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**Kankakee Community College
Community College District 520**

Manual of Policies

Preface

This document contains a compilation of policies adopted by Community College District 520 of the Counties of Kankakee, Iroquois, Livingston, Grundy, Will, and Ford, State of Illinois, and popularly called Kankakee Community College (KCC), from its establishment on December 5, 1966, for the administration, operation, and evaluation of the district. Also included is a copy of the Illinois Public Community College Act.

The purpose of this document is threefold: (1) to list in one publication all the policies of Community College District 520 for use and implementation by college officials; (2) to provide an information document for interested citizens and organizations; and (3) to provide the "standards and criteria" by which state recognition (and state funding) shall be provided to Community College District 520 in accordance with the Illinois Public Community College Act.

Copies of this Manual of Policies shall be distributed to Board members, legal counsel to the Board, the President, and administrators reporting directly to the President. Subsequent policies or amendments enacted by the Board of Trustees will be distributed, and the date of issuance will be noted on all such additions.

All actions of record in the minutes of the Board will remain in full force and effect except as they are superseded by the policies here presented. Board minutes are on file in the office of the President of the college and may be examined any day during the usual business hours. Minutes are also available on-line at www.kcc.edu.

Incorporated herein by reference, but not contained in this document, are the policies expressed in the following official publications of the college:

1. Kankakee Community College Catalog
2. Personnel Policy and Procedures Handbook
3. Kankakee Community College Affirmative Action Plan
4. Kankakee Community College Facility Master Plan
5. Kankakee Community College Code of Campus Affairs & Regulations

Board of Trustees

Official Name of College District

The college district is a body politic and corporate by the name of Kankakee Area Junior College District Number 520 of the Counties of Kankakee, Iroquois, Livingston, Grundy, Will, and Ford, State of Illinois, doing business as Kankakee Community College (KCC).

Legal Basis for Governance

The Board of Trustees of Community College District 520 derives its authority from the Illinois Public Community College Act (Sections 3-31 through 3-43) approved by the 74th Illinois General Assembly on July 15, 1965, and as subsequently amended.

Board Membership

The Board of Trustees consists of seven members elected by the qualified voters of District 520 and a nonvoting student representative selected by campus-wide referendum. (110 ILCS 805/3-7.24)

The election of members of the Board of Trustees is held each odd-numbered year, at the time and in the manner provided in the general election law. Each member is elected for a term of six years. Trustees on the date of their election must be citizens of the United States, 18 years of age or over, and residents of Illinois and District 520 for at least one year preceding the election.

In the event a vacancy occurs, the remaining members will appoint a replacement to the Board to serve until the next regular election. The remaining board members will nominate potential candidates for consideration who meet the same qualifications as elected members. Qualified candidates will be interviewed by the college president with two trustees as appointed by the board chair. They will select one individual based on their overall ability to best represent the college district. A recommendation to fill the vacancy will be submitted to the full board for a vote in open session at a regularly scheduled board meeting.

If the trustees do not fill a vacancy within sixty (60) days after the vacancy occurs, then the Chairman of the State Board shall fill the vacancy in compliance with the Public Community College Act.

Role of the Board

As the legally constituted authority for the operation of Kankakee Community College, the Board recognizes its ultimate responsibility for all aspects of the college. Among the specific duties of the Board shall be the following:

- A. To interpret or cause to be interpreted the educational and financial needs of the college and the district as they relate to one another, including the periodic reevaluation of these needs.
- B. To develop or cause to be developed policies and procedures in accordance with the educational needs of the citizens to be served by the college.
- C. To select and employ a chief administrator for the district who shall serve as the executive officer of the Board and provide appropriate leadership for the college.
- D. To receive and consider recommendations by individual trustees, regular and special counsel, treasurer, auditor, ad hoc and standing committees of the Board, consultants to the Board, etc.
- E. To adopt regulations for the admission of students which are compatible with the regulations of the Illinois Community College Board.
- F. To consider and take appropriate action upon the curricular offerings of the college upon the recommendation of the President.
- G. To cause to be prepared and to approve the annual budget and all subsequent modifications.
- H. To approve the expenditure of all college funds.
- I. To consider and take appropriate action on administrative recommendations concerning appointments, retention or dismissal of all college employees and to affix the amounts of their salaries.

- J. To serve as a board of appeal for students, employees, and citizens of the district on matters of policy and policy interpretations.
- K. To appoint a treasurer who will receive the taxes of the district, and notify tax collectors in writing accordingly.
- L. To retain legal counsel.
- M. To provide for an annual external independent audit of all funds handled under the supervision of the college.
- N. To conduct all elections as provided by law.
- O. To provide means for keeping the citizens of the district and appropriate state and federal officials informed of institutional purposes, values, conditions and educational and cultural opportunities provided by the college.
- P. To annually reaffirm the college's mission, vision, core values and philosophy.
- Q. To perform other duties specified by state statutes.

Officers and Appointees of the Board

At the organizational meeting held according to requirements of the election law, the Board will elect a chairperson, vice-chairperson, and secretary. Terms of office will be acted upon every two years in alignment with regularly scheduled election years. Terms of office shall be for two years, with a renewable option for two more years as approved by the Board of Trustees. No officer may serve more than two consecutive terms or four consecutive years. At the organizational meeting, a slate of officers to include the chairperson, vice-chairperson and secretary will be presented for approval. Officers shall assume their respective offices immediately upon being elected. In the event of vacancy of any of these offices, the Board shall elect a new officer at its next regular meeting.

Chairperson of the Board

A chairperson shall be elected by the Board from its members as prescribed by law. His/her principal duties shall be to provide leadership in planning the work of the Board, to preside at meetings of the Board, to appoint committees composed of Board members, to act for the Board when such action is required by law in signing contracts and other official documents, to represent the Board or to designate a representative upon occasions when such representation is deemed desirable, and to perform such other duties as may be prescribed by law or state regulation or assigned to him/her by the Board.

Vice Chairperson of the Board

A vice chairperson shall be elected by the Board from its membership. He/she shall assume the duties of the chairperson in his absence or incapacity. In the event of the permanent disability or death of the chairperson, he/she shall be chairperson pro tempore.

Secretary of the Board

A secretary shall be elected by the Board from its membership. He/she shall sign the minutes and records of all meetings of the Board, shall sign all communications from the Board except where the Board shall otherwise order, and shall perform such other duties as may be prescribed by law or lawful regulations or delegated to him/her by the Board. Should the secretary not be present at a meeting of the Board, the Chairperson shall appoint a secretary pro tempore.

Recorder

The Board shall appoint a recorder, and the duties of the recorder shall be as follows:

- A. The recorder shall attend meetings of the Board and record the minutes of those meetings.
- B. The recorder shall submit the minutes for approval at the Board meeting the following month. The recorder shall submit the approved minutes to the chairperson and secretary for their signatures and shall be responsible for maintaining the official permanent records, including the minutes and supporting documents.
- C. The recorder shall record trustee requests for information made at Board meetings and individually, and shall furnish Board members with a list of those requests, keeping on the list those items for which no response has been given and deleting the items as the requested information is furnished.

Treasurer

The Board shall appoint and fix the compensation of a treasurer, who shall not be a member of the Board. The treasurer shall hold no office nor serve as a director in any bank in which the college has deposited funds or contracted investments. The treasurer shall report directly to the Board. His/her duties shall be as follows:

- A. The treasurer shall serve at the pleasure of the Board and shall keep the Board informed regarding the financial condition of the college.
- B. The treasurer shall receive the taxes of the district and shall notify the collectors in writing accordingly.
- C. The treasurer shall sign all checks issued in payment of salaries and bills approved by the Board and shall be responsible to the Board as custodian for all cash investments which shall be held in the name of the Board in such form and such bank accounts as may be designated by the Board from time to time.
- D. The treasurer shall execute an appropriate bond in accordance with state statutes, said bond to be paid for by the Board.

Legal Counsel

The Board shall appoint and fix compensation for legal counsel to serve at the pleasure of the Board. Counsel shall provide legal advice when requested by the Board, the President of the College, or by an employee designated by the President of the College. Additional counsel may be obtained as necessary.

- A. Legal counsel shall be present at regular and special meetings of the Board.
- B. Approved legal counsel shall furnish written opinions as requested by the Board, the Chair, or the President or his designee.
- C. Approved legal counsel shall act on behalf of the Board in all court proceedings and matters requiring legal expertise, and perform any other appropriate duties which shall be prescribed by the Board.

External Independent Auditor

An independent certified public accountant (individual or firm) registered to practice in the State of Illinois shall be appointed by the Board to conduct an audit of any or all funds for which the Board shall be directly or indirectly accountable and shall perform other appropriate services requested by the Board.

- A. The auditor shall serve at the pleasure of the Board and shall be required to present an annual audit in accordance with accepted practices within one hundred eighty (180) days after the end of the fiscal year.
- B. When deemed necessary by a majority vote of the Board at a regular meeting or a special meeting, audits in addition to the annual audit may be requested.
- C. The auditor (or any member of his firm) shall not be a member of the Board nor an employee of a member of the Board or of the college.

Non-Voting Student Trustee

Students shall be represented on the KCC Board of Trustees by a non-voting member who meets the criteria for eligibility and is selected through established procedures. Statutory reference to the non-voting student trustee is provided by the Illinois Public Community College Act, Section 805/3-7.24.

A student trustee is expected to regularly attend board meetings and to acquaint himself/herself with matters brought before the board of trustees. He/she will maintain the confidentiality of matters discussed in closed sessions.

The student/trustee will be furnished with an agenda book prior to each meeting and should meet with the Vice President of Student Affairs or designee prior to the meeting regarding any questions or concerns he/she may have about any item in the agenda book. The student trustee may also wish to meet with the president of the college to discuss issues or make suggestions for inclusion in board discussions.

If a student trustee is unable to complete his/her term of service for any reason, the Student Government Association shall appoint a replacement for the remainder of the term of service.

Committees of the Board

Ad hoc committees shall be created and appointments made by the Board Chair whenever warranted. The Board Chair may be an ex-officio member of all ad hoc committees.

When deemed necessary, standing committees organized to study Board matters shall be appointed by the Chair. The Board Chair shall be an ex-officio member of all standing committees.

Committee of the Whole meetings may be held whenever deemed necessary by the Board Chair on concurrence of the Board. Discussion items at the committee of the whole meetings shall be according to the agenda for that specific meeting.

Finance Committee

The Board approved the formation of a standing finance committee to review and consult on all fiscal matters with length of terms to be decided at a later date.

Meetings of the Board

The annual schedule of regular meetings of the Board shall be established at a regularly scheduled meeting. This schedule shall not be changed unless adequate announcement of the change has been made to the public and public media, if a formal request has been filed (5 ILS 120/2.02(b)), in accordance with the Open Meetings Act. No business will be transacted at any Board meeting other than a regular meeting or at a special meeting called to transact business. All meetings of the Board shall be open to the public except those meetings or portions of meetings which are closed by majority vote of the Board for the purpose of discussing personnel, litigation, collective bargaining, or other such matters as may be lawfully closed to the public. All actions of the Board shall be taken in public session.

