unused vacation hours, as of December 31 |
| Full-time Exempt, Grant Funded | 20 days of vacation per year. (Frontloaded with pro-rata time earned per pay period. 50% distribution on the first business day of the grant period and 50% distribution 6 months thereafter. If the grant extends beyond 12 months, 50% of the employee's annual vacation time will be distributed every 6 months thereafter.) | None |
| Full-time Non-Exempt, Grant Funded | Year 1 through 5 = 10 days.<br>Year 6 through 10 = 15 days.<br>Year 11 or more = 20 days.<br>(Frontloaded with pro-rata time earned per pay period. 50% distribution on the first business day of the grant period and 50% distribution 6 months thereafter. If the grant extends beyond 12 months, 50% of the employee's annual vacation time will be distributed every 6 months thereafter.) | None |

1. Vacation hours may be used for any reason of the employee's choosing.
2. Vacation hours must be taken in increments of no less than 2 hours per day.
3. Vacation hours shall be accrued on an ongoing pro-rata basis for non-grant funded employees.
4. Vacation hours shall be initially frontloaded and earned on an ongoing pro-rata basis for grant-funded employees.

5. Requests for vacation leave must be submitted to the immediate supervisor who will approve and forward to Payroll. If an employee makes the initial request for vacation leave orally, the employee must provide written notice of the request to their immediate supervisor as soon as possible.
6. If an employee's need for leave under this Policy is foreseeable, the employee must make the request for leave at least 7 calendar days in advance. If an employee's need for leave under this Policy is unforeseeable, the employee must provide notice as soon as practically possible after the employee is aware of the need for leave.
7. The College may deny an employee's request for leave under this Policy in order to ensure that the College's operational needs are met during the requested time period.
8. Generally, the earliest request for time off takes priority. If two or more requests are made on the same day, priority shall be given to the employee with the most seniority.
9. Grant-funded employees who transition within the college to a non-grant-funded position who have earned, but unused vacation time will be paid out the remaining earned time during the next payroll period.
10. Non-grant-funded employees who transition within the college to a grant-funded position and who have accrued vacation time will be paid out all accrued but unused time during the next payroll period. Upon separation of employment, non-grant-funded employees will be paid all accrued but unused vacation.
11. Upon separation of employment, grant-funded employees will be paid all earned but unused vacation. Frontloaded vacation taken, but not yet earned, will be deducted from the final paycheck.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Report 6269, 7295, 8377
**Implemented:** March 24, 2009
**Revised:** April 8, 2014; April 26, 2016 (Effective May 1, 2016); April 28, 2026

Rock Valley College

# RVC Board Policy 3:30.050

## Tax-Sheltered/Deferred Compensation Plans

All eligible, employees, excluding student workers, may participate in tax-sheltered annuity and/or deferred compensation programs through payroll deduction in accordance with Section 403(b) (tax sheltered annuities), 26 U.S.C. § 403(b), and Section 457 (deferred compensation), 26 U.S.C. § 457, of the *Internal Revenue Code*.

All vendors must provide certification to the College that they follow Internal Revenue Service (IRS) guidelines for administering 403(b) and 457 programs. 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 the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Report 6182, 8377
**Implemented:** July 27, 2004
**Revised:** April 8, 2014; April 28, 2026

Rock Valley College

# RVC Board Policy 3:30.060

## Tuition Assistance

Rock Valley College may reimburse eligible employees towards the cost of tuition for the successful completion of prior approved course work or equivalent study. Such reimbursement is subject to the approval of the Vice President of Human Resources/Chief Human Resources Officer.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Report 5670, 6249, 6682, 8377
**Implemented:** January 24, 2000; April 26, 2005; January 26, 2010
**Revised:** April 8, 2014; April 28, 2026

Rock Valley College

# RVC Board Policy 3:30.070

## College-Sponsored Trainings, Seminars and Workshops

Rock Valley College may sponsor mandatory training, seminars and workshops. Identified employees are expected to attend, and must notify their immediate supervisor regarding this obligation.

Employees may enroll in optional College-sponsored trainings, seminars and workshops, subject to obtaining prior approval from their immediate supervisor. When space is available in a seminar or workshop, the College division or department will not be charged for the employee's registration fee. A special fee for handouts and/or meals may be charged.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** AR 314, Board Report 8377
**Implemented:** April 8, 2014
**Revised:** April 28, 2026

Rock Valley College

# RVC Board Policy 3:30.075

## Leave for Non College Sponsored In-Service Training and Workshops

An employee may request to be released from regular duties to attend in-service training and workshops without loss of pay. However, the College will provide compensation for hours worked during the employee's standard work schedule while participating in non-college sponsored in service training and workshops. The College will not pay overtime to travel, lodge, eat meals or attend workshops and/or in-service training requested by an employee.
Remuneration for expenses shall be according to Board policy.

Leave for in-service training or workshops shall be granted on the following basis:

a. Appropriateness and/or applicability to job duties of employee requesting leave.
b. Budgeting restrictions.
c. Previous participation in similar program.
d. Seniority.
e. Best interests of the College as determined by the immediate supervisor and the appropriate Leadership Team member.
f. Operational needs of the employee's department during the requested period of leave.

Requests to attend in-service trainings and workshops must be in writing and submitted to the immediate supervisor and the appropriate Leadership Team member for approval.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Reports 1152, 1170, 8377
**Implemented:** September 4, 1973
**Revised:** April 8, 2014; April 28, 2026

Rock Valley College

# RVC Board Policy 3:30.080

## Jury Duty/Compulsory Witness

Full-time and continuous part-time employees shall be granted time off without loss of pay for jury duty or to serve as a witness if subpoenaed. The employee shall notify their immediate supervisor as soon as possible after being subpoenaed or notified of jury duty.

The employee may retain any compensation or fees received for service as a juror or witness, and any reimbursement for travel expenses.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Report 2301, 8377
**Implemented:** March 24, 2009
**Revised:** April 8, 2014; April 28, 2026

Rock Valley College

# RVC Board Policy 3:30.090

## Family and Medical Leave

### 1. Family and Medical Leave Defined

In accordance with and subject to the Family and Medical Leave Act of 1993 (the "FMLA"), 29 U.S.C. § 2601 et seq., and the Public Community College Act ("PCCA"), 110 ILCS 805/3-29.1a, unpaid leaves of absence are available to eligible Rock Valley College employees for certain enumerated reasons. The College will grant an eligible employee up to a total of 12 work weeks during any rolling 12-month period to take unpaid, job-protected family and medical leave when the employee is unable to work because of the following reasons, as set forth and defined by the FMLA:

a. The birth and first-year care of a child;
b. The placement of a child with an employee in connection with the adoption or foster care of a child by an employee;
c. To care for a child, parent or spouse who has a serious health condition;
d. The employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of his or her position;
e. The existence of a qualifying exigency caused by the military deployment of an employee's spouse, child, or parent to a foreign country.; or
f. To care for the employee's spouse, child, parent, or next of kin who is a covered servicemember with a serious injury or illness.

An employee seeking unpaid family and medical leave must be eligible for such leave under the FMLA, the PCCA, or both. To be eligible for family and medical leave under this policy, an employee must:

a. have been employed by Rock Valley College for at least a total of 12 months prior to the event giving rise to the need for leave;
b. have been employed for at least 1,000 hours of service over the 12-month period immediately preceding the commencement of the leave; and
c. be employed at a worksite where Rock Valley College employs at least 50 employees within a 75-mile radius of that worksite.

Family and medical leave is unpaid, and may be taken intermittently or continuously, depending on the specific circumstances. However, employees will be required to use accrued applicable vacation, personal, sick, or family leave simultaneously with unpaid leave under this policy. If and when all available paid time off is exhausted, the remainder of the family or medical leave shall be unpaid.

### 2. Requesting Family or Medical Leave

An employee requesting family or medical leave is required to:

a. provide 30-day advance notice before the leave is to begin to his/her supervisor and the Vice President of Human Resources when the need for family or medical leave is foreseeable. If 30 days' notice is not practicable, or where the need for leave is not foreseeable, such as because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as practicable. Employees must provide at least verbal notice sufficient to make the College aware of their need for family or medical leave, and the anticipated timing and duration of the leave. Failure to provide such notice may be grounds for delay in granting or for denying the leave;

b. within fifteen calendar days after the College's request for family or medical certification is made, provide a medical certification from the employee or family member's health care provider supporting the need for a leave due to the employee's own serious health condition or that of an immediate family member. Failure to provide a satisfactory certification may result in a denial or postponement of the leave;

c. provide periodic updates to the Vice President of Human Resources, Chief Human Resources Officer, or designee during the leave on the employee's status and intent to return to work, if requested by the College in accordance with the FMLA. The Human Resources Department may require clarification or authentication of medical certification that is incomplete or insufficient as needed in accordance with the FMLA.

Any leave taken pursuant to this policy will be administered by the Human Resources Department in accordance with the FMLA, the PCCA, and their implementing regulations. In addition, this Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Implementing Procedures:** Rock Valley College may develop procedural guidelines to implement this policy consistent with the Family and Medical Leave Act.

**Reference:** Board Report 6575, 7886, 8377
**Implemented:** January 16, 2009
**Revised:** April 8, 2014; December 21, 2021; April 28, 2026

Rock Valley College

# RVC Board Policy 3:30.100

## Military Leave

Rock Valley College employees who are members of any reserve component of the United States Armed Services should advise the College of their military status and training schedule/obligations in advance of pending military service.

Military leave will be administered pursuant to applicable State and Federal law, including the Uniformed Services Employment and Reemployment Rights Act ("USERRA"), the Illinois Service Member Employment and Reemployment Rights Act ("IERRA"), and the Illinois Public Community College Act ("IPCCA"). The College will process and administer compensation and benefits during military leave in accordance with applicable law and administrative guidelines. To the extent the language in this Policy conflicts with USERRA, IERRA, and/or the IPCCA, the College will apply the requirements of USERRA, IERRA, and/or the IPCCA.

The College will establish procedures implementing this Policy.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Report 6331, 7619, 8377
**Implemented:** March 24, 2009
**Revised:** June 25, 2019, April 28, 2026

Rock Valley College

# RVC Board Policy 3:30.110

## Victims' Economic Security and Safety Act (VESSA)

Rock Valley College will grant employees up to a total of 12 workweeks of unpaid leave in any 12-month period to address issues arising from domestic or sexual violence in accordance with the *Victims' Economic Security and Safety Act* ("VESSA" or "the Act"), 820 ILCS 180/1, *et seq*.

Any employee who is a victim of domestic violence, sexual violence, gender violence, or any other crime of violence as defined by VESSA, or who has a family or household member who is a victim of such crimes of violence, may take up to a total of 12 workweeks of unpaid leave during any 12- month period to address the violence by:

A. seeking medical attention for, or recovering from, physical or psychological injuries caused by any crime of violence to the employee or the employee's family or household member;

B. obtaining services from a victim services organization for the employee or the employee's family or household member;

C. obtaining psychological or other counseling for the employee or the employee's family or household member;

D. participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future crimes of violence or ensure economic security; or

E. seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from any crime of violence.

An employee needing leave under this Policy shall provide their immediate supervisor with at least 48 hours' advance notice of their intention to take leave, unless it is not practicable to do so. The College may require the employee to provide certification that leave is being taken for a reason permissible under VESSA and this Policy, including by requiring a sworn statement of the employee, documentation from a victim services organization, attorney, member of the clergy, or medical or other professional from whom the employee or the employee's family or household member has sought assistance, a police or court record, or other corroborating evidence. This information should be submitted to the Vice President of Human Resources/Chief Human Resources Officer, or their designee, for consideration.

The College shall maintain confidentiality of all information pertaining to the use of leave under this Policy.

Leave under this Policy shall not be available to an employee to address violence against the employee's family or household member if the employee's interests as they relate to the violence are adverse to the interests of the family or household member.

