

**BOARD OF TRUSTEES****Table of Contents**

|  | <u>Policy Number</u> |
|--|----------------------|
| Policy Formulation .....   | 1000                 |
| Identification of the College District Governed by the Board ..... | 1001                 |
| Role and Authority of the Board of Trustees .....                  | 1002                 |
| Membership of the Board of Trustees: Number on the Board .....     | 1003                 |
| Qualification of a Member of the College Board of Trustees .....   | 1004                 |
| Election of a Member of the College Board of Trustees .....        | 1005                 |
| Terms of Office .....  | 1006                 |
| Compensation and Benefits .....                                    | 1007                 |
| Professional Development .....                                     | 1008                 |
| Scope and Duties of the Board of Trustees at Oakton College .....  | 1009                 |
| Orientation of Board Candidates and New Members .....              | 1010                 |
| Board Organization .....   | 1011                 |
| Duties of the Officers .....                                       | 1012                 |
| Board Appointments and/or Reviews .....                            | 1013                 |
| Committees .....   | 1014                 |
| Board of Trustees Meetings .....                                   | 1016                 |
| Quorum .....   | 1017                 |
| The Board Agenda .....   | 1018                 |
| Voting .....   | 1019                 |
| Minutes of Board Meetings Open to the Public .....                 | 1020                 |

## BOARD OF TRUSTEES

## Table of Contents

|  | <u>Policy Number</u> |
|--|----------------------|
| Board Vacancy .....  | 1021                 |
| Ethics.....  | 1022                 |
| Evaluation of the President .....                                      | 1023                 |
| Naming College Facilities .....  | 1024                 |
| Ethics and Gift Ban .....  | 1025                 |
| Renaming .....   | 1026                 |
| Standards of Practice.....   | 1027                 |
| Board Policy Statement Regarding Diversity, Equity and Inclusion ..... | 1028                 |

## COLLEGE WIDE POLICIES

## Table of Contents

|   | <u>Policy Number</u> |
|---|----------------------|
| Nondiscrimination .....   | 1100                 |
| Sexual Harassment .....   | 1101                 |
| Sexual Assault .....  | 1102                 |
| Substance Abuse.....  | 1103                 |
| Drug-Free Workplace.....  | 1104                 |
| Drug-Free Schools and Communities Act Rules .....                             | 1105                 |
| Americans with Disabilities Act Section 504 of the Rehabilitation Act.....    | 1106                 |
| Use of Information Technology .....   | 1107                 |
| Financial Records – Confidentiality .....                                     | 1108                 |
| Compliance with Health Insurance Portability and Accountability Act.....      | 1109                 |
| Reporting Employee Concerns Regarding the College’s Financial Management..... | 1110                 |
| Document Retention and Destruction .....                                      | 1111                 |
| Compliance with Higher Education Smoke-Free Illinois Act .....                | 1112                 |
| Code of Conduct.....  | 1113                 |
| Identity Protection Policy.....   | 1114                 |
| Social Media Policy.....  | 1115                 |
| Compliance with Campus Sex Crimes Prevention Act .....                        | 1116                 |
| Reciprocal Support: Local Purchasing .....                                    | 1117                 |

**COLLEGE WIDE POLICIES****Table of Contents**

|                                     | <b><u>Policy Number</u></b> |
|-------------------------------------|-----------------------------|
| Concealed Carry Policy .....        | 1118                        |
| Emergency Operations Plan .....     | 1119                        |
| Free Speech and Expression .....    | 1120                        |
| Ban of Incentives .....             | 1121                        |
| Oakton College Art Collection ..... | 1122                        |

## ADMINISTRATIVE ORGANIZATION

## Table of Contents

|   | <u>Policy Number</u> |
|---|----------------------|
| Chief Administrative Officer – President.....   | 2000                 |
| Additional Administrative Positions .....   | 2001                 |
| Organizational Structure .....  | 2002                 |
| Temporary and Part-time Administrative and Supervisory<br>and Supervisory Personnel.....  | 2003                 |
| Administrative Operations.....  | 2004                 |
| Line of Responsibility .....  | 2005                 |
| Channels of Communication.....  | 2006                 |
| The President’s Council.....  | 2007                 |
| Oakton College Faculty Association, IEA-NEA .....   | 2008                 |
| Classified Staff Association, a Chapter of the Cook County College<br>Teachers Union Local 1600, American Federation of Teachers..... | 2009                 |
| Adjunct Faculty Association, Illinois Education Association,<br>National Education Association at Oakton College .....                | 2010                 |
| Oakton College Public Safety Department,<br>Fraternal Order of Police.....  | 2011                 |
| Student Government Association.....   | 2012                 |
| Control and Communications Systems .....  | 2013                 |
| Policy and Regulations Systems.....   | 2014                 |
| Memberships and Subscriptions .....   | 2015                 |
| In-service Development and Training.....  | 2016                 |