Special Meetings of the Board

Special meetings of the Board may be called by the chairperson of the Board, or any three members thereof. No business shall be transacted at special meetings except that which is designated in the notice of the meeting. Public notice of any special meeting, except a meeting held in the event of a bona fide emergency, shall be given at least 48 hours before such meeting, which notice shall also include the agenda for the special meeting. 5 ILCS 120/2.02 Service of the notices shall be by delivering the notice to the members by telephone and/or email forty-eight (48) hours before such meeting is to take place.

Attendance of the President

The President of the college, as executive officer of the Board, shall be notified of all meetings of the Board and shall be expected to attend, except when his/her own contract or salary is being considered.

Agenda

The President of the college, at the direction of the chairperson of the Board, shall prepare an agenda with necessary supporting reports and documents for each meeting. Any trustee may place items on the agenda by submission to the President six calendar days prior to a regular meeting. The agenda with supporting materials shall be available for each member of the Board prior to the day of a meeting. The agenda may be modified at the meeting by decision of the Board.

A typical Open Session agenda of a regular meeting shall include the following:

- 1. Call to Order/Roll Call
- 2. Public Comment
- 3. Introduction of Guests/Recognition
- 4. Amendments or Changes to Published Agenda
- 5. Approval of Minutes
- 6. Action Items
- 7. Information Items
- 8. Financial Reports
- 9. Adjournment

Closed Session Section

- 1. Personnel Hiring, Separations, Transfers, Changes in Employment
- 2. Staff Evaluations and Compensation
- 3. Collective Bargaining
- 4. Litigation
- 5. Real Estate Transactions
- 6. Semi-Annual Review of Closed Minutes

Procedure

- A. Robert's Rules of Order, Revised, shall be followed in the conduct of Board meetings. Adequate permanent records of all actions of the Board shall be kept by the recorder for the Board. Should a meeting of the Board occur when neither the chairperson nor the vice chairperson is in attendance but a quorum is present, the members of the Board in attendance shall elect a chairperson pro tempore for that meeting only.
- B. Public Comments
After calling the meeting to order, the Board Chair will ask for public comments. Each speaker will be asked to provide his/her name and then be given three (3) minutes to comment. The Board recorder may read public comments submitted via voicemail or email. The public comment portion of the meeting shall be limited to twenty (20) minutes per topic and forty-five (45) minutes overall.

Quorum

A majority of the Board (four members) shall constitute a quorum for the transaction of business. When, through temporary absence of members during a meeting, the Board is reduced below a quorum, a recess may be taken until a quorum is present. When a vote is taken upon any measure before the Board, a quorum being present, a majority of the votes of the members voting on the measure shall determine the outcome thereof.

Board Policy for Tape Recording Closed Sessions

- A. Verbatim Record:
A verbatim record shall be kept of all meetings of the Board of Trustees of Kankakee Community College which are closed to the public (as defined by the Illinois Open Meetings Act, 820 ILCS 130/1). The verbatim record shall be in the form of an audio or video recording. The Board Recorder shall securely maintain the verbatim records of all closed sessions for the 18-month period as required. The Board Recorder shall also announce the times the closed session commences and ends at the appropriate points on the recording.
- B. Authorization for destruction of verbatim minutes (audio or video):
The Board of Trustees of the college authorizes the Recorder to destroy the audiotapes of Closed Session meetings in the month succeeding the 18-month holding requirement.

Memberships

The Board may maintain membership in the American Association of Community Colleges (AACC), the Association of Community College Trustees (ACCT) and the Illinois Community College Trustees Association (ICCTA).

Trustee Expense Reimbursement

Kankakee Community College Board members may be reimbursed for mileage and/or reasonable expenses incurred in traveling to state, regional, and national meetings for the purpose of trustee education or in direct fulfillment of their trustee responsibilities.

Emeritus Policy

Emeritus status is an honorary designation available to a trustee or former president who is retired from KCC, has provided distinguished service to the college and the community, and who continues to make ongoing contributions in support of student success and college initiatives. Distinguished service is understood to mean service which goes beyond the normal duties and responsibilities of the appointment and which have had extraordinary impact on the community Kankakee Community College serves. Ongoing contributions is understood to mean consistent donations of time, talent, and resources directly to the college or to the KCC Foundation. To be considered for the status of emeritus, a candidate must be nominated by a current member of Kankakee Community College's Board of Trustees. The title must be approved by a majority vote of the trustees.

The Board may award and revoke the emeritus status at its sole discretion. A President Emeritus will not serve in an administrative capacity at Kankakee Community College.

Privileges:

1. A resolution naming the retired president as President Emeritus or retired trustee as Trustee Emeritus.
2. Use of the title "President Emeritus" or "Trustee Emeritus" in community and professional activities.

3. Invitations to Kankakee Community College events and activities

Legal Compliance and Recognition

Legal Compliance

Illinois Public Community College Act

Kankakee Community College will maintain operations within the requirements and guidelines afforded by the Illinois Public Community College Act.

Other Laws

Kankakee Community College will comply with other state, federal and local laws governing the operations of public community colleges.

Rules of the Illinois Community College Board

Kankakee Community College will comply with the Rules of the Illinois Community

College Board (ICCB) as they may from time to time be amended.

Grant Programs

In the administration of state or federal grant programs, Kankakee Community College will comply with the terms of the grant and specific state or federal regulations applicable to the grant program.

Freedom of Information Act

It is the intent of Kankakee Community College to comply with the Illinois Freedom of Information Act.

Requests for information must be made in writing and may be made in person in the Business Office, by mail or by electronic mail. The request must specifically identify the record(s) desired. All costs for copying materials will be charged to the requestor at a reasonable rate based on cost.

Copyright Compliance Policy (9-8-03)

Kankakee Community College shall make every effort to comply with the intellectual property, copyright, and fair use guidelines set forth in the Copyright Act of 1976 and its amendments, the Digital Millennium Copyright Act (DMCA), the Technology, Education, and Copyright Harmonization (TEACH) Act, and any new acts or additional amendments related to copyright. As appropriate, the College will provide notification, education, or training to faculty and staff on compliance with intellectual property, copyright, and fair use guidelines.

Recognition

General

Kankakee Community College will maintain continuous recognition in good standing or accreditation from the following bodies:

- A. Illinois Community College Board
- B. The Higher Learning Commission

Program Areas

Kankakee Community College will maintain recognition in good standing from the following bodies for the specific educational program noted:

- A. National Accrediting Agency for Clinical Laboratory Sciences (Medical Laboratory Technology and Phlebotomy)
- B. Commission on Accreditation for Respiratory Care (Respiratory Technology)
- C. Commission on Accreditation of Allied Health Education Programs (Paramedic – Riverside)

- D. Accreditation Commission of Education in Nursing (Assoc. Degree Registered Nursing, Assoc. Degree Practical Nursing and Advanced Certificate Practical Nursing Program)
- E. Commission on Accreditation in Physical Therapy Education (Physical Therapy Asst.)

Programs

Program Approval

Kankakee Community College shall offer academic credit for only those courses and programs approved by the Board of Trustees and the Illinois Community College Board. Descriptions of these approved programs and courses shall be published in the college catalog.

Programs Offered

Kankakee Community College shall offer a comprehensive program as defined by the Illinois Community College Board. The college will offer programs which respond to the educational needs of the citizens of the district, including:

Pre-Baccalaureate Curricula

The college will provide its students with a broad offering of curricula which will allow transfer at the junior class level to a senior college or university.

The college will make a continuous effort to ensure articulation between its curricula and the curricula of other colleges and universities, and will conduct follow-up studies of transfer students, which, along with other factors, can be used to evaluate the effectiveness of the baccalaureate-oriented curricula.

Occupational Curricula

Occupational, technical, vocational, and career curricula will be designed to provide students with planned, coordinated, comprehensive experiences with the goals to provide job training, retraining, and/or upgrading of skills to meet individual, local, and state manpower needs.

General Studies Curricula

Preparatory and adult basic education instructional offerings will be designed for the purposes of developing basic skills in mathematics, reading, and English for adults and for helping individuals acquire other educational skills and knowledge necessary for pursuing other educational offerings at the community college. The college will offer courses leading to the attainment of high school equivalency certification.

Vocational skills certificate curricula and courses will be developed to provide for retraining, upgrading, or advancement in a specific occupation or groups of occupations. Other general studies instructional offerings will include curricula and courses which are approved under the following areas: personal development; homemaking; improving family circumstances; intellectual and cultural studies; health-safety and environment; and community and civic development.

Community Education

Community education includes those activities which are instructional in nature, are established to provide an educational service to the public, and are not part of degree-credit or certificate-credit programs. Community education includes non-credit classes, short courses, workshops, seminars, and videoconferences organized in a classroom format. Community education courses will not offer credit applicable to either a certificate or an associate degree.

Public and Community Service Activities

The college will provide public service activities of an educational nature which may include workshops, seminars, forums, cultural entertainment, community surveys, facility usage, and studies designed to meet community service needs. All public service activities conducted by the college will be part of a unit of public service approved by the ICCB.

Community Services include such community outreach activities as consulting, analyzing community needs, counseling, referral and related services which are community improvement oriented--as opposed to hobby, leisure, recreation or public relations oriented--and which ordinarily support the non-credit community education activities and/or the instructional programs of the college.

Student Services

The college will offer a program of services to students which will include admissions, academic advising, testing, tutoring, financial aid, student activities, placement and special assistance for educationally and economically disadvantaged students.

Economic Development Services

The college will provide services to the businesses, industries, and communities of the district toward the goal of the economic development of the entire district.

Degrees Offered

Kankakee Community College shall offer the following degrees and certificates of completion for approved courses of study:

- A. Associate in Arts
- B. Associate in Fine Arts
- C. Associate in Science
- D. Associate in Engineering Science
- E. Associate in Applied Science
- F. Associate in General Studies
- G. Certificate of Completion

Academic Calendar

The administration will recommend for Board adoption an annual academic calendar consisting of a minimum of 150 days of instruction, exclusive of the summer session. In addition, allowances will be made for inclusion of days for registration, testing, and orientation, and additional days to be utilized in the event of inclement weather or other circumstances beyond the college's control.

Preparation of Professional Staff

The college will maintain a professional staff, educated and prepared in accordance with generally accepted standards and practices for teaching, supervision and administration in the discipline and subject fields to which they are assigned. These include collegiate study and/or professional experience. As a general rule, graduate work to the master's degree or beyond in the subjects or fields taught is required, except in such subjects and fields in which college programs are not normally available or in which the work experience and related training are the appropriate background.

Learning Resource Center

The college will maintain a library (learning resource center) with a carefully selected collection of reference works and other learning resources to meet the specific needs of its curricula and students. This collection will be kept up-to-date through a planned program of acquisition and deletion.

Equipment and Supplies

Classrooms, laboratories, and shops will be provided with supplies and equipment adequate for effective teaching.

General Education

The college will assure that all curricula leading to the award of an associate degree includes general education courses designed to contribute to the liberal education of each student.

Course Requirements

Course Approval and Applicability

All courses offered for credit will be approved by the ICCB and will be applicable to an approved course of study.

Credit Hours

Credit hours awarded for courses will be established in accord with ICCB standards.