If the basis for an employee's leave under this Policy also qualifies for FMLA leave, both leaves will run concurrently. This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Reports 6169, 7887, 8377
**Implemented:** March 24, 2009
**Revised:** December 21, 2021; April 28, 2026

Rock Valley College

# RVC Board Policy 3:30.120

## Special Leave of Absence for Full-Time Employees

A full-time employee who has been continuously employed with the College for at least 6 months may apply for a special unpaid leave of absence. This policy is only open to employees that have exhausted all paid time off and vacation. A special leave of absence without pay and without loss of seniority, status, appointment, or accrued benefits, may be granted if recommended by the employee's supervisor and approved by the Vice President of Human Resources/ Chief Human Resources Officer. The employee will be required to disclose the rationale and proposed length of time for this special leave request. Any leave of absence requested under this Policy of more than one calendar month in duration must be approved by the President. If the request for leave of absence without pay is for more than three (3) calendar months, a recommendation shall be submitted to the Board of Trustees for its approval.

During the first month, the employee will continue to accrue vacation, sick, and personal time, and will continue to pay the employee portion of their Medical and Dental Insurance plus any voluntary coverages they have elected. After an employee has been on a leave of absence under this Policy for more than one calendar month, the employee (a) shall no longer accrue sick leave and/or vacation; (b) shall be required to pay both the employee's and the College's share of all health and major medical insurance premiums; (c) shall pay all life insurance premiums; and (d) shall no longer accrue any other designated benefits. Insurance coverage shall be discontinued if the employee elects not to pay the full premium as set forth above.

Where applicable, the College will run an employee's leave entitlement under the *Family and Medical Leave Act* ("FMLA") concurrently with any leave granted under this Policy, and will give priority to leave guidelines as stated in FMLA.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Report 2300-A, 8377
**Implemented:** September 4, 1973
**Revised:** April 8, 2014; April 28, 2026

Rock Valley College

# RVC Board Policy 3:30.150

## Bereavement Leave

Rock Valley College recognizes that employees may require time following the death of a covered family member to grieve such loss and make arrangements for and/or attend funerals or other similar services. Accordingly, all eligible employees (as defined under the FMLA) may take bereavement leave under this Policy.

In accordance with the Illinois Family Bereavement Leave Act ("the Act"), and subject to administrative procedures adopted by the College, the College will provide each eligible employee up to two (2) working weeks (ten [10] workdays) of bereavement leave, of which three (3) of those workdays will be paid, in the event of:

1. the death of an employee's covered family member. For purposes of this Policy, the term "covered family member" shall include the employee's child, stepchild, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent, spouse, an individual living in the employee's household at the time of death, child, foster child, step-child, son-in-law, daughter-in-law, brother, half-brother, step-brother, brother-in- law, sister, half-sister, step- sister, sister-in-law, parent, foster parent or person who has served in that role, legal guardian who has reared the employee, step-parent, parent-in- law, grandparent, grandparent-in-law, grandchild, nephew, step-nephew, niece, step- niece, uncle, step-uncle, great-uncle, aunt, step-aunt, or great-aunt.

2. an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, a failed adoption match or adoption that is not finalized because it is contested by another party, a failed surrogacy agreement, a diagnosis that negatively impacts pregnancy or fertility, a miscarriage, or a stillbirth.

An employee requiring need under this Policy must give at least 48 hours' advance notice to their immediate supervisor of the need for leave unless doing so is not reasonable or practicable.

If an employee experiences more than one of the events listed above in a 12-month period, the employee is entitled to a maximum of 6 weeks of unpaid leave within that 12-month period. All leave taken under this Policy must be completed within 60 days after the employee receives notice of the event giving rise to the need for leave.

The College reserves the right to require employees to provide reasonable documentation of the need for leave taken under this Policy. However, the College shall not require any employee to identify which category of event has occurred which necessitates the basis for leave.

If an employee is separately eligible for leave under the Child Extended Bereavement Leave Act (820 IlCS 516), the employee shall be given unpaid leave pursuant only to that Act and not this Policy.

The College shall adopt administrative procedures to implement this Policy. Where applicable, this Policy will be administered with the College's collective bargaining obligations.

**Reference:** Board Reports 7395, 7898, 8002, 8377
**Implemented:** March 28, 2017
**Revised:** January 25, 2022; December 13, 2022; April 28, 2026

Rock Valley College

# RVC Board Policy 3:40.010

## Compensation Philosophy: Non-Union Employees

Rock Valley College intends to provide a fair and equitable compensation package to all non- union employee groups to the extent possible. The compensation package will include wage, benefits (if applicable) and working conditions. In making compensation decisions, the College will consider the impact of such decisions on the College's students. The College acknowledges that providing a competitive compensation package is a key component in the College's approach to recruiting, retaining and motivating employees.

The College's compensation programs will be guided by the following objectives:

- Establish pay levels for positions on the basis of their external competitiveness with relevant labor markets and their relative internal value;
- Administer pay equitably and consistently;
- Establish appropriate compensation procedures:

**Reference:** Board Reports 6650, 6650-2, 8377
**Implemented:** October 27, 2009
**Revised:** April 8, 2014; April 28, 2026

Rock Valley College

# RVC Board Policy 3:40.020

## Salary Program: Non-Union Employees

The Administration will ensure appropriate administration of a salary program for all non-union Rock Valley College employees. The Administration will maintain procedures to facilitate administration of the salary program. The Board shall be informed of the salary program of the President, on an annual basis, as specified in their contract. A salary program recommendation will be provided by Administration to the Board of Trustees on an annual basis for Non-Union employees.

**Reference:** Board Reports 6979, 6902, 6903, 6411, 6555, 6634, 6635, 7036, 8377
**Implemented:** April 8, 2014
**Revised:** April 28, 2026
**Revised:** April 8, 2014; January 29, 2019; April 28, 2026

Rock Valley College

# RVC Board Policy 3:40.030

## Employees Serving as Instructors Arts and Sciences/Career Education (AS/CE)

Subject to supervisory approval, non-faculty employees of Rock Valley College who are qualified and who have been requested by an academic department to teach a specific course in Arts and Sciences or Career Education may teach classes outside of their regular work hours. Any employee wishing to engage in instruction during regular work hours must submit a schedule of work hours to be made up to their immediate supervisor for approval and sent to Human Resource Department prior to the start of instruction.

Where applicable, this Policy will be administered with the College's collective bargaining obligations.

**Reference:** Board Report 6628, 8377
**Implemented:** June 30, 2009
**Revised:** April 8, 2014; April 28, 2026

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Rock Valley College

# RVC Board Policy 3:40.040

## Temporary Employees

Rock Valley College will employ temporary employees as needed. Temporary employees are employees who are hired for a definite duration of no more than 180 days.

Temporary employees will be paid within the pay grade of the employee they are replacing. Temporary employees are not eligible for College-provided benefits.

Temporary assignment extensions and additional pay considerations may be adjusted upon written request to the Vice President of Human Resources/ Chief Human Resources Officer.

This Policy will be administered consistent with the College's collective bargaining agreements where applicable.

**Reference:** Board Reports 6628, 7584, 8377
**Implemented:** February 27, 1978
**Revised:** April 8, 2014; January 29, 2019; April 28, 2026

Rock Valley College

# RVC Board Policy 3:40.050

## Shift Differential

Full-time, non-exempt employees will qualify for differential pay for work performed during the second or third shift. The amount of the shift differential will be approved by the Board of Trustees.

This Policy will be administered consistent with the College's collective bargaining agreements where applicable.

**Reference:** Board Report 2431, 8377
**Implemented:** June 22, 1974
**Revised:** April 8, 2014; April 28, 2026

Rock Valley College

# RVC Board Policy 3:40.060

## Overtime/Compensatory Time

Rock Valley College will fully comply with its obligations under the *Illinois Minimum Wage Law* ("IMWL"), 820 ILCS 105/1 et seq., and the *Fair Labor Standards Act*, ("FLSA") 29 U.S.C. §201 et seq.

The work week shall begin at 12:00 a.m. on Monday and end on the following Sunday at 11:59pm. "Overtime" is time worked in excess of 40 hours in a single work week. Holidays, vacation, compensatory time and other leave time (whether paid or unpaid) do not count towards hours worked for purposes of determining overtime. Non-exempt employees shall be paid one and one-half times their regular rate of pay for all overtime hours worked in a work week consistent with the FLSA and IMWL.

The College discourages overtime work by non-exempt employees. A non-exempt employee shall not work overtime without his or her supervisor's prior written approval.

The Administration is authorized to adopt and maintain procedures regarding overtime and compensatory time. In the event of a conflict between this Policy and state or federal law, the law shall control.
This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Reports 6157, 6220, 8377
**Implemented:** March 24, 2009; January 25, 2005
**Revised:** April 8, 2014; April 28, 2026

Rock Valley College

# RVC Board Policy 4:10.010

## Non-Discrimination

The College provides equal opportunities in its admissions, educational and extracurricular programs and activities consistent with federal and state law. Discrimination is prohibited on the basis of race, color; religion, national origin, ancestry, citizenship status, sex, age, physical or mental disability, marital status, order of protection status, sexual orientation, including but not limited to gender related identity discrimination, veteran status, or unfavorable military discharge, use of lawful products while not at work, genetic information, or other legally protected categories.

This policy of equal educational opportunities applies to all policies and procedures. This policy governs admission, access, participation, and treatment in College programs and activities, and application for and treatment in all aspects of educational and extracurricular programs and activities.

Upon request RVC will make reasonable accommodations for qualified individuals with known disabilities unless doing so would create an undue hardship.

Individuals who believe they have not received equal educational opportunities or with questions about any type of discrimination in the educational setting should bring these concerns to the attention of the Vice President of Student Development. Students may raise concerns without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including expulsion or termination.

**Adopted:** April 8, 2014

Rock Valley College

# RVC Board Policy 4:10.020

## Prohibiting Sex-Based Misconduct

### I. Policy Statement

Rock Valley College is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment and other misconduct on the basis of sex, which includes sexual orientation and gender-related identity. The College prohibits all forms of sex-based misconduct, including but not limited to sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. The College also prohibits discrimination and harassment on the basis of sex, sexual orientation, gender-related identity and expression, pregnancy, and parental status under its Non-Discrimination-Students Policy and Equal Employment Opportunity Policy.

It is the policy of Rock Valley College to comply with Title IX of the *Education Amendments of 1972* ("Title IX"), the *Violence Against Women Reauthorization Act* ("VAWA"), Title VII of the *Civil Rights Act of 1964* ("Title VII"), the *Illinois Human Rights Act,* the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* ("Clery Act"), the *Preventing Sexual Violence in Higher Education Act,* and all other applicable laws and local ordinances regarding unlawful sex-based discrimination, harassment or other misconduct.

Individuals found to have engaged in prohibited sex-based misconduct will be subject to disciplinary action, up to and including termination and/or expulsion from the College.

### II. Title IX Compliance

As required under Title IX, the College does not discriminate on the basis of sex in the education program or activity that it operates. This requirement not to discriminate extends to admission and employment.

The College has designated the Dean of Students and Executive Director of Human Resources as the Title IX Coordinator(s), who are responsible for coordinating the College's efforts to comply with its responsibilities under Title IX. Inquiries about the application of Title IX and 34 C.F.R. Part 106 may be directed to the College's Title IX Coordinator(s), the Assistant Secretary for Civil Rights at the United States Department of Education, or both.

### III. Retaliation Prohibited

Any form of retaliation, including intimidation, threats, harassment and other adverse action taken or threatened against any complainant or person reporting sex discrimination, sexual harassment or other sex-based misconduct, or against any

person cooperating in the investigation of allegations of sex-based misconduct (including testifying, assisting or participating in any manner in an investigation), is strictly prohibited.