**BUSINESS****Table of Contents**

|  | <u>Policy Number</u> |
|--|----------------------|
| Governing Goals and Functional Areas .....                   | 3000                 |
| Annual Budget .....  | 3001                 |
| Fiscal Year.....   | 3002                 |
| Investment of College Funds .....                            | 3003                 |
| Publication, Public Review, and Adoption of the Budget ..... | 3004                 |
| Transfer of Funds between Categories .....                   | 3005                 |
| Budget as a System of Fiscal Control .....                   | 3006                 |
| Tax Levy.....  | 3007                 |
| Income – Tuition and Fees .....                              | 3008                 |
| Income – Material and Lab Fees.....                          | 3009                 |
| Sale and Disposal of Obsolete Equipment.....                 | 3010                 |
| Income – Gift Acceptance.....                                | 3011                 |
| Income – Grants, Funded Projects, and Contracts.....         | 3012                 |
| Authorized Depositories.....                                 | 3013                 |
| Purchase and Payment of Goods and Services .....             | 3014                 |
| Revolving Funds (Imprest Funds) .....                        | 3015                 |
| Payroll Advances .....                                       | 3016                 |
| Check Signing Authorization.....                             | 3017                 |
| System of Accounts and Classification of Expenditures .....  | 3018                 |
| Periodic Financial Reports – Treasurer’s Report.....         | 3019                 |

**BUSINESS****Table of Contents**

|  | <u>Policy Number</u> |
|--|----------------------|
| Periodic Financial Reports – Annual Financial Statement .....  | 3020                 |
| Periodic Financial Reports – Audit .....   | 3021                 |
| Capital Assets .....   | 3022                 |
| Cash Receipts .....  | 3023                 |
| Non-Instructional Operations – Operation and Maintenance of Plant .....  | 3024                 |
| Non-Instructional Operations – Operations and Maintenance of Plant Keys .....                                      | 3025                 |
| Non-Instructional Operations – Operations and Maintenance of Plant Safety .....                                    | 3026                 |
| Non-Instructional Operations – Dissemination of Information,<br>Posting of Notices, Signs and Advertisements ..... | 3027                 |
| Non-Instructional Operations – Smoking .....   | 3029                 |
| Non-Instructional Operations – Fixed Charges .....   | 3030                 |
| Travel .....   | 3031                 |
| Red Flag Rule .....  | 3032                 |
| Capital Improvement Management Policy .....  | 3033                 |
| Operating Funds Net Asset Policy .....   | 3034                 |
| Debt Management Policy .....   | 3035                 |
| Debt Compliance Policy .....   | 3036                 |
| Business Enterprise Program (BEP) .....  | 3037                 |

## ALL PERSONNEL

## Table of Contents

Policy Number

|   |      |
|---|------|
| General Personnel Policy Statement .....  | 4000 |
| Employment of Related Persons or Spouses .....  | 4001 |
| Ethics and Gift Ban .....   | 4002 |
| Family Medical Leave Act<br>Victims Economic Safety and Security Act<br>Uniformed Services Employment and Reemployment Rights Act ..... | 4003 |
| Employees in Multiple Part-Time Positions .....   | 4004 |
| Establishment of Employee Affinity Groups .....   | 4005 |
| Out-of-State Employment .....   | 4006 |



## PERSONNEL – FACULTY

## Table of Contents

|  | <u>Policy Number</u> |
|--|----------------------|
| Contracted Personnel .....                                       | 4100                 |
| Appointment .....  | 4101                 |
| Contracts .....  | 4102                 |
| Personnel Records (Confidentiality of Personnel Records).....    | 4103                 |
| Oral Language Proficiency for Classroom Instruction .....        | 4104                 |
| Professional Development Activities .....                        | 4105                 |
| Health Examinations .....  | 4106                 |
| Workload – Full-time Faculty and Adjunct Faculty.....            | 4107                 |
| Academic Rank.....   | 4108                 |
| Academic Freedom and Responsibility .....                        | 4110                 |
| Ethical Standards.....   | 4111                 |
| Standards of Ethical Conduct.....                                | 4112                 |
| Evaluation.....  | 4113                 |
| Attendance Accountability.....                                   | 4114                 |
| Tenure, Probation, and Non-Retention for Full-Time Faculty ..... | 4115                 |
| Substitute Teachers.....   | 4116                 |
| Part-Time/Adjunct Faculty.....                                   | 4117                 |
| Professionals in Clinical Settings .....                         | 4118                 |
| Professional Development .....                                   | 4119                 |
| Tuition Reimbursement.....                                       | 4120                 |