Course Syllabi

A syllabus will be established for each course offered and will be made available to students and the public upon request.

Independent Study

The college shall offer credit for independent study where appropriate and approved by the ICCB.

Course Levels

Kankakee Community College will not offer courses which are clearly designed to be applicable to upper division programs (i.e. junior or senior level of a baccalaureate program).

Program Planning and Evaluation

Participation in Statewide Planning

Kankakee Community College will cooperate with the Illinois Community College Board (ICCB), Department of Commerce and Economic Opportunity (DCEO), Illinois Board of Higher Education (IBHE), Illinois State Board of Education (ISBE) and other state departments and agencies in the development of statewide plans involving public institutions of higher education.

Regional Planning

Kankakee Community College will participate in regional planning organizations as appropriate to the mission of the college.

College Planning

Kankakee Community College shall maintain a comprehensive plan which shall be reviewed annually and revised where necessary. This plan shall contain both the long- and short-range goals and objectives for the institution and shall be approved by the Board of Trustees.

Review and Evaluation of Programs

The administration of Kankakee Community College, with the assistance of appropriate faculty members, will continuously evaluate all instructional programs, including but not limited to program structure, course content, subsequent performance of program graduates, instructional staff, and instructional facilities and equipment. Such evaluation may include follow-up studies, use of advisory committees, outside consultants, and other methods and sources from within and outside the college community. Each college program will be reviewed at least once every five years. The result of these evaluations will be submitted to the ICCB as required.

Extension Centers

Establishment of Extension Centers

The Board may establish extension centers at various locations throughout the district for the purpose of offering credit and/or non-credit classes. The Board may also establish extension centers outside of the district with the approval of the ICCB.312.00

Cooperative Agreements and Instructional Contracts

Comprehensive Agreement Regarding the Expansion of Educational Resources(CAREER Agreement)

Kankakee Community College will participate in the CAREER Agreement as approved by the Illinois Community College Board.

Contracts for Instructional Services

Where contracting with other private or public institutions is determined to be more economically or instructionally advantageous than offering a specific program directly, the Board may contract with another organization to provide instructional services to students of the college. Such contracts will be approved by the Board on an individual basis. Where credit is to be awarded for such contracted instruction, the requirements and standards of the college and the ICCB will be met by the contracting party.

Reporting

The college will maintain demographic and other data concerning its students, its programs, its finances and the characteristics of the college district. Reports utilizing this data shall be submitted as required to local, state and federal agencies.

Policies Regarding Students

Non-discrimination

Kankakee Community College will admit students to the college and its various programs and will apply policies regarding students without regard to race, color, creed, age, religion, sex, sexual orientation, gender expression/identity, genetic information, marital or parental status, veteran status, socioeconomic status, national origin, mental or physical disability, or membership in any professional group, organization or association. For full discrimination policy information, see Personnel Handbook and Student Catalog.

Reasonable Accommodation of Student Religious Observations

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

A Kankakee Community College student who believes that an educational benefit has been unreasonably denied due to his/her religious beliefs or practices may submit a written request for review of his/her situation to the Vice President of Student Affairs.

Reasonable Accommodation for Students with Disabilities

To accommodate the needs of students with disabilities, Kankakee Community College has established procedures aligned with the Americans with Disabilities Act to reasonably ensure that all students with a mental or physical disability has an opportunity to earn their education along with any other enrolled student.

Code of Campus Affairs and Regulations

Board policies which govern and regulate the standards for student admission, conduct and graduation from academic programs are contained in the Code of Campus Affairs and Regulations. The Code of Campus Affairs and Regulations shall be published in each edition of the college catalog and on the college's website.

Student Services

Child Care Center

The college shall provide child care when feasible for the children of students and staff. The administration may establish reasonable rules governing the admission of children in the child care center. The college may also enter into an agreement with a certified third party to provide care for the children of students and staff. All parties providing services in the child care center shall maintain licensure in good standing with the Illinois Department of Children and Family Services.

Academic Advising

The college will maintain a program of academic and career counseling for its students.

Financial Aid

The college will provide a program coordinating financial assistance for its students.

Placement

The college will provide a program to assist students and former students in obtaining employment.

Assessment

The college will provide a comprehensive program of interest, ability, aptitude, and achievement assessment to support the academic and student services programs of the college. The college shall place emphasis on assessment testing for the purpose of proper placement of students into classes suited to their academic level of achievement. The college may require placement testing for particular classes or for students pursuing particular curricula.

Student Activities

The college will provide a program of student activities which will include activities of a cultural and recreational nature as well as intercollegiate sports.

Scholarships

A. Trustee Scholarships

The Board shall have the right to waive payment of tuition by district residents awarded merit recognition scholarships. Such waivers shall apply after application of any scholarship amount awarded to students. Trustee scholarships must be approved in advance by the Board and may be applied based on student or programmatic need.

Intercollegiate Athletics

Kankakee Community College will maintain an active Intercollegiate Athletic Program that adheres to all local, state and federal regulations, as well as National Junior College Athletic Association (NJCAA) regulations. Tuition and fees waivers for all sports will be reviewed and approved annually by the Board.

Academic Records

Student Information

Each student will provide such information on college designated forms as the college is required to report to the ICCB, the IBHE, the U.S. Department of Education and other state or federal agencies.

Student Records

The college will maintain for each student a permanent record of courses completed, along with grades and a record of any degrees or certificates awarded. Copies of this permanent record will be provided to the student or to other persons designated by the student upon request and payment of a reasonable fee.

Student Evaluation

The college shall periodically evaluate students' progress in their course of study following fairly applied procedures. The college shall maintain temporary records of these evaluations while the course is in progress.

Students with Chronic Communicable Diseases

A student with identified chronic communicable diseases may attend KCC whenever, through reasonable accommodation, the risk of transmission of the disease and/or the risk of further injury to the student is sufficiently remote in such setting so as to be outweighed by the detrimental effects resulting from the student's exclusion from college. Placement decision will be made by using this standard in conjunction with current, available public health department guidelines concerning the particular disease in question. Individual cases will not be prejudged; rather, decision will be made based upon the facts of the particular case. The determination of whether a student with a chronic communicable disease may attend college shall be made in accordance with procedures implemented by the college.

The college shall respect the right to privacy of any student who has a chronic communicable disease. The student's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the student and others. The number of personnel aware of the student's condition will be kept at the minimum needed to assure proper care of the student and to detect situations in which the potential for transmission of the disease may increase. Persons deemed to have "a direct need to know" will be provided with the appropriate information; however, these persons shall not further disclose such information.

Formal Student Complaints

The processes to resolve formal student complaints, both instructional and non-instructional, can be found on the college website and in the college catalog.

Finances

Fiscal Year

The fiscal year of the college shall commence at 12:01 a.m. July 1 each year and shall end at midnight June 30 of the following calendar year. The identification of the fiscal year shall be that number of the calendar year in which the fiscal year ends.

Audits

The Board shall employ each year an independent certified public accountant to audit the college's books of record. Such audit shall include a financial audit of all operating, restricted and other funds of the college and shall include a compliance audit of specific restricted funds and certain other enrollment and financial data as required by the ICCB or other grantor agencies. The audit shall be performed in the manner prescribed by the ICCB Fiscal Management Manual as may be from time to time revised by the ICCB. The audit report shall include recommendations from the auditor concerning potential improvements in accounting methods or other fiscal management matters.

The audit shall be completed and copies presented to the Board of Trustees for their review at a regular Board meeting prior to December 30. The Board shall each year formally receive the audit and direct the administration to take specific action concerning recommendations made by the auditor. Copies of the audit shall be provided to the ICCB, the County Clerks of Kankakee, Livingston, Iroquois, Grundy, Ford, and Will Counties and such other agencies and officials as the college may be required by law or regulation to provide copies. A copy of the audit shall be made available for public inspection in the college's business office.

Budget

The Board shall adopt each year a budget for the education, operations and maintenance, building restricted, auxiliary, liability protection settlement, audit funds, and other funds which may be available to the college. Such budget shall be adopted no later than September 30 of each year. The Board shall also adopt at the same time budgets for such restricted funds which begin with the fiscal year and are known at the time of adoption of the budget document. Copies of the budget shall be made available for public inspection in the learning resource center and the business office of the college for a period of thirty days prior to the budget hearing, which shall be held immediately prior to the adoption of the budget by the Board of Trustees. The Board may amend the budget at any time during the fiscal year, following the required provisions of the Illinois Public Community College Act governing such amendment.

Within each fund, the President or his designee may authorize transfers of budgetary authority between line items of the budget so long as the aggregate budget amount adopted by the Board is not exceeded and so long as total transfers do not exceed 10% of the aggregate budget of the specific fund.

Where the Board accepts grants or other restricted monies after the adoption of the budget, the administration shall establish at the time of acceptance a restricted fund budget for the specific grant.

Copies of all current budgets adopted by the Board shall be made available for public review on the College's website. Copies of the budget shall be provided to the ICCB, the County Clerks of Kankakee, Livingston, Iroquois, Grundy, Ford and Will Counties and such other officials and agencies as may be required by law or regulation.

Fund Balance

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 a general fund balance of thirty-five percent of operating expenditures. In the event the balance falls below twenty-five percent, based on audited data, the administration shall develop a plan to restore the fund balance to its goal of thirty-five percent. The plan shall be submitted in conjunction with the proposed budget for the ensuing fiscal year.

Tuition and Fees

In-District Tuition

The Board shall establish a tuition rate for regular credit offerings of the college. Variable tuition rates may be set for each program, terms, time of enrollment, courses, delivery method, or other identifiable grouping of courses as long as the weighted average of the tuition for all credit courses, including adult education, shall be no more than 1/3 of the college district's per capita cost. The method of calculating the per capita cost will be a prescribed in Section 6-2 of the Illinois Community College Act. Tuition rates for non-credit offerings of the college may be established by the administration in amounts designed to approximately recover the cost of providing instruction and may vary from course to course.

Out-of-District Tuition

The rate of tuition charged to persons not qualifying as in-district residents, but who reside in the State of Illinois, shall be set in accordance with Section 1501.505(b) of the Administrative Rules of the Illinois Community College Board.

Out-of-State Tuition

Students enrolling who are not residents of the State of Illinois (including foreign students) shall be charged a tuition that is set in accordance with Section 1501.505(c) of the Administrative Rules of the Illinois Community College Board.

Students residing in Benton, Lake, and Newton Counties of Indiana shall be declared through Board resolution as out-of-district Illinois residents for the purpose of tuition assessment. Such students will not be claimed for state apportionment funding.

Student Service Fees

Each student enrolling in a class shall be charged a student service fee in addition to tuition.

The proceeds from this fee shall be used to support student activities programs, or for other purposes as approved by the Board, and shall be divided among programs in a manner prescribed in the annual budget adopted by the Board.

Laboratory Fees

Laboratory and other fees to defray the extraordinary cost of equipment or supplies appurtenant to certain courses shall be charged. The Board may adopt additional fees for specific purposes.

Tuition Waivers

A. Employees and Dependents

The Board shall waive tuition for full-time employees and their dependents. This policy shall be delineated in the Personnel Policy and Procedures Handbook.