## IV. Implementing Procedures

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

- The scope and jurisdiction of the College's prohibition on sex-based misconduct;
- Definitions of prohibited conduct;
- Responsibilities of and contact information for the College's Title IX Coordinator(s) and Department of Human Resources
- Options for assistance following an incident of sex-based discrimination, harassment or other misconduct;
- Procedures for reporting and confidentially disclosing alleged sex-based misconduct, including a mechanism for reporting and independent review of allegations against one elected official by another elected official;
- The College's response to reports of alleged sex-based misconduct;
- The College's grievance process for complaints alleging Title IX sexual harassment and/or alleging sexual violence, domestic violence, dating violence, or stalking;
- Prevention and education programming provided to College students; and
- Training and education provided to the Title IX Coordinator(s), Department of Human Resources, campus law enforcement, Responsible Employees and anyone else involved in the receipt of reports of, responding to, investigating or adjudicating alleged incidents of sexual discrimination, harassment or other misconduct, or involved in the referral or provision of services to survivors.

**Reference:** Board Report(s) 6924, 7318, 7325, 7493, 7770
**Implemented:** August 29, 2012 (3:10.020) April 8, 2014 (4:10.020)
**Revised:** April 8, 2014 (3:10.020); August 23, 2016; March 27, 2018; November 24, 2020

Rock Valley College

# RVC Board Policy 4:10.030

## Student Admissions

The College has an open admissions policy that allows anyone interested in taking classes, regardless of their past academic performance, the opportunity to do so based on minimum placement standards:

Admission by the College does not guarantee entrance into a particular course or program of study.

Priority enrollment for all degree and certificate programs shall be provided to a service member or veteran as defined in Section 3-29.10 of the *Illinois Public Community College Act* after the student's eligibility to receive such benefits has been verified.

Consistent with Policy 3:00.000, the College will not discriminate in the admission or recruitment of students.

Information on the admissions process will be communicated to students through various means including the College's website.

**Adopted:** April 8, 2014

Rock Valley College

# RVC Board Policy 4:10.040

## Student Residency

The residency of students enrolling in the College will be classified in accordance with the provisions of the *Illinois Public Community College Act, 110 ILCS 805/1 et seq.*, and the Administrative Rules of the Illinois Community College Board (ICCB).

The College will maintain procedures for student residency status classification and verification in accordance with the ICCB.

**Adopted:** April 8, 2014

Rock Valley College

# RVC Board Policy 4:10.050

## International Students

The College welcomes students from outside the United States. The Coordinator of International Students will assist international students seeking to study at the College on an F-1 Visa.

A student whose permanent residence is outside of the United States and is attending the College on a visa shall be classified as an out-of-state student for tuition purposes, unless the student has Live-In guest status with a resident of District 511. Live-In guest status is offered to students with F-1 visas only. International students who are classified as in-District students with Live-In guest status for tuition purposes shall be assessed a $500 per semester fee to help offset the services provided to said students.

Specific admission procedures and deadlines which apply to international students will be published by the College in the catalog and on the website among other locations.

**Reference:** Board Report 6234
**Implemented:** February 22, 2005
**Revised:** April 8, 2014

Rock Valley College

# RVC Board Policy 4:10.060

## Testing for Academic and Career Placement

The College is committed to the academic and career success of its students. To promote such success, new students enrolling in credit classes are required to complete placement testing prior to registration. Students may also be required to take career- related placement tests to determine eligibility for selective-enrollment College programs or courses.

New students may be able to obtain a waiver of one or more placement tests by submitting proof of competency in a discipline as determined by the College. Information on placement testing and waiver of testing will be communicated to students through various means including the College's website.

As a member of the National College Testing Association, the College provides professional, accessible testing services in a secure and appropriate environment in order to advance the educational and career status of current students and district residents.

**Adopted:** April 8, 2014

Rock Valley College

# RVC Board Policy 4:10.070

## Student Classification

Full-Time Students

Students enrolled in twelve (12) semester hours of course work or more during the fall, spring, or summer terms shall be considered full-time. The summer term consists of summer session I and summer session II. The total amount of semester hours taken in summer I and summer II will determine the enrollment classification for the summer term.

Part-Time Students

Students enrolled in one to eleven (1-11) semester hours of course work during the fall, spring or summer terms shall be considered part-time. Students enrolled in less than six (6) semester hours of course work during any term shall be considered less than half- time.

**Adopted:** April 8, 2014
**Revised:** March 24, 2015

Rock Valley College

# RVC Board Policy 4:10.080

## Auditing A Course

Students may apply with the Records and Registration Office to audit a course. Auditing students pay full tuition and fees as enrolled.

A student auditing a course will not be considered enrolled in that course for purposes meeting standards of academic progress. Grades received in audited classes earn no credit and do not affect the student's grade point average or academic honors.

Specific procedures governing auditing a course will be published by the College.

**Adopted:** April 8, 2014

Rock Valley College

# RVC Board Policy 4:10.090

## Student Financial Aid Program

The College will administer financial aid programs consistent with Federal, State and local rules and regulations to students to encourage access to educational opportunities. The program may consist of grants, loans, scholarships, veteran benefits, and work opportunities.

The College, with the assistance of the Rock Valley College Foundation, will develop and administer a privately funded scholarship program that provides support for eligible students.

The financial aid programs available to students and eligibility requirements will be published by the College.

**Adopted:** April 8, 2014

Rock Valley College

# RVC Board Policy 4:10.100

## Scholarships

The College, with the assistance of the Rock Valley College Foundation, will develop and administer a privately funded scholarship program that provides support for eligible students.

Guidelines, eligibility and the application process for the Foundation's scholarships will be published by the College.

**Adopted:** April 8, 2014

Rock Valley College

# RVC Board Policy 4:10.110

## Military Service Personnel, Education Opportunities

Residency requirements for a degree or certificate may be waived for military personnel by the Office of Records and Registration. Credits earned from other institutions may be applied to an approved program as arranged through the Office.

If a student withdraws from the College after the midpoint of the term due to 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. 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.

To benefit from this Policy, the student must submit a copy of the notice and/or orders calling for military duty to the Office.

**Adopted:** April 8, 2014

Rock Valley College

# RVC Board Policy 4:10.120

## Senior Citizen Tuition for Credit Classes

Resident students between 62-64 years of age at the time of registration are eligible for a reduced tuition rate of $25 per credit hour for credit classes. Resident students who are 65 years of age or older at the time of registration are eligible for free tuition for credit classes. Any student fees are still applicable to said students.

This policy does not apply to non-credit seminars, non-credit programs, non-credit classes, or continuing education courses.

**Reference:** Board Report 6556
**Implemented:** October 28, 2008
**Revised:** April 8, 2014

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Rock Valley College

# RVC Board Policy 4:10.140

## Student Rights and Responsibilities

The College recognizes the rights of its students guaranteed by the constitutions of the United States and the State of Illinois. This includes a student's rights within the institution to freedom of expression, inquiry, assembly, peaceful pursuit of an education, and reasonable use of College services and facilities. Associated with these rights are the responsibilities of students for fulfilling their academic obligations and complying with existing College rules and regulations.

If student conduct is disruptive or interferes with College operations, educational programs or the safety and welfare of the College community, the College reserves the right to seek disciplinary action. The right of due process will be afforded in any disciplinary action taken against a student.

Procedures governing student rights and responsibilities will be published by the College.

**Adopted:** April 8, 2014

Rock Valley College

# RVC Board Policy 4:10.150

## Student Conduct

Students are expected to demonstrate the College's core values of mutual respect, excellence, diversity, collaboration, innovation, public trust, and learner-centered community. The College will maintain a Code of Conduct for students to conduct themselves in a manner consistent with these core values and the College's operation as an educational institution.

The College may seek disciplinary action against students for violations of College rules and regulations for conduct, including the standards of student conduct as set forth in the Code of Conduct.

Sanctions may be imposed for conduct which occurs on College premises, at off-campus instruction sites, at College-sponsored extracurricular activities or events when a student serves as a representative of the College, or in the course of using College technology or property. Sanctions may also be imposed for conduct that occurs on or off campus which materially and substantially interferes with the College's operation, educational programs or the safety and welfare of the College community.

The right of due process will be afforded in any disciplinary action taken against a student.

The Student Code of Conduct will be published by the College.

**Adopted:** April 8, 2014

Rock Valley College

# RVC Board Policy 4:10.160

## Student Grievance Process

The College will maintain a student grievance process for students to request the review and consideration of an allegation of unjust or improper practice or harassment on the part of the College.

Specific procedures governing the Student Grievance Process will be published by the College.

**Adopted:** April 8, 2014

Rock Valley College

# RVC Board Policy 4:10.170

## Acceptable Use for Information Technology Systems – Students

Student access to the College's Information Technology ("IT") resources (including, without limitation, network, internet, computer equipment, servers, computer applications, and phone systems) is a privilege. 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.

Students may use the College's IT resources, subject to the limitations of applicable state and federal laws as well as Board Policies 2:30.020 and 2:30.030 and related procedures.

The College reserves the right to extend, limit, restrict or deny IT privileges and access to its IT resources to any student.

**References:** Board Report(s) 6612, 6611
**Revised:** April 8, 2014

Rock Valley College

# RVC Board Policy 4:10.190

## Education Records

The College will comply with the federal *Family Educational Rights and Privacy Act, 20 U.S.C. §1232g et seq.,* and the Administrative Rules of the Illinois Community College Board.

**Adopted:** April 8, 2014

Rock Valley College

# RVC Board Policy 4:10.200

## Intercollegiate Athletics

The College will establish and maintain an intercollegiate athletics program that contributes to the educational growth of the students and enhances campus and student life. As an affiliate of the National Junior College Athletic Association (NJCAA), the College shall adhere to all applicable NJCAA rules and regulations. The College shall comply with all data collection and reporting requirements of the *Equity in Athletics Disclosure Act, 20 U.S.C. 1092(g).*

Procedures for the College's intercollegiate athletics program will be promulgated consistent with this Policy.

**Adopted:** April 8, 2014

Rock Valley College

# RVC Board Policy 4:10.210

## Recognized Student Clubs and Organizations

The College is committed to the existence of, support for, and student participation in student clubs and organizations. Recognized student clubs and organizations are overseen by the College's Department of Student Life.

Information pertaining to and specific procedures governing recognized student clubs and organizations will be published by the College.

**Adopted:** April 8, 2014

Rock Valley College

# RVC Board Policy 4:10.220

## Student Publications

The College supports quality student publications produced for the benefit of students. The format for such publications may include a student newspaper, student literary magazine, and/or other formats which effectively communicate the views and ideas of students.

All College-sponsored or authorized student publications must operate in a professional manner and are expected to follow the standards of professional journalism. The College may sponsor student publications by providing work space, partial or total funding, and/or designation of an advisor.

The designated advisor will be responsible for overseeing student publications.

**Adopted:** April 8, 2014

Rock Valley College

# RVC Board Policy 4:10.230

## Student Use of Facilities

College-recognized student clubs and organizations and other individual students and student groups will be allowed to use College facilities in accordance with procedures published by the College's Departments of Student Life and Administrative Services.

**Adopted:** April 8, 2014

Rock Valley College

# RVC Board Policy 4:10.240

## Student Use of Personal Vehicle for College-Sanctioned Travel

The College will permit student travel for in-district and out-of-district trips in personal vehicles for the purpose of conducting College business if College vehicles are unavailable. Students may receive College approval to drive their personal vehicles to any of the following in which they directly represent the College by their presence:

1. Professional meetings to which students are invited.
2. Programs in which students are assisting with the administration or implementation of the approved College program.
3. Intercollegiate sporting events which have official N4C recognition and/or receive direct/indirect (in kind) appropriations form the College operations budget.
4. Meetings of student clubs and/or classes that have classroom-related activities or carry the name of the College or receive direct appropriations from the College operations budget.