## PERSONNEL – FACULTY

## Table of Contents

|  | <u>Policy Number</u> |
|--|----------------------|
| Tuition Waiver for Faculty Members and Immediate Relatives .....                     | 4121                 |
| Travel (Attendance at Professional Meetings).....                                    | 4122                 |
| Grievances .....   | 4123                 |
| Fringe Benefits .....  | 4124                 |
| Salary .....   | 4125                 |
| Faculty Compensation: Payment for Summer, Overload,<br>and Substitute Teaching ..... | 4126                 |
| Non-appointed Faculty Compensation: Substitute Teaching .....                        | 4127                 |
| Retirement Compensation .....  | 4128                 |
| Tax Sheltered Annuities.....   | 4130                 |
| Employment-Related Accommodations .....  | 4131                 |
| Leaves.....  | 4132                 |
| Paid Leave – Illness.....  | 4133                 |
| Paid Leave – Bereavement.....  | 4134                 |
| Paid Leave – Professional Purposes .....   | 4135                 |
| Paid Leave – Personal.....   | 4136                 |
| Paid Leave – Sabbatical .....  | 4137                 |
| Unpaid Long-Term Leave – Personal or Professional.....                               | 4138                 |
| Health Benefits for Retirees .....   | 4139                 |

## PERSONNEL – CLASSIFIED STAFF

## Table of Contents

|  | <u>Policy Number</u> |
|--|----------------------|
| Definition.....                                | 4200                 |
| Philosophy – Policy Statement.....             | 4201                 |
| Filling Positions.....                         | 4202                 |
| Abolition of Job Classifications.....          | 4203                 |
| Personnel Records .....                        | 4204                 |
| Employee Health and Safety.....                | 4205                 |
| Health Examinations and Fitness for Duty ..... | 4206                 |
| Hours of Work.....                             | 4207                 |
| Transfers .....                                | 4208                 |
| Classification Review .....                    | 4209                 |
| Training .....                                 | 4210                 |
| Probation, Evaluation, and Re-employment.....  | 4211                 |
| Disciplinary Action .....                      | 4212                 |
| Separation – Resignation.....                  | 4213                 |
| Professional Development .....                 | 4214                 |
| Grievances – Association Employees .....       | 4215                 |
| Grievance Policy – Confidential Employees..... | 4216                 |
| Standards of Ethical Conduct.....              | 4217                 |
| Compensation .....                             | 4218                 |
| Benefits .....                                 | 4219                 |

## PERSONNEL – CLASSIFIED STAFF

## Table of Contents

|                                     | <u>Policy Number</u> |
|-------------------------------------|----------------------|
| Tuition Reimbursement.....          | 4220                 |
| Occupational Disability Leave ..... | 4221                 |
| Permanent Disability .....          | 4222                 |
| Other Long-Term Leaves.....         | 4223                 |
| Parental Leave .....                | 4224                 |
| Early Retirement.....               | 4225                 |
| Health Benefits for Retirees .....  | 4226                 |
| Drug Testing .....                  | 4227                 |

## PERSONNEL – ADMINISTRATION

## Table of Contents

|   | <u>Policy Number</u> |
|---|----------------------|
| Administrative Staffing .....   | 4300                 |
| Administrative Policy Review .....                                    | 4301                 |
| Moving Allowance .....  | 4302                 |
| Appointment .....   | 4303                 |
| Contracts .....   | 4304                 |
| Orientation .....   | 4305                 |
| Summer Work Week.....   | 4306                 |
| Ethical Conduct.....  | 4307                 |
| Evaluation.....   | 4308                 |
| Termination.....  | 4309                 |
| Professional Development Expenses.....                                | 4310                 |
| Tuition Reimbursement.....  | 4311                 |
| Grievances .....  | 4312                 |
| Personal Activities .....   | 4313                 |
| Salary Guides, Job Classification/Reclassification Salary Grades..... | 4314                 |
| Compensation .....  | 4315                 |
| Fringe Benefits .....   | 4316                 |
| Reclassification and Reassignment .....                               | 4317                 |
| Retirement Contributions .....  | 4318                 |
| Tax Sheltered Annuities.....  | 4319                 |