B. Senior Citizens

The Board shall waive collection of in-district and out-of-district tuition for all persons aged sixty (60) years and older who enroll in a course for which a sufficient number of tuition-paying students are enrolled to permit offering the course. Such waiver shall not apply to any courses designed specifically to serve persons aged sixty (60) and older.

Published Financial Statements

The college shall publish once each year, no later than December 30 following the close of the fiscal year, in a newspaper of general circulation within the district a financial statement in a format prescribed by the ICCB. A certified copy of such statement shall be provided to the County Clerks of Kankakee, Livingston, Iroquois, Grundy, Ford and Will Counties and the ICCB by January 15, following the close of the fiscal year.

Grants

Illinois Community College Board Grants

The college shall comply with application and reporting requirements of the Illinois Community College Board to maintain eligibility for base operating, equalization and such other grants as may be available through the ICCB from the annual appropriation of the Illinois General Assembly to community colleges.

Other Grants

The college shall apply for such other grants from state or federal agencies or private sources as may provide funding to enhance the educational or public service mission of the college. Application for such grants shall be approved by the President and funding shall be accepted by the Board of Trustees following the award of the grant to the college.

Accounting Standards

Method of Accounting

The college shall maintain its books of account utilizing a system of fund accounting and accrual accounting procedures. All accounting shall be in accord with generally accepted accounting procedures as defined by the Governmental Accounting Standards Board.

Chart of Accounts

The college's financial books of record shall be maintained utilizing the chart of accounts defined in the Illinois Community College Board's Fiscal Management Manual as it may from time to time be revised.

Establishment of Funds

The college shall establish and maintain separate financial records for each of the following funds:

- A. Education Fund - The Education Fund shall be utilized to pay the general costs of operating the instructional programs of the college including student services and administration.
- B. Operations and Maintenance Fund - The Operations and Maintenance Fund shall be used to pay the expenses of maintaining all buildings and grounds owned, rented, or leased by the college.
- C. Auxiliary Fund - The Auxiliary Fund shall be used to account for those services where a fee is charged for the purpose of recovering the cost of the service. This fund shall include the accounts of the college bookstore, the student activities program, the athletic program and such other similar services as may from time to time be included by action of the Board.
- D. Bond and Interest Fund - The Bond and Interest Fund shall be utilized to pay principal and interest for any bonds issued by the college.
- E. Operations and Maintenance Fund (Restricted) - This fund shall be used to pay for the cost of construction and equipping of college buildings.
- F. Liability Protection and Settlement Fund - This fund shall be used to pay the costs of claims of tort liability, worker's compensation, unemployment, property, and Medicare insurance.
- G. Audit Fund - This fund shall be used to pay expenses associated with the annual audit of the college's financial records.
- H. Restricted Purposes Fund - This fund shall be used to account for monies received by the college which have restrictions regarding their use. Each specific project or grant program shall be accounted for separately using a group of self-balancing accounts within this fund.
- I. Working Cash Fund - This fund shall be used to account for the proceeds of working cash bonds.

Deposits and Investments

Depositories

All funds which come under the control of the college shall be deposited in financial institutions which maintain a main or branch office within the boundaries of the college district. The above notwithstanding, demand deposit accounts may be established in locations outside of the district where the purpose of the account is to temporarily hold funds deposited by a tax collector or granting agency prior to their transfer and deposit in regular college accounts. Funds shall be deposited only in those institutions maintaining current membership in the Federal Deposit Insurance Corporation (FDIC). Except as provided in Section 508.02, no institutions may receive college funds in excess of that amount insured by the FDIC.

Investments

College funds shall be invested as follows:

- A. In certificates of deposit, savings accounts, or time deposits of financial institutions which maintain a main or branch office within the boundaries of the college district. For any investments that exceed FDIC coverage, participating financial institutions must agree to pledge to the college United States Government securities or securities of United States government agencies with a market value

equal to or greater than the amount of investment (less FDIC). Such pledge shall be made by delivery of required securities to a responsible third party prior to investment of said funds by the college with custodial receipts allowing the release of pledged securities only by authorized college officials. The Certificate of Deposit Account Registry Service (CDARS), as well as the ICS (Insured Cash Sweep) product, is acceptable for college investments.

- B. In United States Treasury bonds, notes or bills.
- C. In the Illinois Funds.

Purchasing

Contracts

The college may be committed to the purchase of goods or services through the execution of a contractual agreement signed by the President or Vice President of Business Affairs. However, contracts for supplies, materials, and work involving expenditures in excess of \$25,000, pursuant to Section 805/3-27.1 of the Illinois Public Community College Act, shall be approved by the Board of Trustees.

Purchase Orders

The college may be committed to the purchase of goods or services through the execution of a purchase order signed by the Vice President of Business Affairs. In the absence of the Vice President of Business Affairs purchase orders may be signed by the President or in his absence an administrator designated to act on behalf of the President and Vice President. Purchase orders may be signed by a supportive staff member designated by the Vice President of Business Affairs under the following conditions:

- A. If a purchase order is for \$500 or less.
- B. The request for purchase order has been signed by a line officer reporting directly to the President.
- C. The proposed expenditure is within the approved budget.

Competitive Bidding

Except in the case of contracts for professional services and those items which by their very nature are not amenable to the bidding process, all contracts and purchase orders will be executed only after the solicitation of competitive bids in accordance with state statute, specifically 110 ILCS 805/3-27.1, and subject to the following:

A. Purchases from \$1 up to \$5,000

May be initiated and processed without obtaining quotations from several vendors, unless it is felt that this information will be helpful in the search for the best quality at the most economical price. It is assumed that the staff member will use good judgment in his/her purchasing investigations. Purchases in this category do not need prior Board approval.

B. Purchases from \$5,000 up to \$10,000

Competitive price quotations (telephoned or written) from at least three potential vendors, when possible, shall be obtained by the staff member. This information should be typed or written clearly on a piece of paper and attached to the purchase order request before submitting through the routes of approval. The note should indicate which item is being selected and include all other necessary information. Purchases in this category do not need prior Board approval.

C. Purchases from \$10,000 up to \$25,000

Requests for written quotations from potential vendors shall be sought through the Business Office. Purchases in this category need prior Board approval.

1. The Division Chair/Administrator (or his/her representative) must submit a list of 3 to 5 possible vendors and the specifications for the needed material to the Business Office. In-district vendors shall be included whenever feasible.
2. The Business Office will send the three (3) to five (5) potential vendors:
 - a. a letter inviting the firm to respond to the quotation by a desired deadline;
 - b. a set of specifications for the materials/services ; and
 - c. a copy of the policy for quoting on material.
3. When the deadline arrives, the Division Chair/Administrator (or his/her representative) will review the quotations received and recommend the lowest responsible firm that offers the lowest price while meeting the specifications required, except that where an immaterial price differential separates an in-district vendor and a vendor outside the district, consideration shall be given to awarding the purchase to the in-district vendor.

4. All quotations including a recommendation and a copy of the specifications should be attached to the purchase order. A purchase order request will then be submitted to the Office of Business Affairs.

D. Purchases of \$25,000 and up

Sealed bids shall be solicited following the requirements of the Illinois Public Community College Act 110 ILCS 805/3-27.1. Purchases in this category must have prior Board approval.

1. The Division Chair/Administrator (or his/her representative) must submit a list of potential vendors, the specifications for the needed material, and an estimated cost of purchase to the Business Office.
2. The Business Office will submit the proposed bid to the Board of Trustees for approval.
3. Upon Board approval, the Business Office will:
 - place an ad under "sealed bids" in the local paper; and
 - send the potential bidder a letter inviting the firm to respond by a desired deadline, a set of specifications, and a copy of the policy for bidding on material.
4. When the deadline arrives, the Division Chair/Administrator (or his/her representative) will review the bids received and recommend the lowest responsible bid meeting the specifications required.
5. The Business Office will submit the awarded bid to the Board of Trustees for approval.
6. Upon Board approval, the Business Office will prepare and send out to the vendor awarded the bid, a purchase order and a letter notifying vendor of award/approval. They will also send the non-awarded vendors a letter notifying of non-award.

E. Construction Contracts

Contracts for repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not to exceed \$50,000 and not involving a change or increase in the size, type, or extent of an existing facility shall be let as follows:

Specifications for the project will be developed by the administration.

Written quotations based upon the specifications will be obtained from potential contractors and shall be submitted along with a recommendation for award and a purchase order request to the Business Office. Purchases in this category do not need prior Board approval.

F. Green Purchasing

KCC is committed to the use and purchase of environmentally and socially responsible materials and products.

It is the policy of KCC to require purchase of products and services that minimize environmental and health impacts, toxics pollution, and hazards to worker and community safety and to the larger global community to the greatest extent practicable; however; it is not the intent of this policy to require a department, buyer or contractor to take any action that conflicts with local, state or federal requirements or to procure products that do not perform adequately for their intended use, exclude adequate competition, or are not available at a reasonable price in a reasonable period of time.

G. Emergency Purchases

Board approved emergency purchases that would otherwise have been required to be advertised for bid shall be ratified at the next regularly scheduled Board meeting by $\frac{3}{4}$ of its voting members of the purchase as an emergency exception in accordance with 110 ILCS 805/3-27.1(m).

H. Higher Education Purchasing Consortia

Entities such as, but not limited to, the Illinois Community College System Purchasing Consortium, (ICCSPPC), Illinois Public Higher Education Cooperative (IPHEC), Educational and Institutional Cooperative Services (E & I Cooperative Services), or state purchasing offices, such as Central Management Services (CMS) offer the College volume pricing discounts on many products and services the College uses in its operations. The Vice President of Business Affairs is hereby authorized and directed to execute on behalf of KCC, all necessary forms, applications, requisitions and other documents related to the purchasing consortia. The College may participate in joint purchasing programs in accordance with all applicable State laws and regulations.

All purchases of items not subject to competitive bid in accordance with state statute, specifically 110 ILCS 805/3-27.1(m) may be made by the Vice President for Business affairs without advertising for bids and without requiring price quotations. If for any reason

competitive bid or price quotations are deemed advisable by the Vice President for Business Affairs, they will be obtained, and awards made, on the basis of conformance to specifications and the amount of the bids. Purchases in this category do not need prior Board approval.

I. Business Enterprise for Minorities, Females, and Persons With Disabilities Policy

Pursuant to 30 ILCS 575, it is the College's policy to promote the economic development of businesses owned by minorities, females and persons with disabilities. As a way of measuring our efforts and commitments to this purpose, the College will set aspirational goals for the awarding of construction, professional service, and state contracts to businesses owned by minorities, females, and persons with disabilities.

Procurement

The procurement policy of Kankakee Community College will not discriminate against the procurement of recycled-content products. Products with recycled-content shall be procured wherever and whenever cost, specifications, standards and availability are comparable to products without recycled-content.

Purchasing Policy for Energy Efficient Products

Kankakee Community College shall, whenever feasible, purchase items certified under the U.S. Environmental Protection Agency Energy Star program. Such equipment will include, but is not limited to, computers, appliances, instructional equipment, motors, pumps, food service equipment, and electronic equipment.