College-sanctioned use of personal vehicles by students will not be granted until the administrator, faculty or staff member to whom the students are responsible officially submits the following information to the Vice President of Student Development:

1. The exact nature of the College business in which the students will be involved;
2. The name of the driver and the other students who will be traveling in the personal vehicle;
3. Verification that the student driver is driving a fully insured vehicle;
4. The dates of the trip, the destination, and the time of departure from and return to the College;
5. The budget item number from which the student driver will be reimbursed at the Board approved rate; and
6. Evidence that the driver of the car has received clearance from the Chief of Police.

The Vice President of Student Development must receive this information prior to the proposed trip and will give written permission for the trip to the appropriate administrator, faculty, or staff member.

**Adopted:** April 8, 2014

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Rock Valley College

# RVC Board Policy 4:10.250

## Student Individual and 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.

**References:** Board Report 6696 March 23, 2010; Board Report 6876 April 24, 2012
**Revised:** April 8, 2014

Rock Valley College

# RVC Board Policy 4:10.260

## Diversity, Equity, & Inclusion

Rock Valley College is committed to creating and sustaining a diverse, equitable, and inclusive campus where all learners can make progress towards their educational and career goals. Therefore, the College shall establish initiatives, measures, programs, procedures, and curriculum to advance equity and inclusion for students, staff, faculty, administration, vendors and contractors, and other community partners.

**Reference:** Board Report 7763
**Implemented:** October 27, 2020

Rock Valley College

# RVC Board Policy 3:10.270 (Employees)
# RVC Board Policy 4:10.270 (Students)

## Service and Other Animals Policy

Rock Valley College recognizes the importance of allowing people with disabilities who require the use of service animals to receive the benefit of the work or tasks provided by such animals while on campus. As such, it is the College's policy to ensure that all individuals with disabilities who require the assistance of a service animal have an equal opportunity to access College property, courses, programs, and activities. The College Administration shall establish Procedures implementing this Policy.

Except as set forth in the Procedures implementing this Policy, service animals will be permitted to accompany individuals with disabilities in all public areas of the College. For purposes of this Policy, "service animal" is defined as a dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability. The work or tasks performed by the service animal must be directly related to the individual's disability. Miniature horses may also be permitted on campus in certain circumstances where they have been individually trained to do work or perform tasks for the benefit of an individual with a disability.

Animals that do not satisfy the above criteria are prohibited from Rock Valley College owned and operated buildings and grounds, except with prior authorization by Chief Operating Officer or designee.

In implementing this Policy, Rock Valley College complies with the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Amendments Act of 2008 (ADAAA), Section 504 of the Rehabilitation Act of 1973, the Service Animal Access Act/White Cane Law, and all other federal and State laws pertaining to service animals and/or accommodations for individuals with disabilities.

**Reference:** Board Report 7788
**Implemented:** February 23, 2021

Rock Valley College

# RVC Board Policy 4:20.010

## Academic Integrity

The College is committed to the principles of academic integrity in all aspects of College life. Furthermore, the College expects its students to do their own, original work, except when collaboration on projects is directed by faculty as part of the course or specific assignment. Acts of academic dishonesty are viewed by the College as a serious offense requiring an appropriate disciplinary response.

Acts of academic dishonesty include, but are not limited to: plagiarism, cheating, misrepresentation, and fabrication. Students who commit any acts of academic dishonesty are subject to the penalties and sanctions agreed upon by College faculty and administration.

Procedures for addressing acts of academic dishonesty will be published in the Student Handbook.

**Adopted:** April 8, 2014

Rock Valley College

# RVC Board Policy 4:20.020

## Intellectual Property and Copyright Act Compliance

The College encourages students to engage in the development of intellectual property and to facilitate ownership protection with regard to such development. The College further expects students to adhere to the federal Copyright Act of 1976, international copyright laws, and College copyright procedures and guidelines.

College administration will implement and maintain copyright procedures and guidelines necessary to ensure compliance with copyright laws and to facilitate ownership protection with respect to the development of intellectual property.

**Adopted:** April 8, 2014

Rock Valley College

# RVC Board Policy 4:20.030

## Class Attendance and Participation

Regular and consistent class attendance is an essential part of successful learning for students. Students are expected to promptly attend class and participate in all class meetings. Students are responsible for information class instructors of unavoidable absences. Each course instructor will decide when and how absences affect grades. Make-up work shall be arranged at the discretion of the course instructor.

Course instructors are required to identify students who are and who are not actively pursuing completion of the course in the tenth day of the term and at mid-term in compliance with the Administrative Rules of the Illinois Community College Board.

**Adopted:** April 8, 2014

Rock Valley College

# RVC Board Policy 4:20.040

## Course Credit Hour Determination

Changes in delivery of instruction (i.e., face-to-face, hybrid, and on-line) and alternative length of courses (i.e., less than 16-week courses), has led to the need to move beyond the Carnegie unit to define credit hour in such a way that it represents a consistent unit of measure regardless of the instructional method or length of course. In October of 2013, federal regulations identified the need for institutions to establish a credit hour determination that consistently and systematically reflects equivalency of work and learning expectations for all students enrolled in a given course, regardless of the delivery method or number of weeks in the course. Toward that end, the credit hour needs to be defined through student work as articulated through course learning outcomes and verified by aligned evidence of student achievement.

To comply with these guidelines and in accordance with Section 1501.309 of the Administrative Rules of the Illinois Community College Board, Academic Affairs, under the direction of the Provost/Chief Academic Officer, will engage in a process for reviewing courses to establish institutional expectations for the credit hour that is consistent across all methods of delivery and regardless of course length. All courses will produce a maximum rate of one semester credit hour or equivalent per week. Review of credit hours assigned to courses through this process will occur in conjunction with review of the master course syllabus during course assessment, as well as during program review.

**Reference:** Board Report 7066
**Implemented:** December 17, 2013
**Revised:** April 8, 2014

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Rock Valley College

# RVC Board Policy 4:20.050

## Evaluation of Student Performance

The College will maintain an equitable process for course instructors to evaluate and record student performance which is compliant with applicable accreditation standards. Grading and evaluation standards will be communicated to students by course instructors through syllabi. This policy will be applied consistently with the College's collective bargaining agreement obligations.

**Adopted:** April 8, 2014

Rock Valley College

# RVC Board Policy 4:20.060

## Academic Honors

In recognition of academic excellence, the College will ensure a means by which to honor students for their superior achievement.

The manner in which superior academic achievement will be recognized and any categories of academic honors will be published by the College.

**Adopted:** April 8, 2014

Rock Valley College

# RVC Board Policy 4:20.070

## Standards for 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 probation. A student who fails to progress toward satisfactory academic achievement may be dropped.

Satisfactory academic progress may be defined by grade point average and/or credit courses completed in relation to courses attempted.

**Adopted:** April 8, 2014

Rock Valley College

# RVC Board Policy 4:20.080

## Academic Appeals

The College believes it is important for students to be able to address inequitable final grades and academic sanctions. Therefore, students will be provided with a process to appeal capricious final grades and sanctions for academic misconduct.

Specific procedures governing Academic Appeals will be published by the College.

**Adopted:** April 8, 2014

Rock Valley College

# RVC Board Policy 4:20.090

## Academic Forgiveness

The College recognizes the challenges of pursuing a College education. The College will provide a one-time academic forgiveness process for eligible students who demonstrate a serious intent to continue academic studies. Academic Forgiveness applies to the calculation of a student's grade point average and does not result in the deletion of grades/hours from a student's transcript or Standards of Academic Progress calculation. If a student is granted Academic Forgiveness, he or she may file an appeal to remove the hours/grade from the Standards of Academic Progress calculation for financial aid.

Specific procedures governing Academic Forgivingness eligibility will be published by the College.

**Adopted:** April 8, 2014

Rock Valley College

# RVC Board Policy 4:20.100

## Course Repetitions

Students may repeat courses previously taken at the College unless repetition is restricted. Any limitations on course repetitions will be published by 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. Specific procedures governing course repetition and GPA calculation will be published by the College.

**Adopted:** April 8, 2014

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Rock Valley College

# RVC Board Policy 4:20.110

## 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.

**Reference:** Board Report 6563
**Implemented:** December 16, 2008
**Revised:** April 8, 2014

Rock Valley College

# RVC Board Policy 4:20.120

## Career Agreement

The College participates in the Comprehensive Agreement Regarding the Expansion of Educational Resources ("CAREER Agreement"), a cooperative agreement between twenty-eight Illinois institutions of higher education which allow in-district students from a sending institution to attend a receiving institution for in-district tuition rates in order to complete a certificate or degree that the sending institution does not offer. The receiving institution collects tuition and fees and has the right to claim apportionment from the state for such students.

The College may additionally participate in other such cooperative agreements outside of the CAREER Agreement.

**Reference:** Board Report 6911
**Implemented:** June 26, 2012
**Revised:** April 8, 2014

Rock Valley College

# RVC Board Policy 4:20.130

## Religious Observance

The College recognizes and respects the diversity of religious beliefs and practices of its students in accordance with the *University Religious Observances Act, 110 ILCS 110/0.01 et seq.*

The College will reasonably accommodate the religious observance of individual students in regard to admissions, class attendance, and the scheduling of examinations and work requirements. 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.

**Requirement of Advance Notification:** Advanced notice of intended absence for major religious observance is required in order to ensure appropriate accommodations may be made. Students must notify instructors at least five calendar days prior to the absence for religious observance.

**Grievance Procedures:** A student may contact the Dean of Students in the event that reasonable accommodations have not been made in accordance with this policy. The Dean of Students will work with the faculty member and appropriate academic administrator(s) to work toward a reasonable accommodation for religious observance.

**Reference:** Board Report 6990
**Implemented:** April 2, 2013
**Revised:** April 8, 2014

Rock Valley College

# RVC Board Policy 4:20.140

## Administrative Withdrawal

The College may withdraw a student from a course when an instructor determines that the student is not actively pursuing completion of course objectives as established by their instructor. Students also may be withdrawn by the College for disciplinary reasons or extenuating circumstances.

Specific procedures governing administrative withdrawal will be published by the College.

**Adopted:** April 8, 2014

Rock Valley College

# RVC Board Policy 4:20.150

## Withdrawal from Class

The College will permit students to voluntarily withdraw from a class subject to appropriate limitations and guidelines published by the College. Students shall be responsible for withdrawing from courses they are no longer attending. Specific procedures governing voluntary withdrawal from class will be 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:** April 8, 2014

Rock Valley College

# RVC Board Policy 5:10.010

## Financial Plan of Operation

The College 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 College may make a determination within the operating budget for the distribution of unrestricted revenues other than local property taxes among the operating funds – i.e., the Education Fund and the Operations and Maintenance Fund.

For the purpose of carrying out the entire educational program of this district, the College has established funds in accordance with Administrative Rules of the Illinois Community College Board, as detailed in the ICCB Fiscal Management Manual.

**Adopted:** April 8, 2014

Rock Valley College

# RVC Board Policy 5:10.020

## Fiscal Year

The College fiscal year shall begin on July 1 of each year and end on June 30 of the following year.

**Adopted:** April 8, 2014

Rock Valley College

# RVC Board Policy 5:10.030

## Financial Reports

The College shall issue appropriate quarterly and annual financial reports. The l reports shall be provided in advance of the Board's regular monthly meetings, whenever possible.

**Adopted:** April 8, 2014

Rock Valley College

# RVC Board Policy 5:10.040

## Annual Budget

The College shall develop an annual budget in compliance with all applicable laws. The budget shall contain appropriate financial parameters which are to be reviewed annually by the Board, in conjunction with adoption of the budget. The budget shall be considered an estimate of revenue to be received and a controlled spending plan for the ensuing year.