## PERSONNEL – ADMINISTRATION

## Table of Contents

|   | <u>Policy Number</u> |
|---|----------------------|
| Tuition Waiver for Administrators and Members of their Immediate Family ..... | 4320                 |
| Leaves .....  | 4321                 |
| Temporary Leaves – Illness .....  | 4322                 |
| Temporary Leaves – Bereavement .....  | 4323                 |
| Temporary Leaves – Professional Development Purposes .....                    | 4324                 |
| Temporary Leaves – Witness and Jury Duty .....                                | 4325                 |
| Sabbatical Leaves .....   | 4326                 |
| Vacation Days .....   | 4327                 |
| Holidays .....  | 4328                 |

## PERSONNEL – STUDENT EMPLOYEES

## Table of Contents

|  | <u>Policy Number</u> |
|--|----------------------|
| Student Employees.....   | 4400                 |
| Student Employment:<br>Authorization to Employ<br>Work Hour Limitation<br>Employment Priority<br>Limitation in Semesters Employed..... | 4401                 |

## STUDENTS

## Table of Contents

|  | <u>Policy Number</u> |
|--|----------------------|
| Academic Honors .....                      | 5100                 |
| Standards of Academic Progress (SOAP)..... | 5101                 |
| Student Academic Integrity .....           | 5102                 |
| Grade Reporting System .....               | 5103                 |
| Forgiveness of Failing Grades .....        | 5104                 |
| Attendance .....                           | 5105                 |
| Admission to the College .....             | 5106                 |
| Student Classification .....               | 5107                 |
| Financial Aid .....                        | 5108                 |
| Payment Policy .....                       | 5109                 |
| Fees .....                                 | 5110                 |
| Tuition.....                               | 5111                 |
| Refunds .....                              | 5112                 |
| Residency.....                             | 5113                 |
| Chargebacks .....                          | 5114                 |
| Withdrawal from Classes .....              | 5115                 |
| Auditing a Class.....                      | 5116                 |
| Co-curricular and Extra-curricular .....   | 5117                 |
| Intercollegiate Athletics.....             | 5118                 |
| Student Records – Confidentiality .....    | 5119                 |



## STUDENTS

## Table of Contents

|   | <u>Policy Number</u> |
|---|----------------------|
| Board of Trustees Scholarships .....            | 5120                 |
| Military Service Policy .....                   | 5121                 |
| Code of Student Conduct.....                    | 5122                 |
| Student Employment .....                        | 5123                 |
| Recognition of Student Organizations.....       | 5124                 |
| Administration of Student Activities Fees ..... | 5125                 |
| Course Repetitions .....                        | 5126                 |
| Enrollment Restrictions .....                   | 5127                 |
| Chronic Communicable Diseases .....             | 5128                 |
| Annual Student Leadership Awards.....           | 5129                 |
| Student Debt Assistance Act.....                | 5130                 |

## INSTRUCTION

## Table of Contents

|   | <u>Policy Number</u> |
|---|----------------------|
| Academic Honors .....   | 6100                 |
| Standards of Academic Progress (SOAP).....                        | 6101                 |
| Student Academic Integrity .....                                  | 6102                 |
| Grade Reporting System .....                                      | 6103                 |
| Forgiveness of Failing Grades .....                               | 6104                 |
| Curriculum – Faculty Participation .....                          | 6105                 |
| Curriculum Design – Occupational Program Advisory Committees..... | 6106                 |
| Class Size.....   | 6107                 |
| Field Trips.....  | 6108                 |
| Student Credit for Learning Experiences .....                     | 6109                 |
| Policy to Extend College Services .....                           | 6110                 |

**COMMUNITY RELATIONS****Table of Contents**

|   | <u>Policy Number</u> |
|---|----------------------|
| Community Relations (General).....                                | 8000                 |
| Communication with the Public.....                                | 8001                 |
| Communications from Outside the College.....                      | 8002                 |
| Public Participation at Stated Board Meetings.....                | 8003                 |
| Responsibilities of the Board of Trustees.....                    | 8004                 |
| Citizens' Advisory Committees.....                                | 8005                 |
| Concerns and Complaints.....                                      | 8006                 |
| Sale of Products/Services on the Campuses.....                    | 8007                 |
| Use of College Facilities.....                                    | 8008                 |
| Use of Library Resources.....                                     | 8009                 |
| Continuing Education/Community Services.....                      | 8010                 |
| Business and Government Relations/Economic Development.....       | 8011                 |
| Resource Development and The College Educational Foundation.....  | 8012                 |
| Library Institutional Archives Collection Development Policy..... | 8013                 |