It is not the intent of this policy to require a department, buyer or contractor to take any action that conflicts with local, state or federal requirements or to procure products that

do not perform adequately for their intended use, exclude adequate competition, or are not available at a reasonable price in a reasonable period of time.

For purchases of equipment that are covered under state contracts in which there is no Energy Star certified equipment, purchasers will determine if Energy Star equipment is available in the marketplace, and if it is, will competitively bid those items considering Energy Star certification as necessary criteria to meet the campus sustainability commitment.

Sale/Disposal of College Property

The college disposes of surplus property in accordance with the Illinois Public Community College Act 110 ILCS 805/3-41. If the item was purchased with state or federal grant funding, disposal must also follow the Code of Federal Regulations Procurement Standards. The Vice President for Business Affairs is hereby authorized and directed to execute on behalf of KCC all necessary document related to sale/disposal of college property.

Payment of Bills

Board Approval of Bill Payments

Bills shall be paid on a weekly basis with Board ratification of payments at the following Board meeting, with the exception of purchases over \$10,000, which will require Board approval.

Board Approval for Travel Expenses

It will be the policy of the Board of Trustees to encourage the educational development of employees through travel experiences within budgetary limitations and when those experiences in the opinion of the administration and the Board serve to benefit the college and the education of students.

College board members and employees shall adhere to travel requirements as set forth in the Local Government Travel Expense Control Act (50 ILCS 150/1) and the College's travel procedures. Accountability requires that all reimbursements for travel expenses be made only for properly documented/receipted expenditures and through submission of a standardized form and process for travel and reimbursement established by the College in its procedures.

The Vice President for Business Affairs will annually review and make necessary adjustments to travel maximum and per diem rates. Maximum rates will be clearly stated in the College's procedures.

Board members and employees with need to travel outside of District 520 for business purposes must complete a “Travel Request” form (T-1) as far in advance of the proposed travel as possible. The following policy governs all out of district travel.

- A. Definitions.
 - 1. “Travel” means any expenditure directly incident to official College business travel by Board members or employees of the College involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.
 - 2. 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. Reimbursable Rates. The College shall reimburse permitted travel expenses as set forth on Exhibit A to this Policy.
- C. Reimbursement Request Form. The College shall only approve reimbursement of expenses if the Board member or employee submits said expenses on the College’s Reimbursement Request Form, T-1, as explained in attachment Exhibit B. 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.
- D. Entertainment Expenses. The College shall not reimburse any Board member or employee for any entertainment expense unless such expense is ancillary to the purpose of the program or event.
- E. 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:
 - 1. Any reimbursable expenses of a College employee that exceeds the maximum allowed under the regulations adopted under Section 2 of this Policy.
 - 2. Any reimbursable expense of a member of the Board Trustees of the College.
 - 3. Any other reimbursable expenses because of emergency or other extraordinary circumstances.
- F. 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.

Exhibit A - Permissible Travel Expense

The College shall only reimburse travel expenses, including transportation, meals and lodging that are ancillary or otherwise necessary for official College business. Types of official College business for which travel expenses may be reimbursed include conferences, meetings, athletic or other student events, board, administrator, or faculty events, government relations activities, or any other event or program that is attended to further the College’s mission.

The maximum reimbursable rates for travel are set forth as follows:

Maximum Reimbursable Rates for Transportation	
Air Travel	Lowest reasonable rate (coach)
Auto	IRS standard mileage rate at time of reimbursement (\$0.67 for 2024); allowable reimbursement shall not exceed airfare
Rental Car	Lowest reasonable rate (midsize)
Rail or Bus	Lowest reasonable rate and allowable reimbursement shall not exceed airfare
Taxi, Shuttle, Rideshare, or Public Transportation	Actual reasonable rate

Reimbursement for meals shall be at the rate approved by the Illinois Department of Central Management. Business Office will review meal rates January 1 of each year at the following website <https://cms.illinois.gov/employees/travel/travelreimbursement.html>. If the meal rate is adjusted the Business Office will communicate the new reimbursement rate with employees.

Meals will be reimbursed for only those consumed while actually traveling on college business. Itemized receipts for all meals consumed while actually traveling must be attached to the travel form in order to claim reimbursement.

Maximum Reimbursable Rates for Meals	
Breakfast	\$ 13.00
Lunch	\$ 15.00

Maximum Reimbursable Rates for Meals	
Dinner	\$ 26.00

Maximum Reimbursable Rates for Meals in Top 25 Incorporated Places	
Breakfast	\$ 19.50
Lunch	\$ 22.50
Dinner	\$ 39.00

To provide flexibility, the total meal expense for a day cannot exceed the \$81 dollars, but the individual meals can vary from the guidelines above. Tips not to exceed 20% **are included in** the above guidelines. Meals provided by conferences or meetings should be deducted from the daily total based on the per meal guidelines above.

Maximum Reimbursable Rates for Lodging	
Chicago and Suburban Cook County	\$233.00 / night
DuPage, Kane, Kankakee, Lake, McHenry and Will Counties	\$113.00 / night
All other Illinois Counties	\$107.00 / night
Outside of Illinois	\$233.00/night or as approved by the Board

Lodging rates are based on the US General Services Administration determination each October 1 and may be adjusted accordingly. Note that these are maximum rates. It is expected that a standard room at the lowest reasonable rate will be procured. Upgrades for premium rooms or suites are not allowable reimbursable expenses. If travel is to a conference, the reimbursement rate will increase to the actual conference hotel rate.

Detailed receipts are required for all reimbursements. Credit card receipts without the associated detailed receipt are not acceptable for reimbursement.

The following expenses **shall not** be reimbursable:

1. Entertainment, alcoholic beverages, or mini-bar refreshments
2. Parking tickets or other traffic tickets
3. Early check-in charges for flights
4. Flight upgrades (i.e. business class, etc.), or in-flight convenience expenses
5. Fees for changing flights for personal convenience
6. Spa facilities and services/work out facility charges
7. In-district meals or meals within 50 miles of the traveler’s residence when traveling to or from the travel destination
8. Internet fees unless approved prior to travel
9. Costs incurred due to failure to cancel transportation or hotel reservations
10. Spousal or family expenses

Exhibit B - Travel Expense Reimbursement Request Form

Before an expense for travel, meals, or lodging may be approved under College Policy No. 510.02 the following minimum documentation must first be submitted, in writing, to the Board of Trustees of the College:

1. The name of the individual who received or is requesting the travel, meal, or lodging expense and the individual's job title or office.
2. The date or dates and nature of the official College business in which the travel, meal, or lodging expense was or will be expended. Please attach supporting documentation describing the nature of the official College business event or program.
3. An estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred. Please attach either (a) a document explaining the basis for your estimate if expenses have not yet been incurred or (b) receipts if the expenses have already been incurred.

You may also provide such other documentation as would assist the Board of Trustees in considering your request for reimbursement. In the discretion of the Board of Trustees, additional documentation relevant to the request for reimbursement may be required prior to action by the Board of Trustees with respect to the reimbursement request.

College Form T-1 includes all of the above information and should be utilized for travel requests.

Check Signatories

All demand deposit orders or checks issued against college accounts shall bear the signature of the Treasurer. If the Treasurer is unavailable, checks may be signed by the President.

Imprest Account

Establishment of Account

An imprest account shall be established in an amount not to exceed \$15,000. At no time shall the total amount of checks drawn against such imprest account exceed this amount.

Payments from Imprest Account

Payments of financial obligations of the college which are of an incidental or emergency nature may be made from the imprest account of the college using a check written against the imprest account signed by two of the following college administrators:

- President
- Vice President of Business Affairs
- Vice President of Academic Affairs
- Vice President of Student Affairs
- Director of Financial Affairs

No single payment from the imprest account may exceed \$750. All payments made from the imprest account must be subsequently approved by the Board of Trustees at their next regular meeting.

Payments from Petty Cash

A petty cash fund shall be established in an amount not to exceed \$800. Payments for items of an incidental or emergency nature may be made from the petty cash account with the approval of the appropriate supervisor. Reimbursement requests cannot exceed \$25.00 without the approval of the Vice President of Business Affairs and must be accompanied by a receipt.

Taxes

Annual Tax Levy

The Board shall each year adopt, in conjunction with the adoption of the annual budget, a tax levy against the equalized assessed valuation of the district. Such levy shall be for the operating fund of the college, to pay principal and interest on any outstanding Board obligation of the college and such other levies and such other purposes as may be required and allowed by law. Subsequent to its adoption, the tax levy shall be communicated to a county clerk in each county of the college's district as well as the Illinois Community College Board (ICCB).

Tax Abatement for Economic Development

The College Board of Trustees believes that industrial development within District #520 will contribute to the economic benefit of the district, and that it is appropriate that local governments provide incentives to secure new and expanded business development. It shall be the policy of the Board to grant tax abatements if one of the following criteria exists:

- A. The company, firm, or agency has committed to a substantial capital investment for the project, thereby increasing the revenues for the taxing body at the end of the abatement period.
- B. There is, in the judgment of the Board, a clear probability that without the proposed expansion the company will move out of the district, resulting in both a loss of jobs and a devaluation of the property.

Such abatements shall comply with the following guidelines:

- A. The tax to be abated shall be that tax which is attributable to construction, improvements, renovation, or rehabilitation of existing properties within District #520.
- B. The property tax abatement shall be for a period of five years.
- C. The property tax abatement shall be applicable for commercial or industrial property upon which construction, improvements, renovation or rehabilitation has been completed.
- D. The property tax abatement shall be graduated as follows:
 - 1. 100 percent abatement the first year
 - 2. 80 percent abatement the second year
 - 3. 60 percent abatement the third year
 - 4. 40 percent abatement the fourth year
 - 5. 20 percent abatement the fifth year
- E. Under special circumstances the Board of Trustees may grant a maximum of 100 percent abatement for the full five years.

No abatement will be granted to any industrial or commercial firm relocating within the boundaries of District #520.

Each request for tax abatement shall be made only on a resolution of the Board of Trustees following the guidelines of this policy.

Preparing and Updating Financial Disclosures

Policy

Pursuant to the District's responsibilities under the securities laws, including its continuing disclosure undertakings (the "*Undertakings*") under Rule 15c2-12 of the Securities Exchange Act of 1934, as amended, and the Securities and Exchange Commission's statements in enforcement actions, it is necessary and in the best interest of the District that the District's (i) preliminary and final official statements or offering circulars and any supplements or amendments thereto (collectively, the "*Official Statements*"), disseminated by the District in connection with any bonds, notes, certificates or other obligations, (ii) Annual Financial Information or Financial Information, as required by and defined in the Undertakings (the "*Annual Financial Information*") to be filed with the Municipal Securities Rulemaking Board's ("*MSRB*") Electronic Municipal Market Access ("*EMMA*") system, and (iii) notices of Material Events or Reportable Events, each as defined in the Undertakings, and any other required or voluntary disclosures to EMMA (each, an "*EMMA Notice*") comply in all material respects with the federal securities laws. Further, it is necessary and in the best interest of the District that the District adopt policies and procedures to enable the District to create accurate disclosures with respect to its (i) Official Statements, (ii) Annual Financial Information, and (iii) EMMA Notices. Official Statements, Annual Financial Information and EMMA Notices are collectively referred to herein as the "*Disclosures*."