The tentative budget shall be filed with the Secretary of this Board, and notice that the tentative budget is available for public inspection shall be published and a public hearing on the tentative budget shall be conducted on a timely basis in accordance with the law.

**Adopted:** April 8, 2014

Rock Valley College

# RVC Board Policy 5:10.050

## Accounting

The College Financial Services staff under the direction of the Vice President of Administrative Services is responsible to record, analyze and report financial transactions of the College.

The Financial Services staff will develop and maintain procedures and controls to ensure that accounting procedures and financial records of the College will be established and maintained in accordance with Generally Accepted Accounting Principles (GAAP) established by the American Institute of Certified Public Accountants, with the ICCB Fiscal Management Manual insofar as consistent with GAAP, and with accounting guidelines of the National Association of College and University Business Officers.

**Reference:** Board Report 6610
**Implemented:** May 26, 2009
**Revised:** April 8, 2014

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Rock Valley College

# RVC Board Policy 5:10.060

## Intra-Fund Budget Transfers

The College from time to time may approve transfers between the various budget items in a fund, not to exceed in the aggregate ten percent of the total of such fund as set forth in the budget, in accordance with Section 3-20.1 of the Public Community College Act, 110 ILCS 805/3-20.1.

**Adopted:** April 8, 2014

Rock Valley College

# RVC Board Policy 5:10.070

## Inter-Fund Budget Transfers

The College from time to time may approve transfers between various funds to the extent allowed by law.

**Adopted:** April 8, 2014

Rock Valley College

# RVC Board Policy 5:10.080

## Investment

The College shall have an investment program conducted in compliance with federal and state law including the Illinois Public Funds Investment Act, 30 ILCS 235/1 et seq (the “Act”), as the Act may be amended from time to time.

The College shall also recognize that material, relevant, and decision-useful sustainability factors have been or are regularly considered, within the bounds of financial and fiduciary prudence, in evaluating investment decisions. Such factors include, but are not limited to: (1) corporate governance and leadership factors; (2) environmental factors; (3) social capital factors; (4) human capital factors; and (5) business model and innovation factors, as provided under the Illinois Sustainable Investing Act. (40 ILCS 5/1-113.6 and 1-113.17)"

**Reference:** Board Report(s) 6666, 7699
**Implemented:** September 17, 2009
**Revised:** April 8, 2024; May 25, 2020

Rock Valley College

# RVC Board Policy 5:10.090

## Capital Assets and Depreciation

The College will follow the guidelines set forth by the Governmental Accounting Standards Board (GASB) Statements 34 and 35 in accounting and reporting of capital assets and depreciation.

The College's Financial Services under the direction of the Vice President of Administrative Services has developed and is responsible to maintain procedures for accounting and reporting of capital assets and depreciation in accordance with GASB Statements 34 and 35 which address the following:

- Capital asset classification
- Capital asset valuation
- Capitalization thresholds, estimated useful lives, depreciation and disposal methods;
- Capital asset impairments; and
- Internal controls over non-capitalized items.

**Reference:** Board Report 6429
**Implemented:** May 22, 2007
**Revised:** April 8, 2014

Rock Valley College

# RVC Board Policy 5:10.100

## Insurance and Risk Management

The College has developed a Risk Management Program, Exhibit A, which is a comprehensive safety and risk program to address potential injury and loss to its employees, students, and visitors to the campus (es) as well as College property.

**Reference:** Board Report(s) 6608, 7418
**Implemented:** May 26, 2009
**Revised:** April 8, 2014; May 23, 2017

Rock Valley College

# Exhibit A: Risk Management Program

Rock Valley College District No. 511

## 1. Introduction

### 1.1 Policy

The Board of Trustees of Rock Valley College District No. 511 ("College") recognizes its role of stewardship over the assets of the College, both human and financial. It interprets its responsibility in this area as requiring the highest possible concern for the safety of its students and employees, and the public. The College shall therefore have in operation a comprehensive Risk Management Program designed to protect the College against any liability or loss which may be imposed upon it or one of its employees for a tortious act, and to identify risk management, educational, inspectional and supervisory expenses directly attributable or relating to loss prevention and loss reduction.

The College recognizes its ability to budget for and thereby retain limited and predictable exposures to loss. It shall not be the College practice to attempt to insure such foreseeable and bearable exposures, if alternatives can be achieved with due regard to sound risk management practices. Only when it is deemed that the College cannot eliminate or economically retain an exposure to loss shall it be transferred by purchase of insurance. Moreover, even if insurance is purchased, the College shall continue to perform sound risk management practices pursuant to this policy in order to minimize liability or loss and to reduce insurance premiums.

### 1.2 Purpose

It is of the utmost importance for the College to: (1) ensure the health and safety of all visitors, employees and students; (2) ensure College buildings and grounds are maintained in a safe condition; and (3) provide careful supervision of College property.

Risk management is a management tool to assess and mitigate events that might adversely impact the College. This Risk Management Program presents the process for implementing proactive risk management as part of the overall management of the College. This Program describes the framework for identifying, analyzing, prioritizing, and tracking loss exposures, and planning adequate resources to manage loss exposures. It assigns specific responsibilities for the management of risk and prescribes the processes to be followed.

### 1.3 Legal Authority

The Illinois Local Government and Governmental Employees Tort Immunity Act (745 ILCS 10/9-101 et seq.) authorizes a community college to levy a tax which, when collected, will pay the cost of risk management (Section 9-107). In addition, this Section allows funds raised pursuant to its provisions to be used to pay the cost of insurance, including all operating and administrative costs and expenses directly

associated therewith, claim services and risk management directly associated therewith, claim services and risk management directly attributable to loss prevention and loss reduction, educational, inspectional and supervisory services directly relating to loss prevention and loss reduction, to purchase claim services, to pay for judgments or settlements, or to otherwise pay the cost of risk management plans. The Illinois Appellate Court for the Second District has affirmed a community college authority for such a levy and to pay such expenses in re *Objections to Tax Levies of Freeport School Dist. No. 145 et al.*, 372 Ill. App.3d 562, 865 N.E.2d 361 (2nd Dist. 2007).

### 1.4 Program Summary

This Risk Management Program identifies and establishes an effective risk management process that uses the College's physical and human resources to effectuate the policy and achieve the purposes set forth herein. The steps in the risk management process accepted by the Second District Appellate Court in re Objections to Tax Levies of Freeport School Dist. No. 145 et al. are incorporated herein as the basis of this Risk Management Program, namely: (1) identify and analyze loss exposures; (2) select techniques for treating loss exposures; (3) implement the selected techniques; and (4) monitor and modify the selected techniques. The College finds that the most effective manner in which to implement this Risk Management Program is to create a Risk Management Committee which will have the duty to apply all four steps of the risk management process.

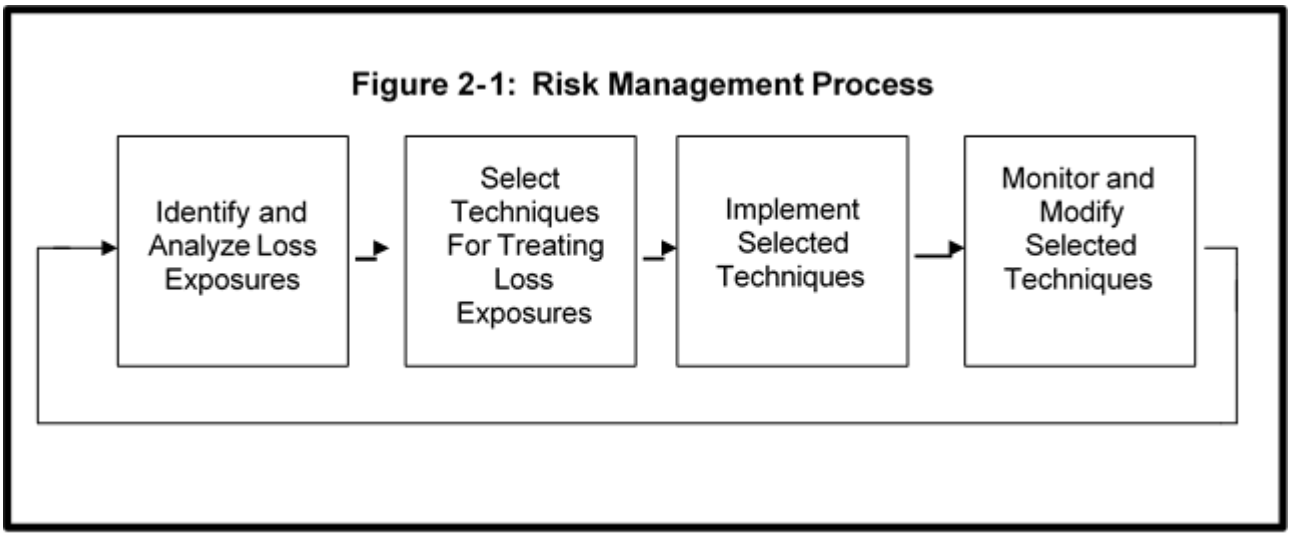
### 1.5 Supplementation, Clarification and Amendment

The policy, purpose, authority and program provided for in this Risk Management Program are not new to the College. Many College employees already perform the risk management process pursuant to the Colleges' policies, practices and procedures. This Risk Management Program is therefore intended to supplement, and to the extent necessary clarify and amend those policies, practices and procedures, in order to implement risk management activities in the manner stated in this Risk Management Program.

## 2. Risk Management Process

### 2.1 Overview

Figure 2-1 illustrates in general terms the overall Risk Management Process that will be followed. As seen, the Risk Management Process is an iterative process, with each step in the process building on the results of the previous step. Each of the risk management steps shown in the figure below are described more fully in the following paragraphs.




A loss exposure is a set of circumstances that presents a possibility of loss, whether or not a loss actually takes place. (1) More specific in terms of this Risk Management Program, the loss exposures to be addressed are circumstances that would give rise to liability or loss which may be imposed upon the College or one of its employees for a tortious act. A tort is a wrong against another for which the law provides money damages as a remedy, such as a personal injury. A tort may include physical and/or emotional harm to a person, a violation of a person's legal rights, and/or physical harm to a person's property.

*(1) Source: Williams, C. Arthur Jr., et al. Principles of Risk Management and Insurance, 2nd ed., American Institute for Property and Liability Underwriters, 1981, vol. I, p. 2.*

## 2.2 Identify and Analyze Loss Exposures

The first step in the Risk Management Process is to identify and analyze loss exposures. These steps include: (1) identifying persons and property that are exposed to loss and the perils that can cause the loss; and (2) measuring the potential frequency and severity of the loss exposures. Identification should be both a systematic and a continuing process to review all property, activities, and personnel to determine what loss exposures are faced by the College. Measurement should review the number of accidents that are likely to occur, how severe the dollar losses are likely to be, and the variation in the potential losses in order to prioritize the exposures according to their importance.

## 2.3 Select Techniques for Treating Loss Exposures

After the loss exposures have been identified and analyzed, the second step in the Risk Management Process is to develop techniques to manage those exposures that are significant by analyzing various techniques and selecting those best fitted for each exposure. There are essentially four risk-managing techniques:

1. **Loss Exposure Avoidance**, which eliminates the sources of loss exposures and replaces them with lower risk solutions;

2. **Loss Transfer**, which is the reallocation of the exposure to others, such as the purchase of insurance;

3. **Loss Exposure Control**, which manages the loss in a manner that reduces the likelihood of its occurrence and/or minimizes the effect on the College; and

4. **Loss Exposure Assumption** (also known as "self-insurance"), which is the acknowledgment of the existence of a particular loss exposure and a conscious decision to accept the associated level of loss exposure with or without engaging any special efforts to control it.

Additionally, using a combination of the four techniques is also possible. In determining the "best" overall technique(s) for treating loss exposures, all potentially applicable techniques should be identified and evaluated, using the following criteria:

- Feasibility of the technique;
- Expected effectiveness of the technique;
- Cost implications of the technique; and
- Effect on the College's performance.

## 2.4 Implement Selected Techniques

The third step in the Risk Management Process is to implement the selected techniques using the College's physical and human resources. This step entails determining how to implement the selected techniques, identifying what person(s) will perform and monitor the techniques, and communicating that information to the appropriate personnel, and may also include any educational, inspectional, and supervisory tasks related thereto. The components of implementation may include but are not limited to educating the person(s) identified, and then supervising and inspecting the implementation of the technique to ensure that the technique is properly implemented and that the technique is achieving the desired results.

## 2.5 Monitor and Modify the Selected Techniques

The fourth step in the Risk Management Process is to monitor the implementation of the techniques to determine whether they should be modified. Key components of this step in the Risk Management Process are the supervision and inspection of the implementation of the technique, which will reveal if the technique is successfully addressing the loss exposures identified in step one. The Board finds that the most effective manner to monitor the selected techniques includes not only supervision and inspection by the College administration, but also requires self-reporting by the person(s) selected to implement the techniques because those person(s) are in a unique position to most readily evaluate the effectiveness of the

selected techniques. If a technique is not working and a correction is warranted, the first three steps in the risk management process should be repeated.

## 3. Risk Management Organization

### 3.1 Overview

The College finds that the most effective manner in which to implement this Risk Management Program is to create a Risk Management Committee which will have the duty to apply all four steps of the Risk Management Process.

### 3.2 Risk Management Organization

The President, Vice President of Finance, and other designated administrators should oversee, coordinate, and assign responsibilities for implementing this Risk Management Program, and should report to the Board of Trustees through the Board Finance and Operations Committee. The Risk Management Committee should perform the Risk Management Process, and report to the Vice President of Finance. Figure 3.2 illustrates the risk management organization.

**Figure 3.2: Risk Management Organization**

### 3.2.1 Vice President of Finance, and other Designated Administrators

The Vice President of Finance, and other designated administrators have the general responsibility for the implementation and maintenance of this Risk Management Program. They should continually evaluate the effectiveness of the Program and be

apprised of needed revisions, additions or deletions to the components and assigned responsibilities.

The Vice President of Finance, and other designated administrators should assign College employees to serve on the Risk Management Committee, and should also be members of the Committee.

The Vice President of Finance, and other designated administrators should review and consider the results of the Risk Management Process performed by the Risk Management Committee, and perform the Risk Management Process for the areas over which they have sole responsibility.

In performing their responsibilities, they should:

- Finalize changes, if any, to College policies, practices and procedure to implement and/or monitor the selected risk management techniques and communicate any changes to all College employees;
- Modify job descriptions for each employee who will be implementing and/or monitoring the selected risk management techniques;
- Ensure that each employee is aware of his/her revised job description that relate to his/her part in implementing and/or monitoring the selected risk management techniques;
- Provide training to an employee if necessary to support his/her responsibilities for implementing and/or monitoring the selected risk management techniques;
- Monitor the overall success/failure of the selected risk management techniques on a regular basis, and revise the techniques and College policies, practices and procedures and employee job descriptions as necessary; and
- Report to the Board Finance and Operations Committee

### 3.2.2 Risk Management Committee

The members of the Risk Management Committee should perform the Risk Management Process. In performing their responsibilities, the Committee should:

- Communicate the results of their performances of the Risk Management Process to the other members of the Committee;
- Recommend changes, if any, to College policies, practices and procedure to implement and/or monitor the selected risk management techniques;
- Recommend job descriptions for each employee who will be implementing and/or monitoring the selected risk management techniques;
- Ensure that each employee is aware of his/her revised job description that relate to his/her part in implementing and/or monitoring the selected risk management techniques;
- Provide training to an employee if necessary to support his/her responsibilities for implementing and/or monitoring the selected risk management techniques;

- Monitor the overall success/failure of the selected risk management techniques on a regular basis, and revise the techniques and College policies, practices and procedures and employee job descriptions as necessary; and
- Report to through the Vice President of Finance to the President and the Board Finance and Operations Committee and then to the Board of Trustees

The job description of every employee position affected is hereby revised to include the extra duties and responsibilities required to fully implement and evaluate the risk management components of this Risk Management Program.

## 4. Risk Management Implementation

### 4.1 Overview

The Vice President of Finance, and other designated administrators initiate this Risk Management Program by selecting the members of the Risk Management Committee. The Committee will perform the Risk Management Process. The Committee should analyze the results of the performance of the Risk Management Process, and recommended changes, if any, to College policies, practices and procedure and employee job descriptions to implement and/or monitor the selected risk management techniques. The Vice President of Finance, and other designated administrators should finalize and communicate the changes, if any, to College policies, practices and procedure and employee job descriptions. The Committee continually monitors the Risk Management Program.

### 4.2 Implementation of the Risk Management Program

#### 4.2.1 Selection of the Risk Management Committee

The general responsibility for the implementation and maintenance of this Risk Management Program rests with the Vice President of Finance, and other designated administrators. They should continually evaluate the effectiveness of the Program and be apprised of needed revisions, additions or deletions to the components and assigned responsibilities.

The Vice President of Finance, and other designated administrators should select the members of the Risk Management Committee, and also serve as members of the Committee. The number of members on the Committee should only be as many as are needed to provide a broad overview of the College's risks, but should be sufficient to include a group of employees that are knowledgeable about the full breadth of the College's operations, including those most directly related to: (1) the health and safety of all visitors, employees and students; (2) College buildings and grounds; and (3) College property. The members of the Committee should be provided copies of this Risk Management Program.

#### 4.2.2 Risk Management Committee Performs the Risk Management Process

The Risk Management Committee should analyze each area of risk to evaluate its applicability to the College and its potential impact, and should perform the Risk Management Process. The Committee may form subcommittees as necessary to research and report on specific topics.

### 4.2.3 Risk Management Committee Analyzes the Results of the Risk Management Process and Recommends Changes, if any, to College Policies, Practices and Procedure and Employee Job Descriptions to Implement and/or Monitor the Selected Risk Management Techniques

The Committee should discuss and analyze the results of the Risk Management Process to develop a consensus on the potential frequency and severity of losses associated with the College's risks, and to prioritize the risks for intervention.

The Risk Management Committee should report its findings, including the risks identified, techniques considered, and the recommended techniques for implementation and monitoring to the Vice President of Finance, and other designated administrators.

### 4.2.4 Finalizing Changes, if any, to College Policies, Practices, and Procedures, and Employee Job Descriptions

The Vice President of Finance, and other designated administrators should prioritize the risks identified, select techniques, and implement and monitor the techniques selected. They should work closely with the Risk Management Committee, particularly within the areas of operation that will implement the techniques selected. They may appoint persons to act as liaisons to applicable areas of operation. The selected techniques and monitoring methods should be implemented by maintaining, modifying, adding, deleting, or otherwise changing the policies, practices and procedures of the College and/or the training, responsibilities and job descriptions of College employees. Such changes may include requiring College employees to perform certain tasks, as well as inspecting and supervising others.

### 4.2.5 Communication and Implementation of the Selected Techniques and Monitoring Methods

The Vice President of Finance, and other designated administrators should communicate the changes, if any, to College policies, practices, and procedures, and employee job descriptions to the College employees in a manner deemed most effective and efficient. It will then be the responsibility of all College employees to implement the selected techniques and/or monitoring methods.

Implementation of the Program is an ongoing process, and the Vice President of Finance, and other designated administrators generally have primary responsibility for monitoring implementation and ensuring that the ongoing work of the Risk Management Committee (and operational areas) occurs. The Committee is

responsible for monitoring the College's losses and identifying and analyzing any changes in risks.

### 4.3 Allocation of Salaries

For purposes of properly levying for the expenses of this Risk Management Program pursuant to the Illinois Local Government and Governmental Employees Tort Immunity Act (745 ILCS 10/9-101 et seq.) and *In re Objections to Tax Levies of Freeport School Dist. No. 145 et al.*, 372 Ill. App.3d 562, 865 N.E.2d 361 (2nd Dist. 2007), it is necessary to determine what portion of each College employee's salary is attributed to his/her responsibilities under this Risk Management Program and College policies, practices and procedures to implement and/or monitor the selected risk management techniques. The Vice President of Finance, and other designated administrators, with the assistance of the Risk Management Committee, should estimate the portion of each College employee's time spent on this Risk Management Program and College policies, practices and procedures to implement and/or monitor the selected risk management techniques. The President shall report to the Board the allocations determined for purposes of allocating a particular portion of an employee's compensation to the Tort Immunity levy. Performing ordinary duties with due care shall not be allocated and chargeable to the Tort Immunity levy. The Vice President of Finance' report may be similar to the form reflected in Exhibit B hereto.

The Board shall review the Vice President of Finance recommended allocations of salaries to the tort levy. The Board may adopt the Tort Immunity Levy based on the Vice President of Finance' report and in accordance with the Illinois Local Government and Governmental Employees Tort Immunity Act (745 ILCS 10/9-101 et seq.) and *In re Objections to Tax Levies of Freeport School Dist. No. 145 et al.*, 372 Ill. App.3d 562, 865 N.E.2d 361 (2nd Dist. 2007). Notwithstanding the Foregoing, it is the policy of the College that all non-salary related expenditures shall be paid first out of taxes collected pursuant to the Tort Immunity levy, and that the salaries allocated for risk management purposes shall only be paid from taxes remaining after such non-salary expenditures.

Rock Valley College

# EXHIBIT B: Risk Management Categories and Job Assignments

## Vice President of Finance's Recommended Salary Allocations from the Tort Immunity Levy

The attached salary allocations are recommended to be charged to, and payable with, Tort Immunity Levy Funds during the fiscal year. Specific job duties for each included employee are described in the Risk Management Program and College policies, practices and procedures and employee job descriptions.

| | |
|---|---|
| I (1%) | This category includes but is not limited to, monitoring conditions, events, and circumstances present through daily operations in the accomplishment of job position tasks and functions. Certain employees in the following positions: IT, faculty, administrators, program chairs/coordinators, administrative assistants. |
| II (1%) | Ensure the health, welfare, safety and evacuation of all visitors, employees and students during adverse and/or emergency conditions at the College. (Leadership, RVC Police, FPOM employees, NIMS and C-Cert trained |
| III (5% Instruct.) | Personnel in this category are trained in the use and dispensing of chemicals which may be considered hazardous. Personnel are required to handle, store, dispense and properly dispose of hazardous chemicals in a lab environment. (Lab assistants and Associated Deans) |
| IV (5%) | Personnel in this category are the primary point of contact during weekend and non-working day events which require administrative oversight to include taking action on safety and security issues. This individual is usually the senior administrator during the event. Personnel are required to handle all emergency conditions during the hours of operation of the event. Theater staff, and specific staff in and Community Outreach. |
| V (1% per committee) | Personnel in this category serve as members on committees that mutually support health and safety rights extended to all visitors, employees and students. (C-Cert & NIMS Certified). |
| VI (5% – Maintenance, Boiler House, and Print Shop) | Personnel in this category are in daily contact with hazardous materials and/or equipment. Personnel are required to handle and dispense hazardous chemicals during boiler plant operations, and acids designed to clean chiller towers. Personnel may be required to accomplish any one of the following tasks: (a) Maintain boilers in accordance with appropriate guidelines; the steam and pressure buildup is dangerous and requires specific training in proper handling of equipment. (b) Maintain the electrical backbone to all facilities within the College, (c) Handle, store, and properly use cleaning fluids in maintaining print press and assorted equipment. Annual certification may be required. (Print shop employees, boiler house employees, mechanic, and grounds employees) |
| VII (5-20%) | Personnel in this category assist during evening operations and during non-work days, and will alert proper authorities during emergency conditions. Personnel must be knowledgeable in policies and procedures used in event of an emergency and/or crisis situation. Must be capable of communication through several communications devices during emergency conditions. Serves as the primary point of contact. (Leadership, |