Procedures

In response to these interests, the District hereby adopts the following policies and procedures (the "*Disclosure Policy*"):

A. Disclosure Officer

The Vice President for Business Affairs of the District (the "Disclosure Officer") is hereby designated as the officer responsible for the procedures related to Disclosures as hereinafter set forth (collectively, the "Disclosure Procedures").

B. Disclosure Procedures: Official Statements

Whenever an Official Statement will be disseminated in connection with the issuance of obligations by the District, the Disclosure Officer will oversee the process of preparing the Official Statement pursuant to the following procedures:

1. The District shall select (a) the working group for the transaction, which group may include outside professionals such as disclosure counsel, a municipal advisor and an underwriter (the "*Working Group*") and (b) the member of the Working Group responsible for preparing the first draft of the Official Statement.
2. The Disclosure Officer shall review and make comments on the first draft of the Official Statement. Such review shall be done in order to determine that the Official Statement does not include any untrue statement of a material fact or omit to state a material fact necessary in order to make the statements made in the Official Statement not misleading. Particular attention shall be paid to the accuracy of all descriptions, significant information and financial data regarding the District. Examples include confirming that information relating to the District, including but not limited to demographic changes, the addition or loss of major employers, the addition or loss of major taxpayers or any other material information within the knowledge of the Disclosure Officer, is included and properly disclosed. The Disclosure Officer shall also be responsible for ensuring that the

financial data presented with regard to the District is accurate and corresponds with the financial information in the District's possession, including but not limited to information regarding bonded indebtedness, notes, certificates, outstanding leases, tax rates or any other financial information of the District presented in the Official Statement.

3. After completion of the review set forth in 2) above, the Disclosure Officer shall (a) discuss the first draft of the Official Statement with the members of the Working Group and such staff and officials of the District as the Disclosure Officer deems necessary and appropriate and (b) provide comments, as appropriate, to the members of the Working Group. The Disclosure Officer shall also consider comments from members of the Working Group and whether any additional changes to the Official Statement are necessary or desirable to make the document compliant with the requirements set forth in 2) above.
4. The Disclosure Officer shall continue to review subsequent drafts of the Official Statement in the manner set forth in 2) and 3) above.
5. If, in the Disclosure Officer's reasonable judgment, the Official Statement does not include any untrue statement of a material fact or omit to state a material fact necessary in order to make the statements made in the Official Statement not misleading, the Official Statement may, in the reasonable discretion of the Disclosure Officer, be released for dissemination to the public; provided, however, that the use of the Official Statement must be ratified, approved and authorized by the Board of Trustees of the District (the "Board").

C. Disclosure Procedures: Annual Financial Information

The Disclosure Officer will oversee the process of preparing the Annual Financial Information pursuant to these procedures:

1. By December 1st of each year (the same being at least 30 days prior to the last date on which the Annual Financial Information is required to be disseminated pursuant to the related Undertaking, the Disclosure Officer shall begin to prepare (or hire an agent to prepare) the Annual Financial Information. The Disclosure Officer shall also review the audited or unaudited financial statements, as applicable, to be filed as part of the Annual Financial Information (the "Financial Statements"). In addition to the required updating of the Annual Financial Information, the Disclosure Officer should consider whether additional information needs to be added to the Annual Financial Information in order to make the Annual Financial Information, including the Financial Statements, taken as a whole, correct and complete in all material respects. For example, if a disclosure of events that occurred subsequent to the date of the Financial Statements would be necessary in order to clarify, enhance or correct information presented in the Financial Statements, in order to make the Annual Financial Information, taken as a whole, correct and complete in all material respects, disclosure of such subsequent events should be made.
2. If, in the Disclosure Officer's reasonable judgment, the Annual Financial Information, including the Financial Statements, is correct and complete in all material respects, the Disclosure Officer shall file the Annual Financial Information with EMMA (or confirm that such filing is completed by any agent hired by the District for such purpose) within the timeframe allowed for such filing.

D. Disclosure Procedures: Reportable Events

The Disclosure Officer will prepare (or hire an agent to prepare) Reportable Event Disclosure and file the same with EMMA (or confirm that such filing is completed by an agent hired by the District for such purpose) in a timely manner (not in excess of ten business days after the occurrence of the Reportable Event). Incurrence of a Financial Obligation, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a Financial Obligation, any of which affect security holders, if material, is a Reportable Event. Upon the incurrence of any Financial Obligation, as such term is defined in the Undertaking, the Disclosure Officer shall review such Financial Obligation and assess whether such Financial Obligation is material. If, in connection with such Financial Obligation, the District has agreed to any covenant, event of default, remedy, priority right or other similar term which affects security holders, the Disclosure Officer shall further review such term and assess whether the same is material. The Disclosure Officer shall prepare a summary of such review. If, in the Disclosure Officer's reasonable judgment, following consultation with financial or legal professionals as necessary, such Financial Obligation and/or term of such Financial Obligation is deemed material, the Disclosure Officer shall file a summary of such Financial Obligation (or the entire financing document, provided that confidential or sensitive information may be redacted to the extent such redaction does not prevent all material terms from being disclosed) with EMMA not in excess of ten business days after the incurrence of such Financial Obligation.

E. Disclosure Procedures: EMMA Notices

Whenever the District determines to file an EMMA Notice, or whenever the District decides to make a voluntary filing to EMMA, the Disclosure Officer will oversee the process of preparing the EMMA Notice pursuant to these procedures:

1. The Disclosure Officer shall prepare (or hire an agent to prepare) the EMMA Notice. The EMMA Notice shall be prepared in the form required by the MSRB.
2. In the case of a disclosure required by an Undertaking, the Disclosure Officer shall determine whether any changes to the EMMA Notice are necessary to make the document compliant with the Undertaking.

3. If, in the Disclosure Officer's reasonable judgment, the EMMA Notice is correct and complete and, in the case of a disclosure required by an Undertaking, complies with the Undertaking, the Disclosure Officer shall file the EMMA Notice with EMMA (or confirm that such filing is completed by any agent hired by the District for such purpose) within the timeframe allowed for such filing.

F. Additional Responsibilities of the Disclosure Officer.

The Disclosure Officer, in addition to the specific responsibilities outline above, shall have general oversight of the entire disclosure process, which shall include:

1. Maintaining appropriate records of compliance with this Disclosure Policy (including proofs of EMMA filings) and decisions made with respect to issues that have been raised;
2. Evaluating the effectiveness of the procedures contained in this Disclosure Policy; and
3. Making recommendations to the Board as to whether revisions or modifications to this Disclosure Policy are appropriate.

G. General Principles

1. All participants in the disclosure process should be encouraged to raise potential disclosure items at all times in the process.
2. The process of revising and updating the Disclosures should not be viewed as a mechanical insertion of current numbers. While it is not anticipated that there will be major changes in the form and content of the Disclosures at the time of each update, the Disclosure Officer should consider whether such changes are necessary or desirable in order to make sure the Disclosure does not make any untrue statement of a material fact or omit to state a material fact necessary or desirable, in order to make the statements made, in light of the circumstances in which they were made, not misleading at the time of e each update.
3. Whenever the District releases information, whether in written or spoken form, that may reasonably be expected to reach investors, it is said to be "speaking to the market." When speaking to the market, District officials must be sure that the released information does not make any untrue statement of a material fact or omit to state a material fact necessary or desirable, in order to make the statements made, in light of the circumstances in which they were made, not misleading.
4. While care should be taken not to shortcut or eliminate any steps outlined in this Disclosure Policy on an ad hoc basis, the review and maintenance of the Disclosures is a fluid process and recommendations for improvement of these Disclosure Procedures should be solicited and regularly considered.
5. The Disclosure Officer is authorized to request and pay for attendance at relevant conferences or presentations or annual training sessions conducted by outside counsel, consultants or experts in order to ensure a sufficient level of knowledge for the effective administration of this Disclosure Policy.

Campus Facilities

Facilities Definition

Location

The permanent facilities of Kankakee Community College shall be located on River Road in the City of Kankakee on land owned by the college. The college may from time to time rent, lease, own or otherwise accept temporary control of facilities at other locations throughout the college district for the purpose of offering instructional or public service programs in those areas.

Master Plan

The permanent campus of the college shall be developed in a manner consistent with the campus master plan as approved by the Board of Trustees.

Accessibility to Persons with Disabilities

The college will maintain all of its facilities in accord with standards established by the American with Disabilities Act, state, and federal governments regulations regarding accessibility to persons with disabilities.

Facility Construction Standards

The college is committed to environmental sustainability. All new campus construction will be built to at least the U.S. Green Building Council's LEED Silver standard or equivalent in accordance with the commitments to the American College and University President's Climate Commitment (ACUPCC) and the Illinois Sustainable University Compact.

This policy applies to renovations, whenever possible, and new construction.

Use of Campus Facilities

Meetings

As a public service, Kankakee Community College may permit not-for-profit and profit-making community organizations to utilize space on campus. Community organizations will not be permitted to utilize campus facilities during periods when the campus is closed or when the space is required for instructional purposes or college activities. An exception may be made when a meeting or event is co-sponsored by the college. To qualify for co-sponsorship, an activity must be of direct or indirect benefit to the college, as determined by the administration.

Organizations must obtain institutional approval to use college facilities. Upon approval, the business office will finalize a rental agreement. Not-for-profit organizations may use the facilities twice a year at no cost; a fee may be charged for additional use. Profit-making organizations may be charged a fee for facility use, as determined by administration.

Freedom of Speech, Expression and Assembly Activities

Kankakee Community College is dedicated to providing equal opportunity and an environment free of discrimination and harassment for the college community and public, and as such, the KCC Board of Trustees strives to uphold the constitutional right to free speech and peaceful assembly.

As a public institution of higher education, KCC is committed to creating an environment conducive to the freedom of expression, open inquiry, dialogue, deliberation and debate as an opportunity to expand the educational opportunities for all members of the college community even when such expression may conflict with the personal beliefs and values of another person or group.

Likewise, in protecting and promoting the freedom of expression, members of the college community and public must also respect the rights of others as well as the responsibility of the college to balance the individual rights for freedom of expression and sharing of

information while preserving the limited resources of the college community as well as protecting the orderly functions and educational operations of the college. It is essential that free expression be accomplished in a manner that allows for the orderly function of normal college operations.

As such, the KCC Board of Trustees delegates to the college President or designee the authority to administer all policies and procedures governing freedom of expression, speech and assembly. The President or designee is responsible for the development, implementation, enforcement, review and maintenance of procedures and processes for compliance with this policy. To this end, and to protect and promote freedom of expression, speech and peaceful assembly within the college community, the college shall develop and maintain up-to-date procedures, which include, but are not limited to:

- A. Types of speech deemed unprotected or unlawful in accordance with federal and state laws, regulations and/or codes.
- B. Rules related to determining reasonable time, place and manner.
- C. Conduct that constitutes grounds for disciplinary and/or criminal action.
- D. Responsibilities of individuals or groups engaging in speech activities.
- E. Notifications, facility use fees and space reservations procedures related to speech activities, if applicable.
- F. Regulations to protect the safety and welfare of the college community and public, including security-associated costs.

Parking and Vehicle Operation

Parking – General

- A. The administration may establish and restrict certain parking areas on campus as available only to employees (or classes of employees), handicapped individuals, or certain types of vehicles (e.g. motorcycles, service vehicles). All other parking areas on campus shall be available to students, staff and the general public.
- B. Vehicles shall be parked totally within those areas specifically designated as parking spaces by parking blocks and/or painted surface lines; all other areas shall be construed as "no parking" zones. Only one vehicle shall legally be parked within the boundaries of any given parking space.
- C. Parking is prohibited at all times on grass, where it would mar the landscaping of the campus, create a safety hazard, interfere with the use of college facilities, or any area not specifically paved or graveled for parking use. Such areas will include, but are not limited to, posted no parking zones, yellow zones, fire access areas, crosswalks, and sidewalks.
- D. Except with permission of the administration, vehicles may not be parked on campus longer than 24 hours. A vehicle which appears to be abandoned, with or without current college registration, may be disposed of in accordance with State of Illinois statutes.
- E. All parking decals are to be displayed on the passenger's side of front windshield.
- F. Motorcycles may be parked only in areas designated and posted for motorcycle parking. Bicycles may be parked only in bicycle racks provided for that purpose.

Restricted Parking for Persons with Disabilities

Parking spaces shall be provided to persons whose vehicles display either a disability license plate or the State of Illinois disabled parking placard in the front window.

Speed Limit

The speed limit is established as 20 mph on college roadways unless otherwise posted, 30 mph on College Drive, and 15 mph in parking lots.

Enforcement

- A. Vehicles utilizing college facilities that are in violation of college parking or vehicle operation policies may be issued notice of violation and/or towed at the owner's expense. Examples of towing violations will include, but are not limited to, the following:
 - 1. Obstructing traffic, creating a safety hazard, or parked in a no parking zone.
 - 2. Unauthorized use of a handicapped or any other reserved space.
 - 3. Abandonment of a vehicle.
 - 4. A vehicle which has received three (3) or more parking violations during a semester.
- B. Violation fines will be assessed as approved by the Board of Trustees and published in the Campus Parking Regulations and on the college's website.

- C. For students, appeals of parking violations must be made in writing to the deputy chief of police within five (5) working days of the writing of the violation. The results of the appeal will be communicated by the deputy chief of police within five (5) working days of the receipt of the appeal. Parking appeals by employees can be made to the Police Department.

Food Service

The college shall maintain a limited menu food service in the college center for the convenience of students and staff.

Art Acquisition Policy

Purpose

Kankakee Community College shall develop a program of acquisition of art objects. The purposes of acquiring such a permanent collection of art are: to enhance the aesthetic environment of the college; to encourage and increase understanding and appreciation of art by all members of the college community; to develop an awareness of various modes of visual expression and their capacity to evoke human emotion and understanding.

Guidelines for Purchase

The following guidelines will act as the parameters within which the collection is designed to be organized.

- A. The art object to be acquired should contribute to the development of an aesthetic awareness and understanding.
- B. The art object to be purchased should be capable of evoking a response in the viewer.
- C. The art object to be purchased should demonstrate technical expertise, proficiency, and excellence at a recognized level of achievement.
- D. The art collection should represent original Illinois Art, but it may also include other categories of art to assure diversity and selection suited to the use.

Guidelines for Installation

- A. The pieces of art, when acquired, shall be cataloged.
- B. The cataloging procedure shall include the affixing of both a catalog number and a labeling plate including the following information: artist, title of work, place of artist residence, date of acquisition, purchase number, date of origin.
- C. To the extent possible, pieces acquired should be displayed in places available for public viewing.

Personnel Policies

Personnel Policy and Procedures Handbook

The personnel policies of Kankakee Community College are contained in the Personnel Policy and Procedures Handbook. When in conflict, the collective bargaining agreements supersede any other personnel policy statements applicable to full-time and adjunct faculty.

Affirmative Action Policy

Policy Statement

It is the policy of the Board of Trustees of Kankakee Community College to comply with the guidelines of Federal Executive Orders #11246 and #11375. KCC endorses and implements a policy for equal employment opportunity that no person on the basis of race, gender identity/expression, sexual orientation, sex, genetic information, creed, religion, color, marital or parental status, veteran status, age, national origin, membership in any professional group, organization or association, socioeconomic status, mental or physical disability shall be discriminated against. The CROWN ACT broadens the definition of race to include "traits associated with race, including but not limited to, hair texture and protective hairstyles such as braids, locks, and twists."

It is also the policy of Kankakee Community College to provide equal opportunity in employment for all qualified persons, and to promote the full realization of equal employment opportunity through a positive, continuing program throughout the organization. Affirmative action is taken to ensure that this policy is enforced in all phases of the College operation and its maintenance. Discrimination in any area of the College is prohibited.

Responsibility for Affirmative Action - In general, all College employees are responsible for the implementation of Affirmative Action in terms of observing and reporting problem areas, formulation of goals and policies, and participation in activities to improve the employment opportunities of women and minority groups. The ultimate responsibility for this policy rests with the Board of Trustees, and the President of the College is charged with policy implementation. The Director of Human Resources will administer the Affirmative Action Policy and keep up-to-date records.

Policy Implementation

Equal employment opportunity shall be promoted in all areas of the College. Job descriptions and employment selection policies will be reviewed on a regular basis to ensure they are current and are not discriminatory in any manner.

No employee will be terminated on the basis of race, color, national origin, disability, age, religion, sex, sexual orientation, genetic information or any legally protected classification.

Compensation and fringe benefit programs are administered without regard to race, color, national origin, disability, age, religion, sex, sexual orientation, genetic information or any legally protected classification.

The College urges that all contractors comply with federal and state statutes.

All persons in supervisory capacities must accept the responsibility of reviewing the activities within their departments to assure that all personnel practices are consistent with affirmative action. The responsibility for implementing affirmative action relates to the college's existing organizational structure as follows:

- A. The Board of Trustees is responsible for the development and approval of policies relating to equal employment opportunity and affirmative action for the college.
- B. The president is responsible to the Board of Trustees for implementing approved policies relating to equal employment opportunity consideration and affirmative action.
- C. Administration of equal employment opportunity considerations and the affirmative action program is the responsibility of the administrators of each area.

- D. All employees should be aware of and sensitive to equal employment opportunity considerations and affirmative action.

In addition, the president shall appoint an affirmative action officer to assist in the implementation of the Board's Equal Employment Opportunity and Affirmative Action (EEO/AA) policy statements.

The affirmative action officer reports directly to the president on all matters of concern in regard to EEO/AA. He/she shall advise the president on federal and state laws, rules and regulations, and other legally-based information items related to EEO/AA.

In addition, the affirmative action officer shall:

- A. Lend support to the Committee for Diversity/Equity/Inclusion;
- B. Plan, review, coordinate, and recommend procedures to be used in implementing the equal employment opportunity policy statement and the affirmative action plan;
- C. Maintain the necessary records and files to perform the duties and responsibilities of the EEO/AA officer; and
- D. Assist the president in representing the college in EEO/AA matters and concerns.

The Committee for Diversity, Equity and Inclusion shall consist of members of the administrative, faculty, professional/technical staff, and supportive staff.

The committee shall assist and advise the affirmative action officer and the college president by:

- A. Reviewing current EEO/AA practices and programs;
- B. Recommending to the Affirmative Action Officer and President changes, deletions, and additions to the EEO/AA policies and implementation procedures.

Recruitment

The supervisor responsible for recommending a particular appointment to a vacant position will develop a well-defined description of the duties and requisites of that position. Qualifications should in all cases match as closely as possible the skills and abilities needed to carry out the position effectively.

Affirmative action does not require or imply that unqualified persons be hired. All potential employees should be considered on those demonstrable merits which contribute to the maintenance of the college's high standards.

Advertising

All available positions will be communicated via posting on the KCC website. This allows current employees the opportunity for advancement or change into a position consistent with their ability, experience, training, and skills.

The Director of Human Resources shall determine the appropriate venues of advertising for employee recruitment.

Utilization Analysis

Federal affirmative action regulations require that a self-evaluation of the employer's work force be made in order to determine the types of positions held by minorities and women. Such data are necessary for determining utilization and establishing hiring goals. The Affirmative Action Officer will be responsible for completing an annual self-evaluation of the work force; recommendations will be forwarded to the President's Cabinet for consideration and action to bring minorities and women into the various areas of employment supported by the college.

Travel Reimbursement for Job Candidates

For positions in which a national search is conducted (FT faculty, director and above level positions) each candidate will be reimbursed up to \$500 for reasonable expenses associated with their travel to Kankakee for the on-campus interview. Receipts of expenditures must be provided and may include food, travel, and lodging only. Additional reimbursement will be provided to candidates at the sole discretion of the Vice President Business Affairs. Lodging will be reimbursed for applicants living further than 100 miles from KCC.

Conflict of Interest

Any duality of interest or possible conflict of interest on the part of any board member should be disclosed to the other members of the board and made a matter of record, either through the annual procedures or when the interest becomes a matter of board action.

Any board member having a duality of interest or possible conflict of interest on any matter should not vote or use his/her personal influence on the matter, and he/she should not be counted in determining the quorum for the meeting, even where permitted by law. The minutes of the meeting should reflect that a disclosure was made, the abstention from voting, and the quorum situation. The foregoing requirements should not be construed as preventing the board member from briefly stating his/her position in the matter, nor from answering pertinent questions of other board members since his/her knowledge may be of great assistance. Any duality of interest or possible conflict of interest on the part of any employee should be disclosed to the administration and made a matter of record. The administration is responsible for notifying the Board of any possible conflict of interest on the part of an employee. Any employee having a duality of interest or possible conflict of interest on any matter should not vote or use his/her position on the matter. The foregoing requirements should not be construed as preventing the employee from briefly stating his/her position on the matter, nor from answering pertinent questions of other staff members since his/her knowledge may be of great assistance.

Although it is impossible to list every circumstance giving rise to a possible conflict of interest, the following items will serve as a guide to the types of activities that might cause conflicts and that should be fully recorded.

A. Outside Interests

1. To hold, directly or indirectly, a position or a material financial interest in any outside concern from which the individual has reason to believe the institution secures goods or services, or which provides services competitive with the institution.
2. To compete, directly or indirectly, with the institution in the purchase or sale of property or property rights, interests, or services.

B. Outside Activities

To render directive, managerial, or consultative services to any outside concern that does business with, or competes with the services of, the institution, or to render other services in competition with the institution.

C. Gifts, Gratuities, and Entertainment

To accept gifts, excessive entertainment, or other favors from any outside concern that does, or is seeking to do, business with, or is a competitor of, the institution, under circumstances from which it might be inferred that such action was intended to influence or possibly would influence the individual in the performance of his/her duties. This does not include the acceptance of items of nominal or minor value that are clearly tokens of respect or friendship and not related to any particular transaction or activity of the institution.

D. Inside Information

To disclose or use information relating to the institution's business for the personal profit or advantage of the individual or his/her immediate family. Full disclosure of any situation in doubt should be made so as to permit an impartial and objective determination. It should be particularly noted that disclosure relates not only to board members or staff members, but also to his/her immediate family.