| | |
|---|---|
| | Landscaping and FPOM employees involved primarily with setup of facilities |
| VII (% varies) | Personnel in this category have risk management activities as an integral part of their duties, as follows:<br>• Vice President of Finance – Oversees comprehensive risk management program, including insurance, legal liaison, planning, accounting and reporting, and supervises facilities, and RVC Police (10%)<br>• Administrative Assistant to Vice President of Finance – submits all insurance claims – (5%)<br>• Director of Enrollment and Judicial Affairs – coordinates student hearing proceedings (2%)<br>• Director of FPOM – Direct line manager of maintenance, (50%). Asst. Director of FPOM – Supports Director, supervises all FPOM staff (except for office personnel) (their work impacts building safety) (50%).<br>• Chief of Police, Sergeants, & Security System Network Supervisor – direct line mangers of safety – 50%<br>• RVC Police – Protect the safety of College people on campus (50%).<br>• Telecommunicators – manage radio and dispatch – (50%)<br>• Managing Director of Human Resources – employee Affirmative Action (5%) officer along with investigates all harassment allegations<br>• Director of Compensation, Benefits, and Employee Relations – oversee HR duties in HR director's absence (2%)<br>• Recruiting Coordinator – oversees hiring practices (1%)<br>• IT Managing Director – oversees all IT department and emergency recovery plan – 5%<br>• IT Leads – oversee IT department and emergency recovery plan in Director's absence (2%)<br>• Counselor – counsel troubled students/staff – (5%) |
| IX (2% – All other College personnel which are not listed in a category above) | The job description of every employee position is to include the extra duties and responsibilities required to fully implement and evaluate the risk management components of this Risk Management Program. |

Rock Valley College

# RVC Board Policy 5:10.110

## Fund Transfer Agreement with Rock Valley College Foundation

The College and the Rock Valley College Foundation shall review and update a Fund Transfer Agreement to accomplish in a fiscally responsible manner the transfer of funds and other property.

**Reference:** Board Report 5953
**Implemented:** December 11, 2001
**Revised:** April 8, 2014

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Rock Valley College

# RVC Board Policy 5:10.120

## Purchasing

It is the policy of the Rock Valley College Board of Trustees to provide needed supplies, materials, equipment, and services to support the educational programs of the College through the use of sound, efficient, and effective purchasing procedures which: (1) require Board approval for the award of contracts for supplies, materials, equipment, and/or services involving an expenditure in excess of the amount currently authorized by the Illinois Public Community College Act, Chapter 110, Illinois Compiled Statutes, 805/3-27.1; and (2) authorize the College Administration to award contracts for expenditures less than or equal to the amount currently authorized by the Illinois Community College Act, Chapter 110, Illinois Compiled Statutes, 805/3-27.1.

### Board Approval Amount

The College will ensure that expenditures in excess of $25,000 are approved by the Board of Trustees prior to awarding such purchase order(s) and/or contract(s). (110 ILCS 805/3-27.1).

### Requirement for Contract Legal Review

The College Administration will have any purchase order or contract in excess of $50,000 reviewed by legal counsel. All other contracts, regardless of amount, shall, by the judgment of the College's Leadership Team, be reviewed by legal counsel. For purposes of this Policy, grant-related documents will be reviewed when the College's Leadership Team determines that legal review is warranted. **(RVC Board Requirement).**

### Responsible Bidder Compliance

Responsible bidder for purposes of construction contracts over $25,000.00 shall require submission of proof of compliance with the following criteria: **(RVC Board Requirement):**

1. All applicable law prerequisites to do business in Illinois.
2. Evidence of compliance with:
   a. Federal Employer Tax Identification Number or Social Security Number (for individuals).
   b. Provision of Section 2000(e) of Chapter 21, Title 42 of the United States Code and Federal Executive Order No. 11246 as amended by Executive Order No. 11375 (known as the Equal Opportunity Employment provisions).
3. Certificate of insurance indicating the following coverages: general liability, workers' compensation, completed operations, automobile, hazardous occupation, product liability, and professional liability.

4. Compliance with all provisions of the Illinois Prevailing Wage Act, including wages, submission of certified payroll records, medical and hospitalization insurance, and retirement for those trades covered in the Act.
5. Participation in apprenticeship and training programs applicable to the work being performed on the projects which are approved by and registered with the United States Department of Labor's Office of Apprenticeship and Training.

This Responsible Bidder Compliance Policy shall be reviewed annually by the Board of Trustees from the date of its enactment to evaluate the Policy's impact on Board Policy 5:10.140 (Diverse Vendor Enterprise Use).

## Purchases Less Than or Equal to $25,000

Purchases less than or equal to $25,000 will be governed by procedures set forth by the Chief Operations Officer (COO) or the COO's designee and shall be made available for public viewing.

## Purchases Subject to Competitive Bidding

All purchases involving expenditures in excess of $25,000 and which are not covered by the fourteen (14) statutory bid exemptions (discussed further below) must be competitively bid. In accordance with the Illinois Public Community College Act, these bids must be sealed by the bidder and must be opened by a member or employee of the Board at a public bid opening, at which the contents of the bids must be announced. Each bidder must receive at least three (3) days' notice of the time and place of such bid opening, and the bid must be advertised for at least ten (10) days. (110 ILCS 805/3-27.1).

For purposes of this Section, due advertisement includes but is not limited to, at least one public notice at least 10 days before the bid date in a newspaper published in the district, or if no newspaper is published in the district, in a newspaper of general circulation in the area of the district. (110 ILCS 805/3-27.1).

The College President shall recommend approval of all purchases of goods and services in excess of $25,000, which shall be subject to the Board of Trustees' discretionary approval.

## Exemptions to the Bidding Requirements

### 1. Purchases Not Subject to Competitive Bid

All purchases of items that qualify for a statutory bid exemption pursuant to Section 3-27.1 of the Public Community College Act may be made by the Finance/Business Office without advertising for bids and without requiring price quotations. If, for any reason, competitive bids or price quotations are deemed advisable by the VP of Finance/CFO, or the VP of Operations/COO or his/her designee, they will be obtained, and awards will be made on the basis of conformance to specifications and the total

cost of the bids/quotes. Items procured under this section will still be subject to Board review and approval if in excess of $25,000. (110 ILCS 805/3-27.1).

### 2. Cooperative Purchasing

The College may participate in joint purchases by governmental units pursuant to 110 ILCS 805/3-27.2 when it is in the College's best interest to do so. Any cooperative will be reviewed by the College's attorney to ensure compliance with all applicable statutes, rules, and regulations. (110 ILCS 805/3-27.2).

### 3. Change Orders – Competitive Bid Contracts

The Public Community College Act (Illinois Compiled Statutes, Chapter 110, Paragraph 805/3-27.1(d)) states that change orders for competitively bid contracts made for the purchase of supplies, materials, or work involving an expenditure in the excess of $25,000 are exempt from competitive bidding only when the change order does not cause additional expenditures in excess of 10% of the contract price, and the change order is due to unforeseen revisions which are not the fault of the contractor. The Board authorizes the College Administration to exercise change orders for construction that are less than 10% of the contract price when the change order amount has previously been approved by the Board of Trustees pursuant to the contract contingency. In order to keep projects moving and avoid delays, which can increase the costs of construction, the Administration may approve change orders that are less than 10% of the contract price without having to receive additional Board approval in accordance with procedures set forth by the COO or the COO's designee which shall be made available for public viewing. All change orders shall be made in writing, and the Board will have no duty to pay for change orders that are not approved by the Administration in writing. The Administration shall disclose all change orders to the Board at the next public Board meeting. (110 ILCS 805/3-27.1(d)).

### 4. Technology Products and Services

The Public Community College Act (Illinois Compiled Statutes, Chapter 110, Paragraph 805/3-27.1(f)) allows for the purchase of technology and data processing related equipment, software, or services and telecommunications and interconnect equipment, software, and services without formal bids. Therefore, the Board authorizes the President or designee to utilize this provision when, in the opinion of the Administration, it is in the best interest of the College to purchase such products without formal bids. Items procured under this section will still be subject to Board review and approval if in excess of $25,000. (110 ILCS 805/3-27.1(f)).

### 5. Emergency Expenditures

The Purchasing Department should be contacted as soon as a department determines that an emergency purchasing situation exists. "Emergency Purchases" must follow a special procedure in order to obtain goods or services that exceed the competitive solicitation threshold but must be purchased quickly to respond to an emergency. An emergency arises when (1) the safety and welfare of any person or damage to valuable real or personal property is actual or imminent; (2) the operation or the educational program of the College is disrupted, or disruption may be imminent unless immediate action is taken; and/or (3) the failure to take prompt

action may trigger delay and addition unnecessary expense to the College. Examples of an emergency purchase is repair of damages related to a natural disaster (tornado, earthquake, flood, etc.), a manmade disaster (chemical spill, active shooter, fire, etc.), or a biological emergency (communicable disease outbreak, i.e., COVID-19 or other).

Approvals for emergency expenditures over $25,000, unless otherwise exempt, must be approved by 75 percent or six (6) members of the Board of Trustees. In order to efficiently and promptly address emergencies, for any emergency expenditure between $25,000 and $100,000, the President may provide the initial approval of the expenditure after receiving verbal approval from the Board Chairman, and the Board may retroactively approve the expenditure at the next Board meeting. (110 ILCS 805/3-27.1(m)).

## Changes to Shipping and/or Freight Costs

The Administration shall not be required to obtain Board approval for expenditures for shipping, freight, and/or delivery costs or small price increases which cause the Board-approved purchase price to slightly increase so long as such additional costs comply with Section 3-27.1 of the Community College Act and this Board policy.

**Reference:** Board Report 5838; Board Report 7564; Board Report 8135
**Implemented:** September 12, 2000
**Revised:** October 28, 2014; October 23, 2018; December 2, 2019; February 27, 2024

Rock Valley College

# RVC Board Policy 5:10.130

## Travel Reimbursement

**Board Policy for Reimbursements of Travel, Meal and Lodging Expenses**

The Illinois General Assembly enacted Public Act 99-0604, known as the "Local Government Travel Expense Control Act," which Act became effective on January 1, 2017. As required by the Act, it is Rock Valley College's policy to regulate the reimbursement of all College Board member, administrator, and employee travel expenses as set forth below:

1. Definitions.

    a. "Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

    b. "Travel" means any expenditure directly incident to official College business travel by Board members, administrators, officers or employees of the involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

2. Reimbursable Rates. The College shall reimburse permitted travel expenses as set forth in the College's administrative procedures.

3. Reimbursement Request Form. The College shall only approve reimbursement of expenses if the Board member, administrator, officer or employee submits said expenses on the form as set forth in the College's administrative procedures. All documents submitted to the College for reimbursement are public records subject to disclosure under the Freedom of Information Act, unless otherwise protected under that Act.

4. Entertainment Expenses. The College shall not reimburse any Board member, administrator, officer, or employee for any entertainment expense unless such expense is ancillary to the purpose of the program or event.

5. Board Approval of Certain Reimbursable Expenses. The following expenses for travel, meals, and lodging may only be approved by a roll call vote at an open meeting of the Board of Trustees of the College:

    a. Any reimbursable expenses of a College administrator, officer or employee that exceeds the maximum allowed under the regulations adopted under Section 2 of this Policy.

b. Any reimbursable expense of a member of the Board of Trustees of the College.

c. Any other reimbursable expenses because of emergency or other extraordinary circumstances.

6. Compliance with Act. The College shall comply with all other requirements of the Local Government Travel Expense Act and any College policy, procedure or resolution that conflicts with the provisions of the Local Government Travel Expense Act is hereby repealed to the extent of such conflict.

**Reference:** Board Report(s) 6876, 7382, 7494
**Implemented:** April 24, 2012
**Revised:** April 8, 2014; February 28, 2017; March 27, 2018

Rock Valley College

# RVC Board Policy 5:10.140

## Diverse Vendor Enterprise Use

Rock Valley College recognizes the importance of increasing the participation of businesses owned by minorities, females, and persons with disabilities in public contracts in an effort to overcome the discrimination and victimization such firms have historically encountered. It is the College's policy to promote the economic development of businesses owned by minorities, females and persons with disabilities by setting aspirational goals to award contracts to businesses owned by minorities, females, and persons with disabilities for certain services as provided by the Business Enterprise for Minorities, Females and Persons with Disabilities Act, 30 ILCS 575 (the Act) and the Business Enterprise Council for Minorities, Females, and Persons with Disabilities.

It is the intent of the State of Illinois that public agencies, including community colleges, aspire to award upwards of 20% of contracts to minority, female, or disabled-owned business enterprises. In support of this policy, the College shall establish and maintain procedures to encourage the use of businesses owned by minorities, women, and persons with disabilities in accordance with the Act.

**Reference:** Board Report(s) 7326, 7333, 7795
**Adopted:** (First Reading 08/23/2016), 09/27/2016, 03/23/2021

Rock Valley College

# RVC Board Policy 5:10.150

## Bond Record Keeping Policy

It is necessary and in the best interest of the College to maintain sufficient records to demonstrate compliance with its covenants and expectations to ensure the appropriate federal tax status for the Certificates and other debt obligations of the College, the interest on which is excludable from "gross income" for federal income tax purposes or which enable the College or the holder to receive federal tax benefits, including, but not limited to, qualified tax credit bonds and other specified tax credit bonds (including the Certificates, the "*Tax Advantaged Obligations*"). Further, it is necessary and in the best interest of the College that (i) the Board adopt policies with respect to record-keeping and post issuance compliance with the College's covenants related to its Tax Advantaged Obligations and (ii) the Compliance Officer (as hereinafter defined) at least annually review the College's Contracts (as hereinafter defined) to determine whether the Tax Advantaged Obligations comply with the federal tax requirements applicable to each issue of the Tax Advantaged Obligations. The Board and the College hereby adopt the following Record-Keeping Policy and, in doing so, amend any similar Record-Keeping Policy or Policies heretofore adopted:

(a) *Compliance Officer Is Responsible for Records*. The Treasurer (the "*Compliance Officer*") is hereby designated as the keeper of all records of the College with respect to each issue of the Tax Advantaged Obligations, and such officer shall report to the Board at least annually that he/she has all of the required records in his/her possession, or is taking appropriate action to obtain or recover such records.

(b) *Closing Transcripts*. For each issue of Tax Advantaged Obligations, the Compliance Officer shall receive, and shall keep and maintain, a true, correct and complete counterpart of each and every document and agreement delivered in connection with the issuance of the Tax Advantaged Obligations, including without limitation (i) the proceedings of the College authorizing the Tax Advantaged Obligations, (ii) any offering document with respect to the offer and sale of the Tax Advantaged Obligations, (iii) any legal opinions with respect to the Tax Advantaged Obligations delivered by any lawyers, and (iv) all written representations of any person delivered in connection with the issuance and initial sale of the Tax Advantaged Obligations.

(c) *Arbitrage Rebate Liability*. The Compliance Officer shall review the agreements of the College with respect to each issue of Tax Advantaged Obligations and shall prepare a report for the Board stating whether or not the College has any rebate liability to the United States Treasury, and setting forth any applicable exemptions that each issue of Tax Advantaged Obligations may have from rebate liability. Such report shall be updated annually and delivered to the Board.

(d) *Recommended Records*. The Compliance Officer shall review the records related to each issue of Tax Advantaged Obligations and shall determine what requirements the College must meet in order to maintain the tax-exemption of interest paid on its Tax Advantaged Obligations, its entitlement to direct payments by the United States Treasury of the applicable percentages of each interest payment due and owing on its Tax Advantaged Obligations, and applicable tax credits or other tax benefits arising from its Tax Advantaged Obligations. The Compliance Officer shall then prepare a list of the contracts, requisitions, invoices, receipts and other information that may be needed in order to establish that the interest paid on the Tax Advantaged Obligations is entitled to be excluded from "gross income" for federal income tax purposes, that the College is entitled to receive from the United States Treasury direct payments of the applicable percentages of interest payments coming due and owing on its Tax Advantaged Obligations, and the entitlement of holders of any Tax Advantaged Obligations to any tax credits or other tax benefits, respectively. Notwithstanding any other policy of the College, such retained records shall be kept for as long as the Tax Advantaged Obligations relating to such records (and any obligations issued to refund the Tax Advantaged Obligations) are outstanding, plus three years, and shall at least include:

(i) complete copies of the transcripts delivered when any issue of Tax Advantaged Obligations is initially issued and sold;

(ii) copies of account statements showing the disbursements of all Tax Advantaged Obligation proceeds for their intended purposes, and records showing the assets and other property financed by such disbursements;

(iii) copies of account statements showing all investment activity of any and all accounts in which the proceeds of any issue of Tax Advantaged Obligations has been held or in which funds to be used for the payment of principal of or interest on any Tax Advantaged Obligations has been held, or which has provided security to the holders or credit enhancers of any Tax Advantaged Obligations;

(iv) copies of all bid requests and bid responses used in the acquisition of any special investments used for the proceeds of any issue of Tax Advantaged Obligations, including any swaps, swaptions, or other financial derivatives entered into in order to establish that such instruments were purchased at *fair market value*;

(v) copies of any subscriptions to the United States Treasury for the purchase of State and Local Government Series (SLGS) obligations;

(vi) any calculations of liability for *arbitrage rebate* that is or may become due with respect to any issue of Tax Advantaged

Obligations, and any calculations prepared to show that no arbitrage rebate is due, together, if applicable, with account statements or cancelled checks showing the payment of any rebate amounts to the United States Treasury together with any applicable IRS Form 8038-T; and

(vii) copies of all contracts and agreements of the College, including any leases (the "*Contracts*"), with respect to the use of any property owned by the College and acquired, constructed or otherwise financed or refinanced with the proceeds of the Tax Advantaged Obligations effective at any time when such Tax Advantaged Obligations are, will or have been outstanding. Copies of contracts covering no more than 50 days of use and contracts related to College employees need not be retained.

(e) *IRS Examinations or Inquiries*. In the event the IRS commences an examination of any issue of Tax Advantaged Obligations or requests a response to a compliance check, questionnaire or other inquiry, the Compliance Officer shall inform the Board of such event, and is authorized to respond to inquiries of the IRS, and to hire outside, independent professional counsel to assist in the response to the examination or inquiry.

(f) *Annual Review*. The Compliance Officer shall conduct an annual review of the Contracts and other records to determine for each issue of Tax Advantaged Obligations then outstanding whether each such issue complies with the federal tax requirements applicable to such issue, including restrictions on private business use, private payments and private loans. The Compliance Officer is expressly authorized, without further official action of the Board, to hire outside, independent professional counsel to assist in such review. To the extent that any violations or potential violations of federal tax requirements are discovered incidental to such review, the Compliance Officer may make recommendations or take such actions as the Compliance Officer shall reasonably deem necessary to assure the timely correction of such violations or potential violations through remedial actions described in the United States Treasury Regulations, or the Tax Exempt Bonds Voluntary Closing Agreement Program described in Treasury Notice 2008-31 or similar program instituted by the IRS.

(g) *Training*. The Compliance Officer shall undertake to maintain reasonable levels of knowledge concerning the rules related to tax-exempt bonds (and build America bonds and tax credit bonds to the extent the College has outstanding build America bonds or tax-credit bonds) so that such officer may fulfill the duties described in this Section. The Compliance Officer may consult with counsel, attend conferences and presentations of trade groups, read materials posted on various web sites, including the web site of the Tax-Exempt Bond function of the IRS, and use other means to maintain such knowledge. Recognizing that the Compliance Officer may not be fully knowledgeable in this area, the Compliance Officer may consult with outside

counsel, consultants and experts to assist him or her in exercising his or her duties hereunder. The Compliance Officer will endeavor to make sure that the College's staff is aware of the need for continuing compliance. The Compliance Officer will provide copies of this Resolution and the Tax Exemption Certificate and Agreement or other applicable tax documents for each series of Tax Advantaged Obligations then currently outstanding (the *"Tax Agreements"*) to staff members who may be responsible for taking actions described in such documents. The Compliance Officer should assist in the education of any new Compliance Officer and the transition of the duties under these procedures. The Compliance Officer will review this

Resolution and each of the Tax Agreements periodically to determine if there are portions that need further explanation and, if so, will attempt to obtain such explanation from counsel or from other experts, consultants or staff.

(h) *Amendment and Waiver*. The procedures described in this Section are only for the benefit of the College. No other person (including an owner of a Tax Advantaged Obligation) may rely on the procedures included in this Section. The College may amend this Section and any provision of this Section may be waived, without the consent of the holders of any Tax Advantaged Obligations and as authorized by passage of a resolution by the Board. Additional procedures may be required for Tax Advantaged Obligations the proceeds of which are used for purposes other than capital governmentally owned projects or refundings of such, including tax increment financing bonds, bonds financing output facilities, bonds financing working capital, or private activity bonds. The College also recognizes that these procedures may need to be revised in the event the College enters into any derivative products with respect to its Tax Advantaged Obligations.

**Reference:** Board Report 7514
**Implemented:** April 24, 2018

Rock Valley College

# RVC Board Policy 5:10.160

## Operating Fund Balance

**Purpose**

This policy describes the guidelines for unreserved fund balances in the College's operating (general) fund.

**Goal**

Fund balance is the balance of a fund after all liabilities have been deducted from the assets of the fund. The goal is to establish and maintain an operating fund (education fund and operations and maintenance fund) balance of thirty-five to fifty percent of the following year's budgeted expenses.

**Utilization**

Expenditures or transfers to other funds from the unreserved operating fund balance must be approved by the Board of Trustees.

**Replenishment of Reserve Deficits**

In the event the balance falls below thirty-five percent, the vice president of finance/chief financial officer or designee, will implement and submit to the Board of Trustees, in conjunction with the proposed budget, a plan for corrective action to restore the fund balance to its goal of thirty-five percent.

**Annual Review**

Compliance of this policy will be reviewed by the vice president of finance/chief financial officer or designee during the budget adoption process.

The Board of Trustees will receive a report of year-end reserves in the general fund as part of the year-end financial report.

**Reference:** Board Report 7764
**Implemented:** October 27, 2020

*RVC is an equal opportunity educator and employer.*

Rock Valley College

# RVC Board Policy 5:10.170

## Bond Disclosure Compliance

It is necessary and in the best interest of the College to ensure compliance with its responsibilities under federal securities laws, including its continuing disclosure undertakings (the *"Undertakings"*) under Rule 15c2-12 of the Securities Exchange Act of 1934, as amended (the *"Rule"*), and the statements of the Securities and Exchange Commission (the *"SEC"*) in enforcement actions; and it is necessary and in the best interest of the College that the College adopt appropriate policies and procedures (the *"Disclosure Policies and Procedures"*) and training to enable the College to create accurate disclosures with respect to its (i) preliminary official statements, final official statements and any supplements or amendments thereto, disseminated by the College pursuant to the issuance by the College of any bonds, notes, certificates or other obligations, (ii) Financial Information, as required by and defined in the Undertakings to be filed with the Municipal Securities Rulemaking Board's Electronic Municipal Market Access (*"EMMA"*) system, and (iii) notices of material or reportable events, each as defined in the Undertakings, and any other required or voluntary disclosures to EMMA.

**Reference:** Board Report 7964
**Adopted:** June 28, 2022