This policy will be reviewed annually for the information and guidance of board members and

employees. Any new Board member will be advised of the policy upon entering the duties of his office, and any new employees will be advised of the policy upon employment. Each Board member and each employee will be asked to sign a statement annually indicating awareness of and compliance with this policy.

Comprehensive Staff Development Plan

Kankakee Community College is committed to the continuing professional development of all staff, to be accomplished through activities and programs of both general and specific content. The development of professional development goals shall be an integral part of each employee's evaluation, with subsequent progress reports on the accomplishment of such goal. Professional development travel funds, tuition reduction and tuition reimbursement, and sabbatical leave provisions provide incentives for utilization of off-campus opportunities. On-campus programs via satellite and other forms of telecommunication, guest presenters, and in-house experts shall be planned and implemented by the college committees which exist for this purpose.

The Faculty Development Committee plans, implements, and evaluates on-campus programs for full and part-time faculty. Two major faculty development weeks are scheduled each year, with other activities' occurring throughout the year as necessary and/or advisable. Presentations may be made via satellite programs, external resource personal, and in-house experts, among others.

Academic divisions and programs, administrative units, and other sub-units of the college also have the flexibility to contribute to the personal/professional development needs of their staff in whatever manner may be affordable and effective. Since these needs may be quite specialized, the appropriate supervisor and/or President's Cabinet member shall determine the methods(s) used to meet these needs.

College employees are also encouraged to participate as members of agency and institutional evaluation and accreditation teams visiting other colleges, as well as high schools, career centers, etc. These experiences will enable participants to acquire knowledge about the cooperation of other programs and institutions, thus giving a broader perspective and understanding about facilities and educational activities similar to one's own.

Other Policies

Kankakee Community College Foundation Support

The Board of Trustees of Kankakee Community College District #520 shall support the Kankakee Community College Foundation, Inc., pursuant to the Comprehensive Operation Agreement executed by the Board and the Foundation so long as same may be valid and in effect.

Kankakee Community College Foundation

The Board shall establish and maintain a not-for-profit incorporated association to be known as the Kankakee Community College Foundation.

Purposes

The purposes for which this Foundation is formed are:

- A. To encourage the establishment of scholarships, grants in aid, fellowships, and research chairs, and encourage gifts of funds. Further, to encourage gifts of loans of property, works of art, historical papers and documents and museum specimens having educational value, artistic, historical literature or cultural value by use of said college;
- B. To act in a fiduciary capacity in carrying out any and all of the aforesaid purposes;
- C. To promote and assist in broadening the educational opportunities and services available to students, alumni, and other citizens of the district.

Membership

The Foundation Board shall include in its bylaws guidance for appointing a minimum of twenty (20) members to govern the Kankakee Community College Foundation. The appointments shall be made, if feasible, from each of the high school districts within the college boundaries. The President of the college shall be an ex-officio member of the Board. The members shall serve for four (4) year terms, while residents of the district, at the pleasure of the Board of Trustees and shall provide by their by-laws for the staggering of the terms.

Officers

- A. Treasurer. The treasurer of the college shall be the ex-officio treasurer of the Foundation, and the Foundation shall deposit all its funds in a special account of said treasurer who shall make periodic reports to the Foundation as requested. The treasurer's official bond shall be the bond for the funds of the Foundation.
- B. Secretary. The college Board does further authorize the President of the college to appoint a member of his/her staff as ex-officio secretary of the Foundation to perform the usual functions as such, and authorizes the President to maintain an office on the campus for the Foundation, provide meeting rooms for the Foundation and provide the necessary secretarial help, postage, stationery and printing and other incidental expenses of the Foundation. The secretary shall act as liaison between the college staff, the college Board, the faculty, the students, and the Foundation.

Gifts

The Foundation shall have the authority to solicit and accept funds and grants and hold in trust and invest same and honor all reasonable restrictions and directions of the donors; however, all gifts of property shall have prior approval of the college Board. Upon termination or dissolution of this Foundation, all property remaining in its hands after the payment of all indebtedness shall be donated as a gift to Kankakee Community College or in the event that it shall cease to exist, then to such other non-profit educational institution of higher learning in this area as shall seem fitting and appropriate by the Foundation.

By-Laws

The members of the Foundation, by a majority vote of those present and voting, shall adopt by-laws not inconsistent with the purposes herein stated which shall provide for the election of a chairperson and a vice-chairperson to serve for one year and for the appointment of

appropriate committees. The by-laws shall also provide that all funds of the Foundation shall forthwith be deposited with the treasurer of the Foundation and be disbursed by order of the Foundation, except those expenditures that may result in maintenance and other expenses on the part of the college and which shall have the college Board's approval.

In the event that a college Board trustee vacancy occurs, the Foundation may suggest a Foundation Board member as an appointee.

Administrative Responsibility for Campus Operations

The responsibility for administration of all college programs and facilities is delegated by the Board to the President. In the absence of the President, this responsibility is sub-delegated to other administrative officers in the following order:

- Vice President Business Affairs
- Vice President Academic Affairs
- Vice President Student Affairs
- Vice President Advancement, Marketing & Public Relations
- Deans

Tobacco, Cannabis and Related Product Use

The use or distribution of tobacco and cannabis products is now prohibited on all KCC properties, both indoors and out.

Tobacco products include cigarettes, e-cigarettes, cigars, pipes, smokeless tobacco, and other substances. The tobacco-free policy prohibits use or distribution of tobacco inside and outside all KCC buildings, extension centers, property and grounds; in partially enclosed areas such as walkways, breezeways and bus shelters; in KCC vehicles, buses, vans; and at all indoor and outdoor athletic facilities.

Drug and Alcohol Use

It is the policy of Kankakee Community College to provide a drug and alcohol free environment and work place as defined by the Drug Free Workplace Act of 1988 (41 U.S.C. §701, et seq.) and Section 1213 of the Higher Education Act of 1965 (HEA) as amended by the Safe and Drug Free Schools and Communities Act of 1994 (20 U.S.C. §7101, et seq.).

KCC prohibits students and employees from possessing, using, distributing, dispensing and manufacturing illicit drugs and alcohol on its property. Any students who violate this policy will be subject to disciplinary action up to and including expulsion from the institution. Any employee who violates this policy will be subject to disciplinary action up to and including termination from the institution.

The KCC Board of Trustees may make exceptions to this policy to allow alcohol service at events hosted by the college or the KCC Foundation. Recommendation for such exceptions will be presented to the Board annually for approval. Alcohol expenses will be paid only from KCC Foundation funds or sponsor donations.

This policy is pursuant to Section 5/6-15 of the Liquor Control Act.

Associate of Science Honorary Degree

The Board of Trustees may award honorary associate's degrees to individuals whom the Board determines have made significant contributions to the college, district, region, state or nation.

- A. Any individual or constituent group from the college may nominate to the president candidates for honorary associate's degrees. Nominations for a degree should be submitted no later than three months before the date such a degree would be conferred.
- B. Criteria to support such a nomination will include, but not be limited to, the following:
 - The nominee must:
 - have made an outstanding contribution to the college, district, region, state or nation.
 - be a first-time recipient of this degree.
- C. The nomination will include a biographical description and a complete explanation of why this individual is worthy of this honor.
- D. The president will submit the nominations to the Board of Trustees for approval.

Information Security Policies

Kankakee Community College recognizes the vital role information technology plays in the College's missions and related administrative activities as well as the importance in an academic environment of protecting information in all forms. As more information is used and shared in a digital format by students, faculty, and staff, both within and outside the college, an increased effort must be made to protect the information and the technology resources that support it. Increased protection of our information and information technology resources is necessary to assure the usability and availability of those resources and is the primary purpose of the College's information security policies document. This document also addresses privacy and the usage of those who access College information and utilize College information technology resources as well as actions to be taken in the event of a data breach or disaster. Highlights of the policies document includes:

- General information technology policy addressing general principles, privacy, and data classifications and access restrictions.
- Acceptable use of the College's computing resources.
- Retention of College records
- Copyright
- E-mail
- Social security numbers
- Information Security Program addressing the College's approach to data security standards related to Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), Payment Card Industry Data Security Standards (PCI DSS), and Gramm-Leach-Bliley Act (GLBA).
- Red Flags, which is the College's identity theft prevention program.
- Incident Response Plan addressing privacy or security incidents in a way that limits damage, increases the confidence of external stakeholders, satisfies legal obligations, and reduces costs.
- Disaster Recovery Plan presents the requirements and the steps that will be taken in response to, and for the recovery from, any disaster affecting IT services at the College, with the fundamental goal of allowing basic business functions to resume and continue until such time as all systems can be restored to pre-disaster functionality.

The Senior Director of Information Technology Services, under the oversight of the Vice President of Business Affairs, will be responsible for administering these policies as well as chairing the teams/committees associated with the College's overall information security.

Prohibition of Harassment

Kankakee Community College is committed to maintaining an environment for all employees and students that is fair, humane, and responsible. The College will develop and communicate policies related to the prohibition of harassment in its Personnel Policy and Procedures Handbook.

<https://my.kcc.edu/employees/hr/Documents/Personnel%20Handbook%20rev%201%201%2021.pdf>

Campus Security

The Kankakee Community College Police Department was formed in 2012 for the purpose of serving and protecting the college and its constituents. Police personnel are granted full law enforcement authority and powers as prescribed by the State of Illinois Revised Statutes and ordinances of the College by taking the oath of office.

Concealed Carry

The Illinois General Assembly has adopted Public Act 98-0063, "The Firearm Concealed Carry Act" (the "Act"). A concealed firearm is a loaded or unloaded handgun carried on or about that person completely or mostly concealed from view of the public, or is within a vehicle owned by that person. Except as noted below, it is the policy of the Board that no individual shall possess, carry, or have control of a firearm either on his/her person or in his/her vehicle on any property owned or otherwise controlled by the college.

- Members of the college Police Department are authorized to carry firearms in accordance with the state law and department regulation.
- Subject to Board approval, firearm use or possession may be permitted where such use or possession is part of a course curriculum, or training program.
- Off duty law enforcement officers on campus, including officers attending classes as faculty or students are granted permission to carry a concealed weapon in accordance with the state law.
- Individuals possessing a valid license to carry a concealed firearm may store his/her concealed weapon within a secure case or a locked container out of plain view within their vehicle or stored within the vehicle's trunk.

Persons who violate any of the terms of this policy shall be subject to all civil and criminal penalties as provided by law.

Child Safety Policy

For their safety and well-being, children are not permitted in classes, in the testing centers, in computer or tutoring labs, or in employee work areas. Also, for safety reasons, children under age cannot be left unattended. This includes KCC campus property and vehicles, satellite centers, employee work areas and college events.

In the event a child under the age of 14 years is left unattended, KCC employees will notify campus security and the Vice President of Student Affairs to locate the parent/guardian and document the incident. Every effort will be made to locate the child's parent/guardian before contacting the Department of Children and Family Services (DCFS).

This policy applies to children of students, employees and community members.

Originally adopted March 13, 1978

Revisions adopted January 21, 2025